

THE IONA SCHOOL & THE IONA DAY NURSERY

Disclose and Barring Policy how to carry out checks (Revised Sept 2018)

- DFE Information sharing in Schools and colleges July 2018
- Keeping children safe in education Sept 18
 - DFE Working together to safeguard children July 2018

POLICY STATEMENT

The safety of children and young people is paramount, and this school is committed to implementing the Disclosure and Barring (DBS) procedures and arrangements. We will comply with the DBS Code of Practice and National Care Standards guidance regarding the correct handling, use, storage, retention and disposal of Certificates.

The DBS (formerly the CRB Agency) was set up by the Home Office to improve access to criminal record checks for employment related purposes and to help organisations make safer recruitment decisions; this applies to staff with access to children under 18 years of age, vulnerable adults or other positions of trust that fall within the Rehabilitation of Offenders Act 1974. The DBS and the Independent Safeguarding Authority (ISA) both became part of the Disclosure and Barring Service (DBS) in December 2012.

The DBS Code of Practice requires the school to have a written policy and procedure on the recruitment of people with a criminal record¹ and to ensure anyone applying for a job at the school receives a copy. The School is committed to the principle of equal opportunities and, subject to the overriding consideration of protecting children, we will endeavour to prevent unfair discrimination against those with a criminal record.

We will always carry out an enhanced DBS check with reference to the children's barred list (list 99)

PROCEDURE

There are two different levels of Certificate:

Standard Certificates contain details of all convictions² on record (including spent convictions³) plus details of any cautions, reprimands or warnings. Information obtained on the government lists is of people considered unsuitable to work, or gain access to sensitive information relating to children/young people.

Enhanced Certificates involve 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.

SCHEDULE FOUR OFFENDERS AND INDIVIDUALS BANNED FROM WORKING WITH CHILDREN AND/OR VULNERABLE ADULTS

Under the Criminal Justice and Court Services Act 2000 and the VBS 2009, it is an offence punishable by imprisonment to apply for work with young people and/or vulnerable adults if an individual has been:

- Convicted of a Schedule Four Offence and/or;
- Put on the Protection of Children Act List (POCA4) and or;
- Put on the Protection of Vulnerable Adult List POVA5 and/or;
- Considered unsuitable or banned from working with children under section 142 of the Education Act of 2002.

It is also an offence for anyone knowingly to employ such a person in such a capacity, either on a voluntary or a paid basis. If such information is received as a result of a DBS check the individual must be reported to the police immediately. In such circumstances, an existing member of staff would be subject to disciplinary action (up to and including dismissal).

All staff are obliged to declare any unspent convictions in the recruitment process regardless of whether or not their position is subject to a DBS check. If it becomes apparent (through a DBS check or otherwise) that an individual has fraudulently misrepresented their conviction history or other relevant information by not disclosing it when given the opportunity to do so on application, the applicant's job offer will be withdrawn or the member of staff will be subject to disciplinary action (up to and including dismissal). Such action would be proportionate to the nature and significance of the misrepresentation and all circumstances would be taken into account.

Renewal of DBS Certificates

The DBS Certificate does not recommend a specific renewal interval for DBS checks. Up until March 2017 we renewed DBS every four years. We are in the process of ensuring that all staff are registered with the update service. Once completed we will ensure all staff are up to date with the update service.

Volunteer DBS checks

We check as matter of course all volunteers who will be with the children for more than four times in a thirty day period. All volunteers who will be assisting in school residential trips will also be checked.

We also will ask people applying to be volunteers to provide two referees and to fill out a volunteer application form, in addition there will be a Disclosure form.

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.

Protect Duty

The School will always mark the DBS checks on all staff and volunteers, within the notes Position Applied for, '**Child Workforce Independent School**'. This will ensure that the DBS will confirm if an s128 direction has been made.

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

Once a recruitment (or other relevant) decision has been made, we retain DBS Certificate **Agency staff and External tradespeople**

All agency staff who are on a contract longer than two weeks will be asked to fill out a S.D.D form and will be DBS checked, with reference to the children's barred list (list 99) . If this is for a very short period we will ask the agency to provide us with a DBS certificate prior to that person coming on site.

In addition to this all casual agency staff must provide us with a DBS and be registered with the DBS update service.

Contractors, such as builders etc. do not have unsupervised access to children, nor come into contact with children as most work is carried out during holidays, evenings and weekends.

However, if there may be an opportunity for contact with children then a DBS must be obtained and seen by the manager. However, as of the 1st of January we are DBS checking all regular contractors, ourselves regardless of child contact.

Self-employed workers, who have contact with the children in a regulated activity will be DBS checked.

HOW TO CARRY OUT A DBS CHECK

1) Get the applicant to go to

<https://disclosure.capitarvs.co.uk/cheqs/>

They need to click on the button that says "DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION"

They fill out IONA in the organisation ref and the code is School2017

They need to fill this all out and then let us know ASAP.

They also need to provide us with a scan or a hard copy from the following routes (see over for these)

Route 1

- 1 document from group 1 (refer to list of valid identity documents); and
- 2 further documents from group 1, 2a or 2b

OR

Route 2

- 3 documents from group 2 consisting of;
- 1 document from group 2a; and
- 2 further documents from group 2a or 2b; one of which must verify their current address.
and
- The organisation conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

Or Route 3

WE MUST have tried to take route one and route two before you consider processing through route three.

If the applicant cannot meet the requirements of route one and two, you should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has not been declared.

For route three, the applicant must produce:

- birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable) and
- 4 further documents from group 2 consisting of:
- 1 document from group 2a; and
- 3 further documents from group 2a or 2b; one of which must verify their current address.
- When we have this information, go onto the application management tab. The organisation ref is IONA the code is School2017 and you need to enter your personal password.
- This takes you to a dashboard where you will see applicants awaiting verification. Click on the side buttons and fill out the drop down menu.
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- The DBS check is Enhanced, its child workforce, in the notes always ensure you put **“ child**

workforce independent school “ so we get a s128 direction checked.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces

Document	Notes
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licences must be [valid](#).

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in

Document	Notes	Issue date and validity
Benefit statement, for example Child Benefit, Pension	UK	last 3 months Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

How to check a person registered with the DBS update service.

If a person is registered with the DBS update, we can check their up to date DBS on line

You will need

DBS number

Date of Birth

Persons full name as on the certificate.

<https://www.gov.uk/dbs-update-service> go here, or search check a DBS via the update service.

Enter in the details, then print the disclosure for their file.

The only thing, children's barred list is not on here, so look at original certificate.

All staff

You need to register to use the update service.

Registration costs £13 per year (payable by debit or credit card only). There's no charge if you're a volunteer.

How to register

If you've not yet applied for a DBS check, you can register for the update service using your application reference number (the 'form ref' on your application form). DBS must receive

your application form within 28 days.

If you've already applied, you can register for the update service using your DBS certificate number. You must do this within 19 days of the certificate being issued.

You can use the DBS tracking service to check the progress of your DBS certificate.

- You'll be able to take your DBS certificate from one job to the next, unless:
- An employer asks you to get a new certificate
- You need a certificate for a different type of 'workforce' (for example, you have an 'adult workforce' certificate and need a 'child workforce' certificate)
- You need a different level certificate (for example, you have a standard DBS certificate and need an enhanced one)

Issue date

This policy takes effect from March 2014

Review date

This policy will be reviewed and revised by the school manager on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name:	Mr Martin Taylor
Position:	Iona School Trustee
Signed:	
Date:	15/09/18

Related policies

Safeguarding policy

Safer recruitment policy

Volunteer policy

Whistleblowing policy

APPENDIX A

FREQUENTLY ASKED QUESTIONS

1. How long does it take to receive my DBS Certificate?

We will send you an application form to complete; meet you to check your form and verify your identity. On average the process can take 3-4 weeks (but may take longer if you have lived at various addresses).

2. What do I receive from the DBS?

You will receive a certificate from the DBS stating whether or not you have a police record and, where appropriate, will confirm that your details have been checked against the list of those banned from working with vulnerable adults or children. In order for the school to verify the DBS certificate you must contact the HR office for them to take a copy.

3. Is my DBS certificate portable?

Yes, if you register with the DBS update service. Further details can be found at <https://www.gov.uk/dbs-update-service>

4. What happens if I have a previous conviction(s)?

Having a criminal record will not necessarily stop you from working at Iona School. This will depend on the nature of your work, the circumstances and background of the offence(s) and the time elapsed.

5. What happens if I have a criminal conviction during employment?

It is important, if you have a criminal conviction, that you disclose this information either to the school manager as soon as possible. You will be asked to attend an interview to explain the background and circumstances regarding the conviction. Failure to reveal information directly relevant your role may lead to disciplinary action.

6. Who will know about my criminal record?

If a criminal record is revealed through a DBS check, the school manager and head of the college of teachers and Human Resources Manager will know the details of the convictions, and any agencies with which the School is obliged to share that information (ie if you have applied to work with children when banned from doing so).

7. The information on my Certificate is wrong – what can I do?

If you think that any information contained on your Certificate is wrong, please contact the DBS Certificate Dispute line on 0870 9090 778 who will advise on their dispute procedures.

8. Can I refuse to apply for a Certificate?

It is compulsory to check your details against the list of people banned from working with children. The Iona School is obliged to insist on DBS Certificate from applicants and members of staff.

9 Do all parent helpers and volunteers need to obtain a Certificate?

If a volunteer will, at any point, be alone with children, then yes, we will need to obtain a certificate. If parent volunteers are helping out at a school event such as the advent fair, where they will not be having one to one contact with the children a DBS will not be needed.

10. Do teachers from overseas need to be checked?

Yes. Overseas teachers will be treated the same as any new employee.

11. How long a teacher does newly arrived from overseas need to live in the country before a Certificate is carried out?

If the teacher has lived in this country previously, a List 99/children's barred list Check can be done immediately. Those who have not lived here previously should contact their embassy to seek a letter of good conduct. An enhanced DBS Certificate will be required within 12 months.
