

DBS Checks & Senior Management Vetting Policy

Primrose Weddings & Events Ltd | t/a The Harrogate Food & Drink Co. | Funky Fridays | Trufflehunters

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Policy Owner	Linda Aikman — Director
Applies to	Directors, senior management, and any staff working with under-18s or vulnerable adults

1. Purpose

This policy sets out our approach to Disclosure and Barring Service (DBS) checks for directors, senior management, and any operational staff whose roles bring them into contact with children or vulnerable adults. It exists to demonstrate the probity of those entrusted with running the business, to protect those we serve at events, and to satisfy the due-diligence requirements of clients including film and television productions, schools, NHS bodies, festivals, and public authorities.

2. Scope

This policy applies to:

- All directors of Primrose Weddings & Events Ltd
- All persons exercising senior management responsibility, defined as anyone with budget, hiring, or strategic decision-making authority across HGFD, Funky Fridays, or Trufflehunters operations
- Any operational staff whose role involves working with children under 18, vulnerable adults, or in regulated activity (e.g. school catering contracts, film sets with minors, NHS sites)

3. DBS check matrix

Role	DBS level	Renewal	Reason
Director (Linda Aikman, Andrew Aikman)	Basic	Every 3 years	Probity for clients, tenders, financial counterparties, and Personal Alcohol Licence holding
Senior management / Head Chef / Operations Manager	Basic	Every 3 years	Demonstrates due diligence; required by an increasing share of public-sector and corporate clients
Staff catering on school or college sites	Enhanced (without barred lists)	Every 3 years	Regulated activity test under the Safeguarding Vulnerable Groups Act
Staff on film/TV productions involving under-18 cast	Enhanced	Per production, or every 3 years if continuous	Production company chaperone and child performer licence requirements
Staff catering at NHS or care settings	Enhanced	Every 3 years	Vulnerable adult contact
General catering staff (weddings, festivals, corporate)	None required by default	—	No regulated activity. Basic check may be requested at the discretion of the Director.

4. Process

- The Director (Policy Owner) is responsible for initiating and renewing all required DBS checks.
- Basic DBS checks are obtained directly via [gov.uk/request-copy-criminal-record](https://www.gov.uk/request-copy-criminal-record). Enhanced checks are obtained through an umbrella body or, where required, the client's nominated registered body.
- The applicant supplies identity documents and consents to the check in writing.
- A clean disclosure is recorded against the staff record. Adverse disclosures are reviewed under section 5.

5. Handling of disclosures

- An adverse disclosure does not automatically disqualify a person. Each case is reviewed by the Director on its merits, having regard to the nature of the offence, the time elapsed, the role applied for, and the relevance of the offence to that role.
- Where a disclosure is relevant to a regulated activity (e.g. a barred-list match for staff working with children), the person will not be employed in that activity. Alternative duties may be offered where appropriate.
- The decision and reasoning are recorded confidentially.

6. Records and data protection

- DBS certificates remain the property of the individual. Only the certificate number, date of issue, level, and outcome are retained on the staff record.
- Original certificates are not photocopied or stored beyond the period strictly necessary to verify them, in line with the DBS Code of Practice.
- Personal data is processed under the Company's GDPR Data Protection Policy. The lawful basis is legitimate interest in safeguarding and contractual due diligence; for regulated activity it is legal obligation.

7. Tender and audit evidence

- The compliance portal records the date, level, and certificate number of each current DBS check held by directors and senior management.
- Where a client requires a copy of a certificate, the individual is asked to share it directly; the Company does not retain copies for circulation.

8. Review

This policy is reviewed annually by the Policy Owner or sooner if legislation, client requirements, or operational scope change.

Signed	Linda Aikman — Director
Date	May 2026
Next review	May 2027

