



Beechwood Primary School

DBS Policy and Procedures

What is a DBS (Disclosure & Barring Services) check?

A DBS check provides access to a range of different types of information such as information:

- Held on the Police National Computer (PNC), including Convictions, Cautions, Reprimands and Warnings in England and Wales, and most of the relevant convictions in Scotland and Northern Ireland may also be included. (The DBS reserves the right to add new data sources).
- Held on lists maintained by the Independent Safeguarding Authority (ISA) for children and adults barring individuals.

Policy

All employees, volunteers and governors who have contact with children must have an up to date enhanced DBS check, which is processed by the authorised company, agreed by the Governors, by the Schools personnel provider Northgate Arinso.

Procedures

Single Central Record

All schools must have a central record of checks in line with instructions contained in the DFE (Department of Education) document "Safeguarding Children and Safer Recruitment in Education".

A single central record is kept to meet the requirements of the DBS and safeguarding policy, detailing all staff with contracts issued by the school, supply teachers, teaching assistants, volunteers and Governors who have contact with the children. This single central record details how appropriate checks are made. This record is stored in the locked cupboard in the Bursar's office to allow immediate access to the record when needed.

The single central record meets the requirements by checking the person's identity including: name, address, date of birth, teacher reference number, qualifications, form reference, date DBS sent to individual, who checked the ID, date sent to Northgate, date DBS confirmation letter received by school, enhanced disclosure number, confirmed List 99 checked, confirmed no break in service, confirmed permission to work, letter/DBS form sent, ID checked by, DBS sent to Northgate, date of returned DBS and enhanced disclosure. The only reference to three year checks in "Safeguarding children and safer recruitment in education" of Ofsted guidance is where it is recommended for agency staff. If there is a break in service of 3 months or more, a DBS check is re-submitted. This is kept up to date with any changes by the Bursar and kept in the Bursar's office.

Confirmation from the DBS company on individual enhanced DBS checks, on school staff, volunteer checks, supply staff, coaches/tutor and Governors are in the single central record file in the office. This is dealt with by the Bursar.

Employing people with a criminal record

If an adverse disclosure is received by the school, it will be dealt with in an appropriate manner, according to the context.

Conviction(s) will only debar an applicant from appointment if this is the decision of the selection panel having taken into account all the following factors:

- a. The responsibilities of the position.
- b. The vulnerability of children or adults supported.
- c. The nature of the offence(s).
- d. The number and pattern of offences (if there is more than one).
- e. How long ago the offence(s) occurred.
- f. The age of the offender when the offence(s) occurred.

If the selection panel determines that an applicant with convictions is appointable the Chair of the Board of Governors and the Head Teacher **must** ratify this decision. In cases where the appointment is authorised by a person with a conviction, documentation (eg memo, letter or email) to confirm this decision must be kept on the personnel file.

The DBS's Code of Practice requires employers to discuss with an applicant any conviction information revealed before making a decision not to offer, or withdraw an offer of employment, on grounds of conviction information. The purposes of this discussion are:

- a. To verify with the applicant the conviction information supplied by the DBS does relate to them. (There is a very remote possibility that conviction information supplied will not relate to the applicant. If the applicant disputes the conviction information please refer to your Personnel Provider, as there are further procedures which can be applied to prove conclusively whether or not conviction information does relate to the applicant).
- b. To give the applicant the opportunity to state any information in mitigation or explanation of the circumstances in which the conviction(s) were obtained.

There is a range of guidance available for employers on consideration of applicants with convictions, via the DBS website http://www.DBS.gov.uk/publications_guide.asp.

New employees

As part of the recruitment process all new staff need to have completed, returned and had actioned, a valid DBS Enhanced disclosure before working in the School environment. If the DBS is delayed for any reason, a list 99 form must be completed. This form needs to be sent to Babcock 4S and once the school is in receipt that the check has been verified, the individual can start work - this is just to cover the school until the full disclosure arrives.

Volunteers

A detailed register of all volunteers used by the School (either for trips or working within the School) is kept showing their names and date of when the DBS check was actioned and received back from the DBS company. A letter is circulated termly to all the teachers within the school, this is to advise them of the volunteers that can be used, and they can then

feedback to the Bursar if there are any new volunteers that need to receive an enhanced DBS check, that haven't yet done so. This is actioned by the Bursar.

All volunteers will have a DBS obtained by the school. The volunteer DBS checks administration charges are to be paid for by the school, if appropriate.

DBS checks for any volunteers under the age of 16 is at the discretion of the Head Teacher.

Governors

All governors appointed by the Local Authority as Local Authority governors will be checked by the Local Authority on appointment or re-appointment. LA appointed governors who care for, supervise or are in sole charge of children must be included on the school's central register. At Beechwood Primary School the Governors have agreed that all Governors will have a DBS check every three years.

Directly employed supply teachers

All supply staff are entered onto the Single Central Record. A DBS enhanced disclosure can be accepted when it has been raised by a school within the Local Authority (Wokingham Borough Council) in the last 3 years. However each school will require a copy of the most current disclosure. If this is not possible, the school will obtain a new Enhanced Disclosure before the person is employed. If there is a break in service of more than 3 months, a new disclosure must be obtained.

Overseas staff

Enhanced DBS checks are mandatory for all overseas staff recruited since March 2002. Staff from overseas will be asked to apply to their home police force for a certificate of good conduct, as well as from other countries where they have worked. UK nationals returning to the UK having worked abroad should also obtain a certificate of good conduct from the country or countries where they have worked. Information about criminal record details can be obtained via www.DBs.gov.uk.

Parent Teachers Association

The PTA is made aware of any changes to the DBS procedures and ensures they have the adequate cover in place for children orientated events such as discos. The Bursar ensures this is actioned.

Portability of DBS checks

The school does not accept any previously issued Enhanced DBSs from other institutions, for staff that are directly employed by the school, even other education sectors outside of the local authority.

The following exceptions apply:

Self-employed coaches and tutors

All school clubs held on the school grounds and run by outside agencies, are required to provide a valid in date Enhanced DBS check e.g. Prime sports etc. This information needs to

be collated on the single central record. It is recommended that each coach or tutor will supply the names of 2 referees who can be contacted to comment on the individual's suitability to work with children. Copies of qualifications will also be sought. A separate register will be held for all clubs.

Students

It needs to be noted that all under graduate and post graduate students have their Enhanced DBS details confirmed by their University, detailing the disclosure number and date carried out. A copy of the DBS is seen by the Bursar.

Agency supply teachers

If the school employ temporary supply staff through an agency it is the responsibility of the Bursar to obtain written confirmation direct from the agency that the necessary checks have been undertaken by the agency and that this is recorded on the central record. Where there is disclosed information the school must obtain a copy of the DBS before the individual starts. Once the additional information is obtained then a decision can be made at that time, if the staff member may start work.

Student Teachers

The Teacher Training Provider is responsible for ensuring that an enhanced DBS Disclosure is applied for when a place at a teacher training institution has been accepted. Schools should confirm with students that the check has been done and check their identity. For the duration of any placement the student should appear on the school's central register.

Other Public Sector Staff

Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff will have been checked by their employing organisation. It is not necessary for schools to see their DBS Disclosures, but an identity check should be carried out. These visitors do not need to be added to the school's central register.

Contract Workers

For example Kitchen Staff. All employment checks are carried out by Caterlink and copies of the DBS is held by the Bursar.

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