

## Disclosure and Barring Service Checks Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School 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 check: (For positions that involve regular contact with those aged under 18 years or people of all ages who may be vulnerable for other reasons and for occupations that involve positions of trust) - records of convictions, cautions, reprimands and warnings (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013) as found on the Police National Computer (PNC);
- Enhanced check: (For posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people) - as above plus other non-conviction relevant information held by the police.

We realise that the majority of school 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 safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information. 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. 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 school 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))

Possession of a conviction, caution, reprimand, warning or bind over will not necessarily mean that an individual won't be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

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.

This policy should be read in conjunction with the following policy:

- Safer Recruitment Policy.

## **Aims**

- To provide protection for children and vulnerable adults against those who might pose a risk to them;
- To protect the interests of the school from those who may not be considered suitable to work with pupils and vulnerable adults;
- To share good practice within the school;
- To work with other schools to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

The Governing Body has:

- Delegated powers and responsibilities to the Headteacher to ensure DBS checks are in place;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- The responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will:

- Implement this policy;
- Carry out DBS Disclosure checks in accordance with current guidelines;
- Use the online DBS Update service to check the validity of DBS certificates where possible;
- Using the disclosure check information decide whether an appointment can proceed;
- Keep up to date a single central record;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor and coordinator;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

The Link Governor will:

- Work closely with the Headteacher;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

School personnel will:

- Comply with all aspects of this policy;
- Ensure they provide all the necessary documentation for the disclosure process;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;

- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

### **Single Central Record**

We will use **(Appendix A)** to assist us in carrying out our checks and keep a single central record that records the following information and the date when checked **(Appendix B)**:

- Identity check
- Barred list check
- Enhanced DBS check
- Prohibition from teaching check (where appropriate)
- Prohibition from carrying out teaching work check (where appropriate)
- Checks on individuals living or working outside the UK
- Professional qualifications and professional status check (where appropriate)
- Right to work in the UK check
- Receipt of at least two satisfactory references

### **Role of Parents / Carers**

Parents/carers will be made aware of this policy.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website
- The Staff Handbook
- Meetings with school personnel
- Reports such annual report to parents and Headteacher reports to the Governing Body

### **Training**

All school personnel:

- Receive training on this policy on induction;
- Receive periodic training so that they are kept up to date with new information

### **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.

### **Monitoring the Effectiveness of the Policy**

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

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

---

**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**