



Policy on the use of DBS checks

History

First Draft	January 2015	Headteacher
Approval	January 2015	Governors
Date for Review	January 2019	Headteacher and Governors

1 Introduction

This policy has been developed in order to clarify Girton Glebe's approach to DBS checks, particularly in relation to volunteers working within the school. It is informed by the Department for Education's latest version of 'Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges,' published in April 2014.

This policy will form part of the Governors' four-year review cycle.

2 Aims and Values

Girton Glebe Primary School is **committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

Ensuring that the necessary checks are carried out in order to prevent unsuitable people working with children is one aspect of this. This policy applies to all staff and volunteers working in the school.

3 DBS Checks

3.1 Decision making about which checks are required

It is the responsibility of the Headteacher to decide the level of pre-appointment checks required. The principles guiding these decisions are outlined below. Any checks will usually be carried out in the advance of an employee or volunteer beginning their post. In exceptional circumstances it may be decided that an employee or volunteer can begin their post prior to a clear check being returned. In these circumstances a risk assessment will be carried out by the Headteacher in consultation with the Chair of Governors.

3.2 Employees

For employees of the school, an enhanced DBS check with barred list information will be carried out as staff will be engaging in 'regulated activity'. A staff member is considered to be in 'regulated activity' if they are responsible for the care of or supervision of children, or if they regularly work in the school at times when children are on school premises. Any members of staff appointed to carry out teaching work will also require additional checks to ensure they are not prohibited from teaching.

3.3 Regular Volunteers

For volunteers who work in the school regularly, an enhanced DBS check with barred list information will be carried out as the volunteer will be engaging in 'regulated activity'. In accordance with 'Safeguarding Vulnerable Groups Act 2006,' the volunteer will be in 'regulated activity' if they carry out the activity at any time more than 3 days within a period of 30 days. Therefore, volunteers who help out in the school on a weekly basis, or volunteers such as work experience students who are on placement in the school for a week or fortnight, will be required to have an enhanced DBS with barred list check.

3.4 Occasional Volunteers

For volunteers who work in the school occasionally, for example coming to speak to the children as a 'one off,' or assisting with a school trip, no DBS check will be undertaken. This is because in these circumstances the volunteer will not be engaging in 'regulated activity.' Occasional volunteers will always be under the supervision of a member of school staff to ensure that they do not have any unsupervised contact with children.

3.5 Outside agencies

A range of other professionals employed by external agencies, work in the school on occasion. If the activity does not provide opportunity for contact with children, e.g. delivery drivers, then no DBS check is required. If the activity does involve contact with children, for example supply staff, catering staff, health professionals and sports coaches, the school must obtain written confirmation that the agency has carried out the appropriate checks. However, the school does not undertake the checks themselves.

4 Record Keeping

The school is required to see the original copy of DBS certificate prior to an employer or volunteer beginning work in the school. The unique reference number from the DBS certificate will be recorded on the Single Central Record. The school will not keep copies of DBS certificates.

5 Related Policies

5.1 Child Protection Policy

Our policy on Child Protection is set out in a separate document and is reviewed annually by the governing body. We acknowledge that ensuring that DBS checks have been undertaken is only a small part of creating a culture in which the safeguarding of all children is central.

5.2 Recruitment and Selection Policy

Our policy on Recruitment and Selection is set out in a separate document and is reviewed every four years by the governing body. Undertaking DBS checks is just one aspect of our approach to Safer Recruitment.