



Ousedale School

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Disclosure and Barring Service (DBS) Policy

Reviewed and approved by Personnel Committee	23/06/2021
Approved by Full Governors	05/07/2021
Next due for review by Personnel Committee	June 2023

1.0 Policy Statement

- 1.1 The safety of children and young people is paramount and Ousedale School is fully committed to safeguarding and promoting the welfare of children and young people and to the rigorous implementation of Disclosure and Barring Service (DBS) procedures and arrangements.
- 1.2 The school is committed to preventing discrimination or any other unfair treatment against any employees, potential employees or voluntary workers on the grounds of offending behaviour that does not create risk to children or young people.

2.0 Scope

- 2.1 This policy will apply to all those seeking paid or unpaid work with Ousedale School. In addition certain types of voluntary work, student placements, governors and other regulated positions will also come under the provisions of this policy in particular where they involve unsupervised contact with children or young people.

3.0 Responsibilities

- 3.1 Responsibility for implementing this policy is shared between the Governing Board, Headteacher and Leadership Team.
- 3.2 The responsibilities of the Headteacher are
 - To determine whether a post is subject to a Disclosure check;
 - Ensure where a Disclosure is required that all application forms, job adverts and recruitment briefs contain a statement that a Disclosure will be requested in the event of the individual being offered the position;
 - Undertake at an appropriate level of check either Enhanced or Enhanced with a Barred List check;
 - To make every subject of a DBS Disclosure aware of the existence of the DBS Policy and make a copy available on request;
 - Where a Disclosure is to form part of the recruitment process, require all applicants to provide details of their criminal record at an early stage and undertake that this information is only seen by those that need to see it as part of the recruitment process;
 - Undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of appointment;
 - Ensure that sensitive personal information is held securely in line with the School Records Retention Policy, and only seen by those entitled to see it in the course of their duties. DBS Disclosures will only be stored for as long as necessary, and then confidentially destroyed in accordance with the DBS's requirements.
 - To determine whether, in exceptional circumstances, the risk exemption provisions can be implemented to allow a candidate to commence an appointment (with restricted activities) before Disclosure clearance has been obtained;
 - To ensure that recruiting managers comply with all the requirements detailed in this policy, including maintaining appropriate records.

4.0 Recruitment of Staff

- 4.1 The school will apply for an enhanced DBS check only for applicants offered a position. An enhanced DBS application must have been completed before employment commences. In certain circumstances, a person may start work while an application is being processed; providing they are appropriately supervised and all other

necessary checks have been completed. This decision is at the discretion of the Headteacher.

- 4.2 If a DBS check reveals any convictions, the person concerned will be interviewed by the Headteacher. Having a criminal record will not necessarily bar applicants from working at the school. This will depend on the nature, circumstances and background of the offence and the time elapsed since the offence. However, failure to reveal relevant information at the time of application, could lead to the withdrawal of any offer of employment.

5.0 Supply Staff

- 5.1 When employing Supply Staff, the school must ensure that the supply agency provides written confirmation that all the relevant recruitment checks have been completed.

6.0 Volunteers

- 6.1 Volunteers who regularly teach or look after children on an unsupervised basis are working in regulated activity; the school should obtain an enhanced DBS check.
- 6.2 If the volunteer is not in regulated activity the Headteacher should undertake a risk assessment and use their professional judgement and experience when deciding whether an enhanced DBS check is required.

7.0 Governors

- 7.1 The Chair of Governors must obtain, prior to being appointed as a Chair, or as soon as practicable thereafter, an enhanced DBS check which is countersigned by the Secretary of State.
- 7.2 All other Governors must have an enhanced DBS check carried out by the school. These checks should be completed before a Governor takes up their position or as soon as practicable thereafter.
- 7.3 Where a governor is re-appointed or re-elected for a further term, the school will obtain an up to date enhanced DBS check.

8.0 Work Experience Students and Long-term Training Placements

- 8.1 It is not necessary to obtain an enhanced DBS disclosure for secondary pupils undertaking voluntary work or work experience in other schools. However, it is good practice to ensure that visitors are escorted while on the premises by a member of staff or appropriately vetted volunteer,
- 8.2 Students who are required to work with children as a necessary part of a training course e.g. student teachers will have applied for a disclosure when they are accepted onto their course. They should bring their disclosure to the school for inspection when starting the placement.

9.0 Renewal of DBS Certificates

- 9.1 The DBS certificate does not have an expiry date. It is not a statutory requirement to renew a certificate after the initial recruitment checks. The school will always carry out DBS checks on new staff/governors but reserves the right to ask existing members of staff to carry out a re-check if their actions or activities give 'cause for concern'. The

grounds for 'cause for concern' could include allegations of suspicious or inappropriate behaviour made by a child or other person. In such circumstances, a full investigation of any such allegations will be conducted in accordance with the school's disciplinary procedures. As part of the investigation process, the employee may be required to undergo a DBS check.

10.0 Employees Committing an Offence During Employment

- 10.1 It is the employee's responsibility to disclose any criminal convictions, cautions, reprimands or warnings that they incur during their employment with the school, to the Headteacher. The Headteacher will then make a decision on the appropriate steps to follow based on the type of conviction, caution, reprimand or warning the employee receives and the role of the employee. The Headteacher must then inform the Chair of Governors about the decision made and the reason it is made.
- 10.2 If the employee fails to inform the Headteacher of any criminal convictions, cautions, reprimands or warnings that they incur during their employment with the school, this could lead to disciplinary action being taken against them and may even result in dismissal.

11.0 Usage, Storage and Disposal of DBS Certificates

- 11.1 DBS disclosure information will be in accordance with the School Records Retention Policy. The information will be kept in a locked cabinet with access strictly limited to those who are entitled to see it as part of their duties. It is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 11.2 Disclosure information is used only for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- 11.3 Once a recruitment (or other relevant) decision has been made disclosure information is not kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. Once the retention period has elapsed, any disclosure information is suitably destroyed by secure means, i.e. by shredding. However, notwithstanding the above, the school may hold a record of the date of issue of a disclosure; the name of the subject; the type of disclosure requested; the position for which the disclosure was requested; the unique reference number of the disclosure and the details of the recruitment decision taken.

12.0 Monitoring and Evaluation

- 12.1 The Personnel Committee, on behalf of the Governing Board will review the policy on a biennial basis.