

EMPLOYING YOUR NEW STARTER

Guide 2.10: Additional Checks

It may be that your new starter has a gap on their CV. Or maybe they have told you that they have spent some time in prison, but they are now a reformed character. You may wonder whether you can check to see if they have a criminal record.

Disclosure and Barring Service – DBS Checks

If you need to check a new starter's criminal record, you need to apply to the Disclosure and Barring Service (DBS). In law, you are only allowed to get DBS checks for certain types of work. Specifically, work that involves day to day contact with children or vulnerable adults. For example, if your employee serves food in schools every day, then you would need to get DBS check for them. However, if you're a cafe owner who occasionally has school children as customers you would not.

If you think you need to consider getting DBS checks for your staff, you could contact the Colden HR team for advice on your specific circumstances.

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.