



# Mindsia Mental Health Wellbeing Group CIC



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82A James Carter Road, Mildenhall, IP28 7DE

## Employee Vetting and DBS Check Policy

### 1. Purpose:

- To ensure all employees and volunteers working with children, young people (CYP), and vulnerable adults are thoroughly vetted, safeguarding the well-being of those individuals and upholding ethical and legal standards.

### 2. Pre-Employment Screening:

- Before an offer of employment is confirmed, all potential employees and volunteers must pass comprehensive pre-employment screening, including identity verification, qualifications, and a minimum of two professional references, one of which must be from the most recent employer and another from your course tutor (for counsellors on placement).

### 3. Enhanced DBS Checks:

- Enhanced DBS (Disclosure and Barring Service) checks are mandatory for any role involving direct work with CYP or vulnerable adults. These checks provide detailed information on criminal records, including spent and unspent convictions, warnings, cautions, and whether the individual is barred from working with vulnerable groups.
- DBS checks will be conducted before employment begins and renewed every three years or earlier if required by law. This aligns with the BACP guidelines that recommend enhanced DBS checks for roles with significant safeguarding risks.
- It is the employer's legal responsibility to ensure that individuals who are unsuitable for working with vulnerable groups are identified and prevented from undertaking such roles. In compliance with BACP standards, Mindsia cannot rely on basic or self-administered DBS checks for regulated positions.

review by: 08/08/2025 Page 1/2



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### 4. Risk Assessment for Disclosures:

- If any adverse information is revealed during the DBS check, a formal risk assessment will be conducted. The nature of the offense, its relevance to the role, and any mitigating factors will be considered to assess the candidate's suitability for the position. All decisions will be documented and handled with confidentiality.

### 5. Peer Supervision for Students:

- As per Mindsia's policy and BACP recommendations, peer supervision is not accepted for students. All student placements and trainees must undergo enhanced DBS checks and have formal supervision with qualified supervisors to ensure high standards of ethical practice and client protection.

### 6. Data Security and Confidentiality:

- Information obtained through DBS checks will be securely stored and only accessible to authorized personnel. The data will be processed in compliance with GDPR regulations, ensuring confidentiality throughout the process.

### 7. Monitoring and Review:

- Mindsia will review this policy annually or when there are changes in relevant legislation or guidelines. Ongoing compliance with BACP's Ethical Framework is mandatory, ensuring that employee vetting, supervision, and safeguarding measures align with best practices.

### 8. Approval and Review:

- Approved by: Sumukh Nijhawan, Director
- Date of Approval: 08/08/24

review by: 08/08/2025 Page 2/2