

<b>Disclosure and Barring Service</b>	Section: 5 Leadership and Worker Participation
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	Issue: 06
<b>Policy Statement</b>	Effective from: 05/01/2026
	Prepared by: Sarah Richmond
	Approved by: Steve Lamb

## Definition

Abacus Lighting Ltd recognises the requirement to check that employees are permitted to work on sites where there may be children present.

These checks are processed by the Disclosure and Barring Service (DBS).

The types of check are as follows:

- a basic check, which shows unspent convictions and conditional cautions.
- a standard check, which shows spent and unspent convictions, cautions, reprimands and final warnings.
- an enhanced check, which shows the same as a standard check plus any information held by local police that is considered relevant to the role.
- an enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on the adults' barred list, children's barred list or both.

## Purpose

An employer may request a criminal record check as part of their recruitment process. These checks are processed by the Disclosure and Barring Service (DBS).

For certain roles, the check will also include information held on the DBS children's and adults' barred lists, alongside any information held by local police forces, that is considered to be relevant to the applied-for post.

These checks are to assist employers in making safer recruitment and licensing decisions, however a check is just one part of recruitment practice. When a check has been processed by the DBS and completed, the applicant will receive a DBS certificate.

The DBS cannot access criminal records held overseas so a DBS check may not provide a complete view of an applicant's criminal record if they have lived outside the UK.

## Scope

This policy applies to Abacus Lighting Ltd employees (staff, contract and temporary) who have a requirement to work unsupervised on clients sites where children are present.

## Policy

Prior to working unsupervised on a client's site Abacus Lighting Ltd employees must have received a 'cleared for purpose' result.

All results will be documented on a central register, which will be subject to periodic review.

## Responsibilities

The Chairman has the primary responsibility for implementing this policy and for reporting periodically to the Board of Directors any breaches in conformity with the policy. The Chairman is familiar with the organisation's operations and will establish appropriate responsibilities for compliance and procedure management. This should consider undertaking due diligence before offering a Contract of Employment.

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### **Training and communications**

The organisation communicates this policy and relevant guidance to employees whose role performs services that may come into contact with children and are unsupervised.

### **Recruitment of new employees and contracts of employment.**

The organisation ensures that new employees are made aware of both the DBS policy at their employment induction.

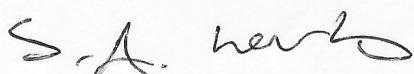
### **Monitoring and review**

Abacus Lighting Ltd will periodically review the implementation of this policy in respect of its suitability, adequacy and effectiveness and make improvements as appropriate or from experience gained.

The Board of Directors will make an assessment of the appropriateness of the policy and disclose any material non-compliance to authoritative bodies on request.

### **Internal controls and audit**

The organisation will establish feedback control mechanisms in order to maintain accurate records of all DBS certified employees.



Steve Lamb

Chairman

Date: 05/01/2026

Signed in acceptance having read and understood the policy contents and requirements:

Print Name: ..... Signature: ..... Date...../...../.....