St Clement’s C.E Primary School



DBS Policy

Reviewed & approved by JP (Head): November 2024

Review date: November 2025



***“With Faith, Hope and Love We Can Achieve Greater Things.”***

***“Love is patient and kind. Love is not jealous or boastful or proud or rude. It does not demand its own way. It is not irritable, and it keeps no record of being wronged. It does not rejoice about injustice but rejoices whenever the truth wins out. Love never gives up, never loses faith, is always hopeful, and endures through every circumstance. Three things will last forever- faith, hope and love- and the greatest of these is love.” 1 Corinthians 13:4-7 New Living Translation***

**Vision Statement:**

At St Clements, we aim to ensure that everyone thrives within our caring Christian community.

We will use our Christian Values and Bible verse to provide hope during difficult times, gain strength from our faith and ensure love guides us, as an inclusive school family, in all of our actions.

**Our Christian Values: (Guiding our Thinking and Behaviour)**

**Love- (Core Value that all of our 6 Values Flow):**

**Faith**

**Hope**

**Respect**

**Compassion**

**Forgiveness**

**Thankfulness**

**DDA STATEMENT**

At St. Clement’s we will aim to:

* **Promote equality of opportunity between disabled people and others.**
* **Eliminate discrimination that is unlawful under the Act.**
* **Eliminate harassment of disabled pupils that is related to their disabilities.**
* **Promote positive attitudes towards disabled people.**
* **Encourage participation by disabled people in public life.**
* **Take account of a disabled person’s disabilities, even when that involves treating a disabled person more favourably than another person.**

**Rights Respecting School Link to Articles:** 1, 3, 4, 15, 19, 28, 29, 31, 34, 36, 41

# DBS Checks Policy and Background

It is the duty of St Clement’s C of E Primary School to ensure that our pupils' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all employees and pupils are safe and cared for.

# Disclosure and Barring Service Update

From 28 May 2012, the Disclosure and Barring Service (DBS), formerly known as the Criminal Records Bureau (CRB), introduced new identity (ID) checking guidelines. These new guidelines will apply to all applications for a DBS check.

This enhancement has been introduced so that the DBS’s identity checking process is strengthened to improve public protection. In particular, the changes will make it more difficult for individuals to conceal previous criminal records by changing their name. These changes are part of an on-going improvement process that will enable easier detection of undeclared changes of name in the future.

With effect from 1 December 2012 the Criminal Record Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS). Following a review the Government has announced the following changes:

* a large reduction in the number of positions requiring checks to just those who work most closely and regularly with children and vulnerable adults
* portability of criminal record checks between jobs to cut down on bureaucracy
* an end to a requirement for those working or volunteering with vulnerable groups to register with the Vetting and Barring Scheme and to be continuously monitored by the Independent Safeguarding Authority
* stopping employers who knowingly request criminal record checks on individuals who are not entitled to them

# Ofsted Guidance

CRB checks became mandatory for the entire maintained schools' workforce from 12 May 2006 (September 2003 for independent schools, including academies). Employees who took up post from this date must have an enhanced CRB disclosure, latterly known as DBS checks.

* No further checks are required for any staff unless the person has a break in service of more than three months. (Please note that extended sickness/maternity leave does not constitute a break of service.)
* There is no requirement for staff employed before March 2002 to have retrospective CRB checks as long as they have been in continuous service. In this context, continuity means no break of service of longer than three months. However, prior to 2002, there was a requirement for all staff who work with children and young people to have to been checked against List 99, and evidence of this should be checked.

# Visitors

You shouldn’t request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors not in school in a professional capacity e.g., education psychologist. However, you should use your professional judgment about the need to escort or supervise such visitors.

# For visitors who are in school in a professional capacity, you’ll need to check ID and be assured that the visitor has had the appropriate DBS check (or the visitor’s employers have confirmed that their employee has had the appropriate checks. You shouldn’t ask to see the certificate in these circumstances).

**Agency / Supply Staff**

You **must** get written notification from the agency/organisation that employs the staff member to say that the necessary checks have been carried out.

You **must** make sure this confirmation confirms that the enhanced DBS certificate has been obtained by the agency/organisation, or another such business. Where the enhanced DBS certificate has disclosed any matter or information, you **must** get a copy of this certificate from the agency/organisation.

The agency/organisation **must** also carry out a barred list check prior to appointment, where necessary.

You should check that the person presenting themselves for work is the same person on whom the checks have been made.

# Volunteers

Checks are required only for those who have regular and unsupervised access to children and young people. Under the terms of the Protection of Freedoms Act 2012 where a volunteer is being adequately supervised, they are not considered to be working in regulated activity however often they do this, and the school does not need to request a DBS check.

For the purposes of an Ofsted inspection, schools (and colleges) should be able to explain the rationale for those who have been checked and those who have not. The key criterion for checking volunteers is regular unsupervised contact with children.

**Work Experience Students** (16 or older)

If the activity undertaken for work experience takes place in a ‘specified place’ such as your school, with opportunity for contact with children, this may be considered regulated activity, and the relevant checks should be carried out.

DBS checks can't be carried out on children under the age of 16.

# Governors

The Protection of Freedoms Act 2012 has removed the requirement for schools to carry out a DBS check on governors simply because of their office. Governors who volunteer to work with children are also exempt from the requirement to hold an enhanced DBS certificate as long as they are appropriately supervised by a member of staff who has undergone such checks. St Clement’s C of E Primary School Governors generally make many visits to school and become familiar with the children. As a result of this all Governors will be DBS checked at St Clement’s C of E Primary School.

# St Clement’s C of E Primary School

The Governors have examined the recommendations made by Ofsted and will apply the following policy:

1. All staff employed by the School will be required to undertake a DBS check. Rechecks do not need to be undertaken but will be taken every 3 years.
2. Visitors to the school will not be checked if they are not in school in a professional capacity but will need to be escorted
3. Agency / Supply staff will be required to be DBS checked by their agency. School will not carry out rechecks but will check documentation proving validity.
4. All volunteers will be DBS checked. Safety of the children is paramount and there are a lot of regular parent helpers at the School. By checking all volunteers, teachers can be certain of who is and isn't DBS checked, there is no uncertainty as to which helpers are and which helpers are not DBS checked. As a Primary School the children are very trusting of all adults in the setting. Rechecks do not need to be undertaken but will be taken every 3 years.
5. Work experience students over the age of 16 will be required to be DBS checked by their education provider.
6. Visiting staff who do not have unsupervised access to the children will not be DBS checked by school.
7. Contracted staff having regular contact with the children will be included on the SCR (Single Central Record). Contract requires that these staff are DBS checked by their employer, the school will not carry out rechecks.
8. All governors will be DBS checked on appointment and rechecks will be carried out in line with point 1. Above. Governors will be DBS checked as there may be some unsupervised access to children when they carry out Governor Visits and because they are familiar to the children, the children are very trusting of them. As required a SCR record of DBS checks will be maintained at the School.

**Next review date: November 2025**