



Lees Primary School

Conducting Disclosure and Barring Service (DBS) Checks on staff employed by the school

Policy on DBS checks for staff working at Lees Primary School

1. All staff working at Lees Primary School will be subject to DBS checks
2. No member of staff will begin working at the school until he/she has received their DBS certificate and has brought it into school to enable the School Business Manager to complete the DBS application check form. Once this has been processed the results can be documented onto the schools Single Central Record. The completed DBS application form will be filed in school – ‘Staff DBS Checks’
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 the appropriate DBS 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 the appropriate DBS checks for all staff they place in Lees Primary School. Such covering letters will be filed in school – ‘Staff DBS Checks’
4. Supply staff employed directly by the school and not through an agency will be DBS checked and procedure 2 (above) will apply
5. Governors are included in the checks
6. Volunteers who work in school regularly are subject to a full DBS check but volunteers who help in school on an occasional basis are not be required to be checked (for example, parents who assist by accompanying children and school staff to sports events and educational visits etc)
7. In line with current legislation, it is agreed by the Governors that the 3 year rule is no longer cost effective; therefore Lees Primary School will only carry out new DBS checks on:-
 - New Starters
 - Staff moving to a significantly different role. I.e. from a LTS to a Clerical Assistant
 - A break in service of 3 months or more
 -

Reviewed by the Policy Working Party January 2016