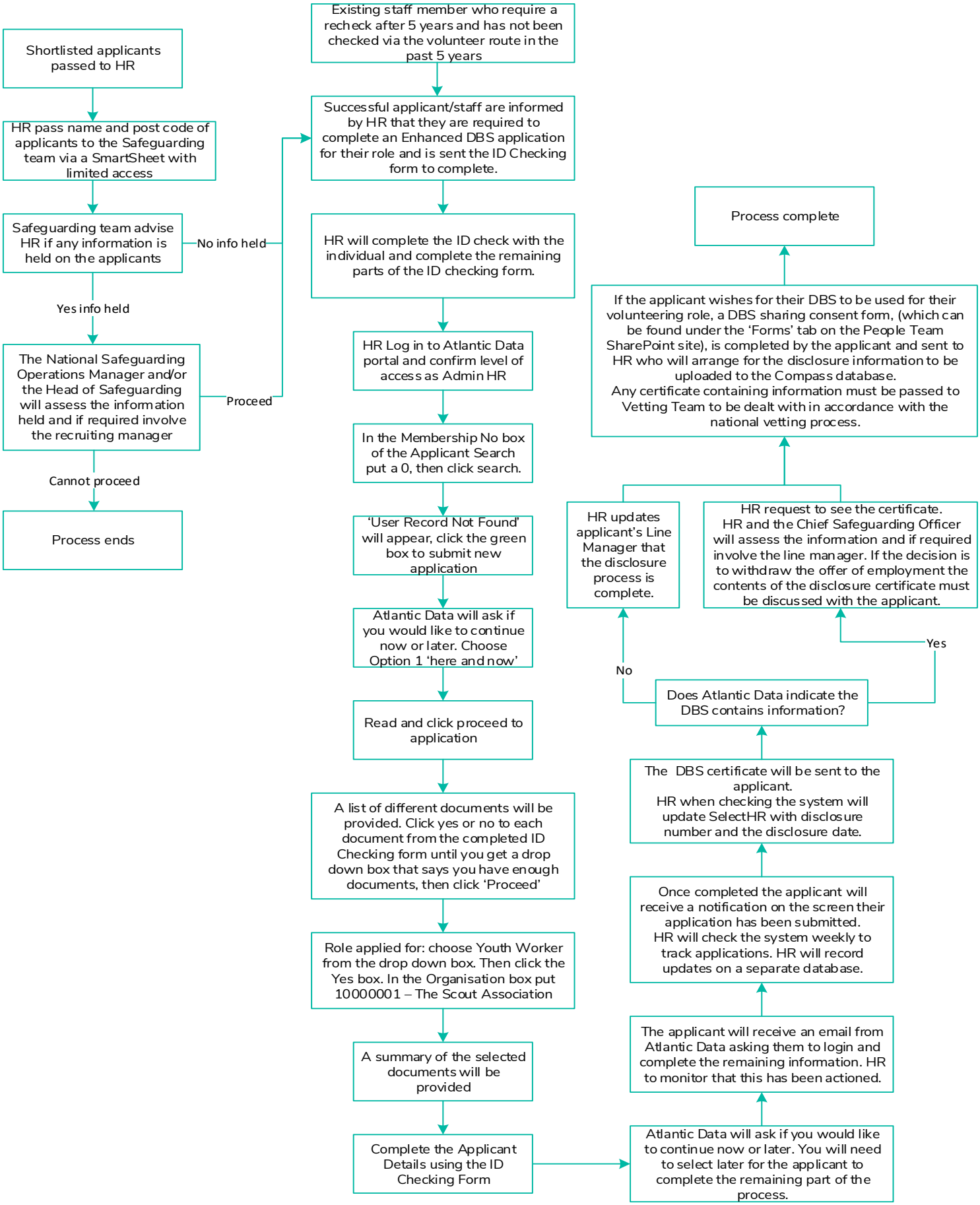
Shortlisted applicants passed to HR
HR pass name and post code of applicants to the Safeguarding team via a SmartSheet with limited access
Safeguarding team advise HR if any information is held on the applicants
No info held
Yes info held
The National Safeguarding Operations Manager and/or the Head of Safeguarding will assess the information held and if required involve the recruiting manager
Proceed
Cannot proceed
Process ends
Existing staff member who require a recheck after 5 years and has not been checked via the volunteer route in the past 5 years
Successful applicant/staff are informed by HR that they are required to complete an Enhanced DBS application for their role and is sent the ID Checking form to complete.
HR will complete the ID check with the individual and complete the remaining parts of the ID checking form.
HR Log in to Atlantic Data portal and confirm level of access as Admin HR
In the Membership No box of the Applicant Search put a 0, then click search.
'User Record Not Found' will appear, click the green box to submit new application
Atlantic Data will ask if you would like to continue now or later. Choose Option 1 'here and now'
Read and click proceed to application
A list of different documents will be provided. Click yes or no to each document from the completed ID Checking form until you get a drop down box that says you have enough documents, then click 'Proceed'
Role applied for: choose Youth Worker from the drop down box. Then click the Yes box. In the Organisation box put 10000001 – The Scout Association
A summary of the selected documents will be provided
Complete the Applicant Details using the ID Checking Form
Atlantic Data will ask if you would like to continue now or later. You will need to select later for the applicant to complete the remaining part of the process.
The applicant will receive an email from Atlantic Data asking them to login and complete the remaining information. HR to monitor that this has been actioned.
Once completed the applicant will receive a notification on the screen their application has been submitted. HR will check the system weekly to track applications. HR will record updates on a separate database.
The DBS certificate will be sent to the applicant. HR when checking the system will update SelectHR with disclosure number and the disclosure date.
Does Atlantic Data indicate the DBS contains information?
No
Yes
HR updates applicant's Line Manager that the disclosure process is complete.
HR request to see the certificate. HR and the Chief Safeguarding Officer will assess the information and if required involve the line manager. If the decision is to withdraw the offer of employment the contents of the disclosure certificate must be discussed with the applicant.
If the applicant wishes for their DBS to be used for their volunteering role, a DBS sharing consent form, (which can be found under the 'Forms' tab on the People Team SharePoint site), is completed by the applicant and sent to HR who will arrange for the disclosure information to be uploaded to the Compass database. Any certificate containing information must be passed to Vetting Team to be dealt with in accordance with the national vetting process.
Process complete