



BRIGSTOCK LATHAM'S
SCHOOL

Disclosure and Barring Service Policy

Forward thinking and creative; valuing faith, tradition, community and achievement.

Brigstock Latham's Primary School is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. An enhanced DBS disclosure will be required for all staff and regular volunteers.

For all positions, staff members are not entitled to withhold information about police cautions, bind-overs or any criminal convictions. This includes any that would otherwise be considered spent under the act.

Employment equality statement: no individual will be unjustifiably discriminated against on the basis of race, colour, nationality, ethnic origin, gender, sexual orientation, marital or parental status, age, disability, political or religious or socio-economic class.

As an organisation using the DBS service to help assess the suitability of candidates, we comply fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of disclosure information.

We also comply fully with obligations under the Data Protection act 1998 and other legislation pertaining to safe handling, use and storage, retention and disposal of disclosure information.

Disclosure information will be kept securely in a locked filing cabinet with strict access controlled and limited to the head teacher and office manager.

In accordance with section 124 of the police act 1997, disclosure information is only passed on to those whom disclosures or disclosure information has been revealed. It is a criminal offence to pass the information to anyone who is not entitled to see it. Disclosure information is only used for our specific purpose and for which the full consent of the applicant has been given.

FURTHER DBS REQUIREMENTS

Contractors

Any of the contractor's working regularly on the school premises with the opportunity for contact with children, will have obtained a barred list check and an enhanced DBS check. For contractor's staff who do not work regularly at the school but may have contact, it is up to head teachers to use their professional judgement to decide whether to request a DBS check and how far to supervise these workers. Generally, contractors who have not been checked by their employers should be supervised.

Visitors

School cannot undertake barred list or enhanced DBS checks on visitors eg MPs or relatives on sports day. Head teachers should use their professional judgement about escorting and supervising visitors.



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Supply Staff

Schools must ensure that the supply agency provides written confirmation that the relevant checks have been completed

New Volunteers

Volunteers who regularly teach or look after children on an unsupervised basis are working in regulated activity; the school should obtain a barred list check and an enhanced DBS check.

If the volunteer is not in regulated activity the head teacher should undertake a risk assessment and use their professional judgement and experience when deciding whether to require an enhanced DBS check. The head teacher should consider:

- what the school community already knows about the volunteer, including formal and informal information from staff, parents and other volunteers and;
- if the volunteer has other employment or voluntary experience that is likely to produce suitable references
- any other relevant information about the volunteer or the work they are likely to do.

Governors

New legislation released by the Government is to come into force on the 18th March 2016 which states that Enhanced DBS checks will be mandatory for Governors in Maintained schools.

- Governors appointed prior to 1st April 2016 must obtain an Enhanced DBS check by September 2016
- Governors appointed after 1st April 2016 must apply for an Enhanced DBS check within 21 days

Work experience students and long-term training placements

It is not necessary to obtain a DBS enhanced disclosure for secondary pupils undertaking voluntary work or work experience in other schools. However, it is good practice to ensure that visitors sign in and out, and are escorted while on the premises by a member of staff or appropriately vetted volunteer.

Students, who are required to work with children as a necessary part of a training course, e.g. student teachers, nursery nurses, etc, will need to apply for a disclosure when they are accepted onto the course.

Specialist external instructors

Where a school arranges for an external specialist or instructor to come into school and have unsupervised or regular contact with children, the school should ask him or her to apply for an enhanced DBS disclosure. Educational Psychologists, Behaviour Support and the Music Support all have enhanced DBS disclosures.

A disclosure is not necessary for visitors "who have brief contact with children with a member of staff present", for example, if they give a talk or run a workshop.



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Visitors and volunteers who do not need DBS checks

- people visiting the head teacher or other staff or who only have brief, supervised contact with children
- visitors or contractors who carry out emergency repairs or service equipment, and who will not be left unsupervised on the premises
- volunteers who accompany staff and children on one-off outings or trips that do not involve overnight stays or who help at one-off events, such as a sports day, school fete or open day
- secondary school-age children on work experience placements

POLICY REVIEWED: September 2019

REVIEW DATE: September 2021