

DBS Check

Purpose

The purpose of this procedure is to describe how ecmk processes Disclosure and Barring Service (DBS) checks and to describe the responsibilities of all staff involved in DBS processing activities.

Scope

This procedure relates to applications to, and ongoing accreditation with, ecmk Accreditation Schemes for where the application or ongoing accreditation is for the purpose of the production of EPCs, Retrofit Assessments and for Retrofit Coordination in all countries accredited for. No changes to this procedure are permitted without the authorisation of the Scheme Manager.

Responsibilities

The Scheme Manager has overall responsibility for the implementation of this procedure, for ensuring that all staff has access to the current issue of the procedure and that they are adequately trained or experienced to carry out the tasks specified.

Procedure

Whether a new application, or replacement for an expired DBS (requested automatically by email) all DBS disclosures must be either an original copy of the basic disclosure certificate or a colour copy of the basic disclosure certificate.

The following steps should be taken when assessing the disclosure:

- All DBS disclosures must be checked by a member of the Accreditation Team.
- The DBS should be in the name of the Applicant and that the date of birth is the same as on the proof of identity.
- The DBS needs to be valid, within 3 years old. If an Advanced DBS check is submitted, the original should be no more than 3 years old.
- Record the date and name of the Administrator who has verified it.
- Examine the convictions listed on the disclosure - if there are convictions, pass the DBS to the Scheme Manager, Scheme Director or Associate Manager who will review the document accordingly.

In ordinary circumstances a person is unlikely to be 'fit and proper' if a person has been convicted or cautioned for a serious offence including:

Murder
Manslaughter
Death by reckless driving
Rape
Kidnapping
Firearms offences
Terrorism
Hostage taking
Hijacking or torture
Violence and abuse
Incitement to others to commit any of the above

In ordinary circumstances a person is unlikely to be fit and proper if a person has been convicted of offences that are less serious than those listed above if these are offences against the person or property, or offences which involve elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone (including theft, fraud and deception), which resulted in a prison sentence within the last 5 years.

When deciding whether a prospective or existing member is fit and proper, ecmk will also consider:

- The relevance of the offence to the role of the EA
- The seriousness of that offence
- Whether there is any significant pattern of offending
- How recently the offence was committed

In ordinary circumstances, a person is unlikely to be fit and proper if they have been convicted of a serious arrestable offence. They are also unlikely to be fit and proper if they have been convicted of a less serious offence, if that offence:

- Is against the person or property.
- Involves elements or acts of dishonesty, corruption, substantial financial gain or serious loss to anyone (Including theft, fraud and deception).
- Resulted in a prison sentence in the last 5 years.

For all rejected applications the applicant will be informed of the reasons for rejection and appeals process (ACC-112).

Rejected applications will be kept electronically on Assessor Hub.

For a new application, now proceed with the Application Process (ACC-101) or APEL Application Process (ACC-201).

For a replacement DBS, enter the new DBS date and DBS number on the member's account in Assessor Hub.

Any prospective or current member with queries regarding the DBS should raise them with a ecmk Accreditation Administrator in the first instance.

Version	Description of Change	Editor	Date of issue
1.0	Initial Issue	Stephen Farrow	31/01/2017
1.1	SOR Update	Stephen Farrow	05/04/2021
1.2	Periodic Review	Joe Mellon	27/01/2022
1.3	Document review	Kirsty England	16/10/2024
1.4	Updates to include changing terminology from CRB to DBS, the inclusion of Retrofit Coordination as a strand and other minor amendments.	Ian Rowley	30/10/2025