



Conducting Disclosure and Barring Service (DBS) checks on staff employed by the school and other Adults

Policy on DBS checks for staff working at St Winefride's Catholic Primary

1. All staff working at St Winefride's Catholic Primary will be subject to the following DBS checks:
 - a) if not engaging in regulated activity - Enhanced
 - b) if engaging in regulated activity – Enhanced, which includes barred list check
2. No member of staff will begin working at the school until he/she has received their DBS certificate and has brought the original certificate into school for verification. Details of the DBS check will be recorded onto the schools Single Central Record.
3. No member of staff from an agency (teaching or administration) will work in school without either:
 - a) The agency providing written confirmation that their vetting procedures include all the appropriate vetting checks for the member of staff to be placed, no matter how short that placement is.
 - b) In the case of agencies used regularly by the school written confirmation that their vetting procedures include all the appropriate vetting checks for all staff they place in St Winefride's Catholic Primary. Such covering letters will be filed in school office.
4. Supply staff employed directly by the school and not through an agency will be DBS checked and procedures 1 and 2 (above) will apply.
5. Volunteers and Governors will be DBS checked and procedures 1 and 2 (above) will apply.
6. In line with current legislation, it is agreed by the Governors that the 3 year guide is no longer cost effective; therefore St Winefride's Catholic Primary will only carry out DBS checks on:-
 - New Starters
 - Staff moving from a post that was not regulated activity into work which is regulated activity
 - A break in service of 3 months or more
 - At the Governors special request

Agreed by Governors on: _____

Signed: _____
Chair of Governors