

# Snap Care Policies & Procedures



## Snap Care DBS Policy

### Purpose

Snap Care Limited is committed to safeguarding the wellbeing of the people who use our services by ensuring that all staff and volunteers working in regulated activity are appropriately vetted. This includes obtaining enhanced Disclosure and Barring Service (DBS) checks with adult barred list information prior to any unsupervised care being delivered. This policy outlines our procedures and responsibilities for managing DBS checks as part of safe recruitment and ongoing employment.

### Policy Summary:

This policy describes Snap Care's process for conducting DBS checks to ensure that only suitable, safe, and legally permitted individuals are employed in roles involving direct care or contact with vulnerable adults. It sets out the types of checks required, how disclosures are managed, the frequency of renewals, and how we respond to criminal record information. The policy supports our legal obligations under the Care Act 2014, the Health and Social Care Act 2008 (Regulated Activities), and CQC regulations.

### Policy

### Scope

This policy applies to:

- All job applicants and employees in regulated activity
- Volunteers, agency staff, and contractors who have direct contact with clients
- All managers involved in recruitment and HR compliance

### Legal Framework

This policy operates in accordance with:

- **Care Act 2014**
- **Safeguarding Vulnerable Groups Act 2006**
- **Rehabilitation of Offenders Act 1974**
- **Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**
- **Disclosure and Barring Service Code of Practice**

**If you have any questions about this policy, please contact us on  
020 7729 2200 or email [info@snapcare.co.uk](mailto:info@snapcare.co.uk)**

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## Types of DBS Checks

For domiciliary care roles classed as **regulated activity**, Snap Care requires:

- **Enhanced DBS check with barred list check (adults)** – For care workers and other frontline staff
- **Enhanced DBS without barred list** – Where appropriate, for support staff without direct care responsibilities

We do not employ anyone who appears on the **adult barred list**.

## New Appointments

- All staff must undergo a satisfactory enhanced DBS check before starting any unsupervised work.
- A risk assessment may be completed where delays occur, with strict supervision in place until a clear DBS certificate is received.
- Employment offers are conditional upon DBS clearance.

## Portability and the Update Service

- Snap Care accepts DBS certificates registered on the **DBS Update Service**, if they meet the level and type required.
- Individuals are encouraged to subscribe to the Update Service to support continuous vetting.

## Renewal and Rechecking

- All staff in regulated activity must have their DBS renewed every **3 years** or be registered with the Update Service.
- Additional checks may be carried out if concerns arise, or where there is a change in role or duties.

## Storage and Handling of Disclosures

- DBS certificates are only viewed and not stored by Snap Care.
- Information from DBS checks is treated confidentially and in accordance with the **DBS Code of Practice** and **UK GDPR**.
- Any criminal record disclosures are assessed fairly using a risk assessment process.

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## Risk Assessment of Disclosures

- A criminal conviction will not automatically bar someone from employment unless legally required.
- All disclosures are risk-assessed in the context of the role, seriousness and relevance of the offence, the time since the offence, and any patterns of behaviour.
- A senior manager will decide on suitability based on safeguarding risks and regulatory guidance.

## Referral to DBS

Snap Care has a legal duty to refer individuals to the DBS if they:

- Have harmed or posed a risk of harm to a vulnerable person
- Have been removed from regulated activity due to safeguarding concerns
- Would have been removed had they not resigned or left voluntarily

This is in line with our responsibilities under the **Safeguarding Vulnerable Groups Act 2006**.

## Training and Staff Responsibilities

- Staff involved in recruitment are trained on DBS and safe recruitment procedures.
- All employees are expected to disclose any new criminal cautions or convictions that arise during employment.

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This policy applies to the following people in our organisation	All employed staff members: <ul style="list-style-type: none"><li>• Senior team</li><li>• Care workers</li></ul>
Policy Date	28/03/2025
Due for Review	28/03/2025
Who has or can give authority to change policy	Registered Manager
Where is this policy kept	On the company's shared drive and the company's website

Date	Reviewer	Version	Date for Next Review

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