



SHUTTLEWORTH COLLEGE

DBS Policy

Status :	Non - Statutory
Date of next revision :	September 2025
Reviewed and monitored by:	RHS
Approved by :	Full Governing Body Committee

Introduction

Shuttleworth College is committed to safeguarding the welfare of its students through undertaking criminal record disclosure checks via the Disclosure and Barring Service (DBS) for potential School employees, volunteers and workers, and for some other partner organisations and voluntary groups.

This policy applies to all individuals whose role meets the criteria for a DBS check, regardless of the type of employment contract (e.g. temporary, casual, voluntary, fixed term, zero hours etc.).

The College will undertake Disclosure and Barring Service (DBS) checks to:

- Provide protection for children and vulnerable adults against those who might wish to harm them; and
- Protect the interests of the School from those who may not be considered suitable, in accordance with the law, to work in certain occupational areas.

The College 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.

Recruitment

During the recruitment process job applicants will be asked to state any convictions; relevant criminal convictions would then be discussed at interview to assess job related risks.

In line with Keeping Children Safe in Education, the school carries out an online search as part of their due diligence on shortlisted candidates. Any incidents or issues that have happened, are publicly available online, and have been identified through this process would then be explored with the applicant at interview.

The College will apply for a DBS Certificate only for applicants offered a position. The information obtained will be used to help establish whether that person has a background that might make him/her unsuitable for the job or voluntary position in question. The College will not apply to the DBS Certificate to run a check without the knowledge and consent of the person concerned.

Procedure

- The college will apply for a DBS check only for individuals offered a position
- The college will issue an online Disclosure form to the individual and require them to subscribe to the DBS update service.
- Upon receiving the completed form the college will request the appropriate identification documentation from the individual and process the application.
- The college will use the Disclosure check information to confirm whether the appointment can proceed.

- The college will record the Disclosure check outcome and ensure the individual's subscription to the update service is live.

Determining the level of disclosure check

The level of DBS check undertaken is determined by the level of regulated activity with children.

Enhanced DBS Check – This is a requirement for all potential workers and discloses spent and unspent convictions, cautions, reprimands, final warnings plus 'approved' information from local police records, but there is no information provided from the Barred Lists.

Enhanced plus Children's barred list check – This is a requirement for any individual who will be working in regulated activity with children. An Enhanced check with barred list discloses spent and unspent convictions, cautions, reprimands, final warnings plus 'approved' information from local police records, and the Barred Lists.

Regulated activity relating to children is defined as any activity which is 'unsupervised' and occurs 'frequently', or is 'intensive'

Frequently – the activity takes place once a week or more.

Intensive – the activity takes place on four or more days in any 30 day period.

Unsupervised -Lone teaching, training, instruction, care for or supervision of children, or provide advice/guidance on well-being, or drive a vehicle only for children.

Disclosure Checks for specific Groups

Teaching Staff

Teaching staff are deemed to have regulated activity with children and an enhanced DBS with barred list check will therefore be undertaken for all teaching staff prior to their employment start date.

Support Staff

All of the college's support staff are deemed to have regulated activity with children and an enhanced DBS with barred list check will therefore be undertaken for all these staff prior to their employment start date.

Governors

All college governors require an enhanced DBS check. If they will also be in school regularly and will be working unsupervised with children a barred list check will also be undertaken.

Agency Staff

The college obtains written notification from any agency, or third-party organisation it uses that the organisation has carried out the necessary checks on the individual who will be

working in college. This includes written notification that confirms the DBS certificate has been obtained and where the position requires a barred list check, that this has also been carried out prior to the individual's appointment. The college also checks that the person presenting themselves for work is the same person on whom the checks have been made.

Placement Students

DBS checks for placement students (eg. Student teachers) are the responsibility of the student's university or college. Prior to the beginning of the placement the student's university or college will send through written notification that confirms the DBS certificate has been obtained and where the position requires a barred list check, that this has also been carried out. Alternatively, the student will present the original DBS on their first visit to college. The college also checks that the student presenting themselves for work is the same person on whom the checks have been made.

Volunteers

A DBS check is completed for all individuals volunteering within the college and appropriate identification is checked.

Work Experience Children/ School Age Volunteers

It is not possible to apply for a DBS check for a child under the age of 16. The college ensures the placement is appropriate for the individual and ensures the child is supervised at all times.

Contractors

Where possible the college uses contractors who have been subject to DBS checks. Where this is not possible the contractor is escorted and supervised at all times by an individual who has been DBS checked.

Visiting Professionals

Professionals who come into school to work with students or attend meetings will be covered by a letter of assurance from their organisation or asked to provide their original DBS certificate.

Invigilators

All college invigilators are deemed to have regulated activity with children and an enhanced DBS with barred list check will therefore be undertaken prior to them undertaking any invigilation work for the school.

Commencing employment with pending DBS check

Ideally a DBS should be obtained before an individual begins work. It must in any case be obtained as soon as practicable after an individual's appointment and the request for a DBS should be submitted in advance of the individual starting work.

The Head teacher has the discretion to allow an individual to begin work pending receipt of a DBS but must ensure the individual is appropriately supervised and all other checks have taken place.

For all staff without a completed DBS it should be clear that they are subject to additional supervision.

Re-Checking

As all staff and governors are required to hold a subscription to the update service, a re-check is completed via the update for every staff member and governor annually.