



DBS CHECKS AND SINGLE CENTRAL RECORD POLICY

VERSION 1

05/11/2017

DBS Checks and Single Central Record Policy

We believe this policy relates to the following legislation:

- Rehabilitation of Offenders Act 1974
- Data Protection Act (1998)
- Human Rights Act (1998)
- School Standards and Framework Act 1998
- Immigration, Asylum and Nationality Act 2006
- Safeguarding Vulnerable Groups Act 2006
- School Staffing (England) Regulations 2009
- Independent School Standards Regulations 2010
- Education (School Teachers) (Qualifications and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

- Conditions of Service for School Teachers in England and Wales (Burgundy Book) (Council of Local Education Authorities)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)

We have a statutory duty of care to safeguarding the welfare of children and vulnerable adults and providing them with a safe learning environment. By undertaking checks via the Disclosure and Barring Service (DBS) for those people who are looking to work with children, we aim to prevent unsuitable people from working with children and vulnerable adults.

The DBS provides the following checks namely:

Standard disclosure: records of convictions, cautions, reprimands and warnings as found on the Police National Computer (PNC)

Enhanced disclosure: as above plus other relevant information held by the police, including Children's Barred List and Adults' Barred List checks.

Those people who are deemed unsuitable to work with children and vulnerable adults are placed on to either the Children's Barred List or Adults' Barred List.

We realise that the majority of academy appointments are for personnel who will be responsible for the care and supervision of children on a regular basis (regulated activity) and as part of the process of safer recruitment, all prospective employees will need to have an enhanced DBS check with barred list information. The level of check will be appropriate for the post or type of work undertaken. We have a mandatory duty to make checks for anyone who will be in regulated activity.

We are aware that we do not have the power to request DBS checks and barred list checks or ask to see DBS certificates for visitors, but we will ensure that all visitors are escorted whilst on academy premises.

We have 'a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.' (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their DBS checks indicates that they present a risk to children.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide protection for children and vulnerable adults against those who might wish to harm them.
- To protect the interests of the academies from those who may not be considered suitable to work with students and vulnerable adults.

Responsibilities

The **Trust Board** has:

- delegated powers and responsibilities to the Headteacher to ensure DBS checks are in place
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring this policy and all policies are maintained and updated regularly
- responsibility for the effective implementation, monitoring and evaluation of this policy

The **Headteacher** will:

- ensure DBS Disclosure checks are carried out in accordance with current guidelines
- use the online DBS Update service to check the validity of DBS certificates
- request disclosure checks
- using the disclosure check information decide whether an appointment can proceed
- keep up to date a single central record
- ensure all academy personnel, students and parents are aware of and comply with this policy

Group	No contact with children	Contact with children		Type of DBS check
		Supervised	Not supervised	
New member of staff			✓	DBS certificate (with barred list check)
New volunteer		✓		No legal requirement to obtain a new enhanced DBS certificate (with barred list check) but an enhanced DBS certificate may be obtained
			✓	DBS certificate (with barred list check) must be obtained
	✓			Not in regulated activity but an enhanced DBS certificate may be obtained
Contractors			✓	DBS certificate (with barred list check) must be obtained
	✓			No DBS check is required
Trainee teachers (student teachers)			✓	An enhanced DBS certificate (with barred list check) must be obtained
Supply teachers and other temporary agency staff			✓	An enhanced DBS certificate (with barred list check) must be obtained by the agency with written confirmation sent to the school
Governors		✓		No legal requirement to obtain a new enhanced DBS certificate (with barred list check) but an enhanced DBS certificate may be obtained
			✓	DBS certificate (with barred list check) must be obtained
	✓			Not in regulated activity but an enhanced DBS certificate may be obtained

Academy personnel will:

- comply with all aspects of this policy
- ensure all the necessary documentation for the disclosure process are provided
- report any concerns they have on any aspect of the academy community

Single Central Record

We will keep a single central record that records the following information:

Information required	Date when checked
Name of person	
Address	
Date of birth	
Evidence of address	
Evidence of ID	
Date started with the trust	
Job title (e.g. Teacher/Business Support Officer/Midday Supervisor)	
Safeguarding training expiry date	
VTR date received	
Prevent training date received	
Online Safety training date received	
Qualification(s) required	
Qualification(s) evidenced and date checked	
Teacher number (if required)	
DBS Enhanced Check and date received (not statutory to record number)	
Barred List Check (only if in regulated activity) and date received	
DBS Disclosure number	
Overseas Police Check. Type and date	
Passport/Visa/Work permit evidenced for right to work in the UK	
Date Visa or Work permit expires, if required	
Most recent Visa or Work permit evidenced	
Medical clearance received	
Satisfactory reference one completed	
Satisfactory reference two completed	
Prohibition Check (Teachers/People with QTS) date checked and outcome	

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality within this Trust.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Trust Board, the Headteacher and the nominated governor.

Approval Date	05/11/2017	Review Date	04/11/2018
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