



King's Group Academies

DBS Policy

Date adopted: June 2021
Date reviewed:
Date of review: As needed

Policy Statement

The safety of children and young people is paramount, and King's Group Academies (KGA) is committed to implementing the Disclosure and Barring (DBS) procedures and arrangements. We will comply with the DBS Code of Practice and guidance regarding the correct handling, use, storage, retention and disposal of Certificates.

This policy applies to the appointment of all employees, paid and unpaid, including volunteers, supply staff and peripatetic staff. It also applies to members and Trustees of KGA and to members of Local Governing Bodies of any of our academies. It is designed to assist in ensuring that persons working at KGA and its academies do not present a risk to our pupils and students.

This policy is designed to supplement the Trust's Safer Recruitment Policy.

Legal Obligations

It is a criminal offence:-

- for an employer to knowingly employ (either on a paid or voluntary basis) a barred person in Regulated Activity.
- to allow someone to work in Regulated Activity without carrying out the required checks. Where a person is removed from Regulated Activity by an employer because the person has caused harm to a child or a vulnerable adult, the ISA must be notified.

Regulated Activity

Any position undertaken at, or on behalf of the Trust will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The Trust is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the Trust can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties

frequently enough i.e. roles which would amount to regulated activity if carried out more frequently

Enhanced Certificates

All KGA DBS Certificates will be at an Enhanced level. This involves an extra level of check with local police force records in addition to checks with the Police National Computer and the government department lists held by the Department for Children, Schools and Families and Department of Health, where appropriate. The government's safer recruitment initiative stipulates that all staff in an educational establishment must have an enhanced Certificate.

Umbrella Bodies

As KGA is not itself a Registered Body for the purposes of applying for DBS certificates, we will use the services of registered "umbrella bodies" to make the applications on our behalf. Academies within the Trust need not all use the same umbrella body. Any DBS certificate obtained by the Trust or any of its academies, via a regulated umbrella body, will be valid at any KGA academy.

DBS Update Service

The online DBS Update Service allows:

- Applicants to keep their DBS certificates up-to-date
- Employers to do an instant DBS check against a DBS certificate previously issued.

When the applicant initially applies for a DBS check they can register to use the Update Service with a registration cost of £13 per year. There is no charge if the applicant is a volunteer.

The DBS tracking service can be used to check the progress of the DBS certificate.

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the Trust to check there have not been changes since the issue of a disclosure certificate.

To check a DBS Certificate status online the Trust will obtain the applicant's permission in the first instance. The Trust can then see the results from the check straight away.

Recruitment of staff

Job applicants will be asked to state any convictions on their application form. Those invited to attend an interview will be advised in writing that relevant criminal convictions will be discussed at the interview in order to assess job-related risks. Applicants are encouraged to submit written details, dates and any other relevant information, in confidence, to the HR Director, who will ensure the security of this sensitive information.

The Trust 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 Trust will not apply to the DBS Certificate to run a check without the knowledge and consent of the person concerned.

If a DBS Certificate reveals any convictions the school will follow a fair process.

Check on staff recruited from abroad

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

Staff who need to start work before their DBS certificate has been received

The DfE allows for staff to start work while their DBS application pending, subject to :

- the member of staff being under supervision;
- a Barred List check being carried out before they begin work. This can be done independently of a DBS check, via the Teaching Regulation Agency.

Renewal of DBS Certificates

The DBS Certificate does not recommend a specific renewal interval for DBS checks. However, following the National Care Standards' recommendation, it is the Trust's policy to renew all DBS Certificates every three years, except where the individual has a current subscription to the DBS update service and has given permission for the Trust to review the status of the DBS check via the update service.

Prohibition Order

Prohibition Order means that the person concerned is not allowed to undertake unsupervised teaching work in schools. Where an individual is prohibited, their name and details will appear on the Prohibited List. A Prohibition Order is a lifetime ban.

As part of the Safeguarding Checks, and in addition to the DBS Certificate, a check will be undertaken on all applicants that have been in the teaching profession against the Prohibited List.

Storage and access

DBS Certificate 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.

Usage

Certificate information is used only for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention of Information

Before an individual's appointment is confirmed we will require sight of their DBS Certificate and we will keep a record on the Single Central Register of the date and number of the Certificate and a note of who checked the ID evidence. This will remain on the Single Central Register for as long as the individual remains in post, and will be updated every three years when we apply to renew the Certificate. We will not keep a copy of the Certificate or record its contents. In the event that a Certificate reveals information about offences committed, or if there are anomalies in the information, we will request the

permission of the individual to retain the Certificate generally for a period of up to six months, while further checks and risk assessments are undertaken.