



Disclosure and Barring Service Checks Policy

Policy Statement

- Village Infants School and the Governors are committed to safeguarding and promoting the welfare of children and the rigorous implementation of Disclosure and Barring Service (DBS) procedures and arrangements. We expect all staff and volunteers to share this commitment.
- This policy sets out the School's requirements in carrying out criminal records checks (DBS) and checks against DBS barred lists of individuals who are unsuitable for working with children and adults.

Who does this policy apply to?

- This policy applies to all employees of Village Infants School. In addition, certain types of voluntary work, student placements, school governors, preferred contractors and other regulated positions will also come under the provisions of the policy, particularly where they involve unsupervised contact with children.

Who is responsible for carrying out this policy?

- The School Business Manager and Office Manager are responsible for the implementation of this policy and will be monitored by the governors of Village Infants School.

Enhanced DBS Disclosures Checks and DBS Barred List Checks (List 99)

- The Disclosure and Barring Service (DBS) provide disclosures of criminal records via a DBS check (formerly a CRB check).
- The school requests 'Enhanced' DBS checks via the Local Authorities Human Resources Department. The check contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer. Also included in the check is any additional information held locally by police forces that's reasonably considered relevant to the post applied for.
- The Human Resources Department check the DBS Barred List Check before processing any Enhanced DBS Checks. The DBS Barred List Check will show whether an individual has been barred from working with either children, vulnerable adults or both of these vulnerable groups. It is an offence to let a person commence work in 'regulated activity', working with children or in areas where adults may be vulnerable, without checking the relevant barred list. It is illegal for employers to engage any individual in a regulated position if they have been barred from such work by the DBS.
- 'Regulated activity' is work that a barred person must not do. It involves contact with children 'in a specified setting'. Schools are defined as 'specified settings'. And is done either:
 - Frequently (once a week or more)
 - Intensively (on 4 or more days in a 30 day period)

Who should be checked?

- All individuals over the age of 16 years in a position which meets the definition of regulated activity (see above) will be subject to an Enhanced DBS Disclosure check and DBS Barred List check. This includes employees and unsupervised volunteers.
- Where a position does not meet the definition of 'regulated activity' (for example, supervised volunteers), the School's Human Resources Department will check the DBS Barred List **before** an individual can volunteer in the school. The applicant's surname and date of birth is required for this check.
- Governors must be subject to an Enhanced DBS Disclosure Check.
- Students or work experience placements who will have regular unsupervised contact with children must be subject to an Enhanced DBS Disclosure check. This will normally be arranged by the organisation arranging the placement.
- In the case of agency workers and peripatetic workers, the School Office must see an original copy of their Enhanced DBS Disclosure Form **before** working in the school.
- In the case of contractors, works are to be carried out out of school hours. On the rare occasion that works are to be carried out during school hours the School Office must see an original copy of the contractor's Enhanced DBS Disclosure Check **before** commencement of works. The contractor's identity must also be checked upon arrival.

Procedures

- Recruitment documentation for employees and volunteers (for example, job adverts, job descriptions, application forms) will, where appropriate clearly state that the post is subject to an Enhanced DBS Disclosure check and a check of the DBS Barred Lists.
- Relevant individuals will be given an appointment time to complete an Online Enhanced DBS Disclosure Application with the Office Manager. The applicant will be required to provide original copies of three documents which confirm their identity (Office Manager to provide the applicant with list of relevant documents).
- Only once confirmation is received that the individual is not on the barred list can they start work in regulated activity.
- Whilst all efforts should be made to obtain an Enhanced DBS Disclosure check before an individual commences work, a successful candidate can, at the School's discretion, be allowed to commence prior to a satisfactory disclosure certificate being received. In such instances, an enhanced DBS Disclosure check form must still have been submitted. A written risk assessment should be undertaken by the Head Teacher or School Business Manager and appropriate control measures put in place e.g. supervised working. Whilst there is discretion regarding starting an individual before an Enhanced DBS Disclosure has been received, there is no such discretion regarding DBS Barred List checks. The school must ensure that a satisfactory DBS Barred List check has been obtained **before** allowing an individual to commence work in a regulated position.

The policy reviewed and updated in Oct 2018

To be reviewed as required by legislature changes

Policies and documents to support Disclosure and Barring Checks Policy

- **Guidance on Safe Working Practices for the Protection of Staff and Children in Educational settings**
- **Safer Recruitment policy**
- **CP Policy**