

## **DBS Policy Appendix C**

**Strictly Private and Confidential**

Date:  
Our Ref:  
Your Ref:

Dear,

### **Disclosure & Barring Services**

Our organisation is required by law to carry out Disclosure & Barring checks on those employees who work in regulated activity with vulnerable adults and children, and it was identified that your role involves contact with one of these groups.

As you will recall you have recently completed a DBS check application and as your post is exempt from the Rehabilitation of Offenders Act 1974, I would like to meet with you to discuss the information contained on the disclosure, a copy of which you will have already received.

The meeting will be your opportunity to talk about the entries on your DBS record and show that they are not a barrier to you being confirmed in post.

A meeting has been arranged with me on DAY, DATE, TIME, at VENUE/ADDRESS.

Also in attendance will be NAME, JOB TITLE. You may, if you so wish, be accompanied by an appropriate Trade Union official or a fellow employee of your choice.

Should you, or your representative, require any special arrangements to be made to enable you to attend the meeting, please contact NAME on (0191) 424 xxxx to discuss. I would be grateful if you could confirm your attendance with me, at the earliest opportunity, by emailing me at EMAIL ADDRESS.

Yours sincerely,

**Manager**  
**Job Title**