

Appendix E to Policy for Provision of Disclosure & Barring Service Checks

Actions as a result of a positive disclosure

1. If on re-checking an existing, or by other means an offence is discovered the following action must be taken:
 - The line manager must be informed.
 - The Head of Service must complete the Checklist at Appendix D to determine if the is still suitable for employment, (copy sent to the Employee Service Centre Team Leader (HR)
 - In consultation with the line manager/HR Manager the Head of Service must decide if disciplinary action should be taken against the employee.
 - Suspension must be considered if appropriate to protect children/vulnerable adults.

 - Any Disciplinary action will be taken in accordance with Flintshire County Council's Disciplinary Policy.
2. A refusal by an existing employee to be DBS checked will result in disciplinary action being taken.