

*Ridgeway Infant School is a safe happy, place where everyone does their best!*

# **SAFEGUARDING DISCLOSURE AND BARRING POLICY**



Date agreed: 19<sup>th</sup> July 2016

Minute Ref: FGB 15/141

Signature of Chair of FGB:

Review Due: SUMMER 2019

Responsibility of the Full Governing Body  
Safeguarding Disclosure and Barring Policy  
Page 1 of 7

## **Introduction**

This policy and procedure document applies to all employees of Ridgeway Infant School, as well as volunteers, school governors and other professionals working at school.

At Ridgeway Infant School we endeavour to:

- Create the right atmosphere for children to work, grow and develop their individual potential, helping them to become competent and confident adults to live their own lives and contribute to society.
- Provide a climate where children learn to co-operate with others, care for their peers and environment and respect the fact that not everyone looks feels or thinks the same.

The School is committed to safeguarding the welfare of children who attend Ridgeway Infant School through the effective use of the Disclosure Barring Service (DBS) vetting process for all relevant groups of adults who work in school, especially those that involve direct contact with children. The School uses the DBS process as part of options for assessing the suitability of preferred candidates, governors, volunteers, contractors and agency staff.

## **Policy Objectives**

1. Maximise the protection for all children who attend this school
2. Ensure that Disclosure Information is used fairly in the recruitment process and to prevent unfair discrimination against any subject for a Disclosure on the basis of conviction or other information revealed.
3. To fully comply with the DBS Code of Practice to ensure sensitive personal information released in disclosures is used fairly and handled appropriately and only kept for as long as is necessary.

## **Definition**

The Disclosure Barring Service is an Executive Agency of the Home Office. The DBS provides wider access to criminal record information through its Disclosure Service and enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain roles, especially if they involve children.

## **Principles**

The School supports the development and understanding of the different cultures, values and ways of working which exist within school and across external and partner organisations. The School is committed to the equality of opportunity for all job applicants and aims to select people for employment with the organisation on the basis of their individual skills, abilities, experiences and knowledge irrespective of their age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion and belief, sexual orientation and caring responsibilities (in line with the schools Single Equality Policy).

As an employer, Ridgeway Infant School will:

- Treat all applicants with a criminal record fairly and not discriminate unfairly against the subject of a Disclosure, on the basis of conviction or other information revealed.
- If requested provide information on our DBS policy in relation to recruitment of ex-offenders to applicants where the post they are applying for requires a DBS check (Policy statement in Appendix 1).
- Ensure that sensitive personal information is held securely and only those entitled to see it in the course of their duties have access to it. DBS disclosures will be confidentially destroyed once the details of the check have been recorded on the Single Central Record (SCR).

### **Levels of Disclosure**

All disclosures that are required by the School will be Enhanced disclosures.

The Enhanced disclosure will provide the following information:

- Current and 'spent' convictions
- Cautions
- Reprimands
- Warnings which are held on the Police National Computer (PNC)
- Any relevant and proportionate information held by local Police Forces.

For all appointments, applications, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

### **DBS Disclosure validity**

A disclosure carries no period of validity. This is because a conviction or other matter could be recorded against the subject of the Disclosure at any time after the disclosure is issued. Disclosures are designed to be used at the point of recruitment or periodical check only for a particular person and will be most of use close to the date of issue.

### **Starting Employees/Volunteers/Governors prior to completing a DBS Check**

DBS checks will be undertaken on all prospective School employees, volunteers and Governors, as part of the pre-employment/volunteering/governorship checks prior to the individual joining the School.

No person will be permitted to commence employment in a post which requires a DBS Disclosure until a DBS check has been carried out.

### **How long is the DBS Check valid for?**

There is no official expiry date for a criminal record check issued by the DBS. 'There has never been a statutory requirement for CRB/DBS disclosure certificates to be

renewed, and the Def. is renewing and strengthening its guidance to deter schools from such routine re-checks which are considered to be a poor use of resources’.

### **Dealing with Positive Disclosures**

Having a criminal record will not necessarily bar an applicant from employment. This will depend on the nature of the position as well as the circumstances and background of the offence(s). However, failure to declare a conviction or sentence may disqualify an applicant from appointment, or result in summary dismissal if the discrepancy comes to light later.

Where a positive Disclosure is received the Headteacher will undertake a Risk Assessment and may take advice from our HR strategic adviser.

If a decision not to appoint or continue employing an individual is based on **additional information** provided on the DBS this cannot be disclosed to the applicant. This information is provided by a chief police officer on the DBS for the purposes of preventing or detecting a crime and is not provided on the applicant’s copy of the DBS. To reveal such information to the applicant could jeopardise any on-going or future police investigations.

It is important to note that the DBS is just one element in the pre and post-employment checks carried out during recruitment and selection.

### **Portability of DBS Disclosures**

Ridgeway Infant School will undertake an Enhanced DBS and identity check for all new starters (employees, volunteers and governors) regardless of whether or not they have received clearance through another organisation.

### **Disclosure by Association**

The requirement to provide the relevant information about a person who lives or works in the same households as them is a requirement of legislation (Childcare Act 2006 and the Childcare (disqualification) Regulations 2009). It guards against an individual working with young children who may be under the influence of a person who lives with them and where that person may pose a risk to children i.e. ‘by association’

All new employees, volunteers and governors will be required to complete and sign the declaration at the time of completing the DBS form. Both are available from the School Office. The completed form will need to be ratified by the Headteacher and the details will be recorded on the Single Central Record held by the School Business Manager.

Where a positive Disclosure is received the Headteacher will undertake a Risk Assessment and may take advice from our HR strategic adviser before the appointment can be confirmed.

## **Additional Checks for Employees**

When appointing new staff the following checks will be made:

- Verification of the candidate's identity from a current photo id (passport and/or driving licence) and address.
- Two satisfactory references, one of which will be from the former or most recent employer.
- That a teacher is not subject to a prohibition order issued by the Secretary of State (from the Employee Access Online service).
- A pre-employment medical fitness check.
- Verification of the candidate's right to work in the UK.
- If the candidate has lived or worked outside the UK, there may be further checks to consider.
- Verification of qualifications
- Verification of professional registration if appropriate.

## **Agency workers**

The agency is responsible for ensuring that all the necessary pre-employment checks are carried out prior to the employee commencing in their role.

## **Partners, Contractors and Sub Contractors**

Employees of organisations who work in partnership with Ridgeway Infant School, including contractors and sub-contractors must be assessed against the same criteria as those working directly for the school. It is the responsibility of the relevant organisation or contractor for ensuring that any of their staff who may come into contact with children undergo the appropriate checks. The relevant organisation is also responsible for ensuring that any subcontractor they may use follow the same process.

## **Storage Handling and Retention of DBS Paperwork**

Ridgeway Infant School will ensure that Disclosure information is kept securely, in lockable, non-portable cabinets with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## **Training**

Ridgeway Infant School will ensure that those who are involved in the recruitment process have been suitably trained/are provided with support and guidance to identify and assess the relevance and circumstances of offences.

School Business Manager  
July 2016

As an organisation using the Disclosure Barring Service (DBS) to assess applicants' suitability for positions of trust, the school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information received.

Ridgeway Infant School is committed to the fair treatment of its staff, potential staff and volunteers and aims to select people for employment within the organisation on the basis of their individual skills, abilities, experience and knowledge irrespective of their age, disability, gender reassignment, marriage and civil partnerships, maternity, race, religion and belief, sexual orientation, caring responsibilities or offending background (in line with the schools Single Equality Policy).

This policy statement on the recruitment of ex-offender will be made available, upon request, to all DBS applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

All job adverts will include a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal records at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Headteacher and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the school to ask questions about your entire criminal records, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the school who are involved in the recruitment process have been suitably trained or supported to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

We undertake to discuss any records of convictions/cautions revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

