

## **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.