



Believing and Achieving Together

Sign:

Date: March 2023

Review: March 2025 or sooner if required

## **DBS Disclosure Checks**

We believe the safety and welfare of children and young people is paramount and we are fully committed to the procedures and arrangements of the Criminal Records Bureau and Independent Safeguarding Authority.

We understand that this policy complies with the DCSF document 'Safeguarding Children and Safer Recruitment in Education 2007', the School Staffing (England) Regulations 2009 (No. 2680), the Education (Restriction of Employment) Regulations 2003, the Data Protection Act and the DBS code of Practice. This policy will be revised in November 2010 to comply with the ISA Vetting and Barring Scheme requirements.

We acknowledge the immense importance of the DBS in providing access to Disclosure checks for school personnel, volunteer helpers and for new appointments to this school.

Enhanced disclosures will be applied to the following categories:

- The Headteacher
- Teachers
- Teaching Assistants
- Classroom Assistants
- Special Needs Assistant
- Nursery Nurses
- Administrative Staff
- Clerical Staff
- Caretaker
- Cleaning Staff
- Midday Supervisors
- Catering Staff
- Governors
- Volunteer Helpers
- Students on TP
- Outside Agencies
- Breakfast Club Assistants
- After School Club Assistants
- Supply Teachers
- Peripatetic Teachers
- Visitors with access to children

DBS disclosures will not be applied to the following as it is felt that they will have very little, if any, contact with children, they will be escorted whilst on the school premises or that they will work under the supervision of a teacher:

- Secondary pupils on work experience
- Representatives from educational firms
- Contractors
- Occasional school event volunteers
- Contractors who are on site when children are not present

In compliance with the Education (Restriction of Employment) Regulations 2003 we will ensure that no new employee will commence their appointment without the completion of a List 99 check.

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

Aim:

- To have in place clear procedures for DBS Disclosure checks for all school personnel, volunteers and new appointments in order to ensure the safety and welfare of children and young people.

Procedures:

**Role of the Governing Body**

- The GB has:
  - delegated powers and responsibilities to the Headteacher to ensure DBS disclosures are in place;
  - nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the GB;
  - adopted the LA DBS Disclosure Policy;
  - responsibility for the effective implementation, monitoring and evaluation of this policy.

**Role of the Headteacher**

- The Headteacher will:
  - implement this policy;
  - ensure all school personnel and volunteer helpers are aware of it;
  - monitor and evaluate the effectiveness of this policy.

**Recruitment**

- See Safe Recruitment policy.

**Security of Information**

- In compliance with the DBS Code of Practice and the Data Protection Act all Disclosure information and records of all school personnel will be safely handled, securely stored, retained and disposed of in a secure manner.
- We have in place the Single Central Record which records the receipt of all satisfactory DBS Disclosures.

**Monitoring the Effectiveness of the Policy**

- Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

