**Authorisation to work prior to Disclosure and Barring Service (DBS) Clearance Explanation**

Only in exceptional circumstances should an employee start work in a Regulated Activity position before a DBS certificate is received. Any decision to commence employment prior to receipt of the disclosure must be agreed by the relevant Head of Service and this agreement must be sourced before any commencement date is given to the applicant.

Where it is proposed that an employee starts before a DBS certificate is received, a full risk assessment must be undertaken before employment can commence. The employee must not have direct, unsupervised or 1:1 contact with any children or vulnerable adults at any time before the DBS certificate is received and must not have declared an existing criminal record on either the Job Application Form or the DBS Application Form.

For positions in Regulated Activity it may be possible to request an Adult First check.

DBS Adult First is a service provided by the Disclosure and Barring Service that can be used in cases where, exceptionally, and in accordance with the terms of Department of Health guidance, a person is permitted to start work with adults before a DBS certificate has been obtained. This applies to adult services such as care homes, domiciliary care agencies and adult placement schemes where DBS certificates are required by law and there is an urgent need to appoint e.g. because of the risk to patient/service user safety. This service is only available to organisations who are eligible to access the DBS's adult barred list and who have requested a check of the barred lists on their DBS Application Form. DBS Adult First is not a substitute for a DBS certificate and providers must take care when making recruitment decisions prior to receiving a full DBS certificate. DBS Adult First checks should be used only in exceptional circumstances and when absolutely necessary.

A DBS Adult First check is not appropriate where a person intends to work with both children and adults. Those intending to work with both groups will need to wait for the DBS certificate to be returned to find out whether a person is barred from working with children. There is no equivalent quick check of the children's barred list.

There are certain positions, however, where an employee must not start work before a satisfactory disclosure certificate is received, for example any post within a residential children's home or any post within an adult residential care home.

Where it is agreed that an employee should start work prior to the receipt of the DBS Certificate the senior nominated officer within the service must complete the details below and return the completed form to the Payroll & Recruitment Service by e-mailing dbs@btlancashire.co.uk

**Authorisation to work prior to Disclosure and Barring Service (DBS) Clearance**

|  |  |
| --- | --- |
| **Employee Name** |  |
| **National Insurance Number** |  |
| **Job Role** |  |
| **Contract Type** | **Permanent/Fixed Term/Casual Worker\*** (Delete as applicable) |
| **Establishment** |  |
| **Date DBS Form Submitted** |  |
| **Recruiting Manager** |  |
| **DBS Form Reference Number** |  |
| **Adult First Check Requested? (if applicable)** | **YES / NO** |
| **Pre-Employment Checks Completed?** | **YES / NO** |
| **Two Satisfactory References Received?** | **YES / NO** |
| **Criminal Record Disclosed on Application or DBS Form?** | **YES / NO** |
| **Reason for employee starting without valid DBS** |
|  |
| **Please describe safeguards in place** |
|  |
| I give authorisation that the above employee may commence employment at the above establishment on the understanding that DBS clearance has been applied for.**Managers must have received 2 satisfactory references and have already applied for a DBS check before seeking authorisation to work before the check is cleared** |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date:** |  |