



DBS POLICY

Last Reviewed	September 2024
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Reviewed by Governors:	
Governor Names:	
Next Review	September 2025

DBS Policy

As an educational institution committed to safeguarding the welfare of children and young people, Take 1 fully complies with the principles of safer recruitment. We adhere to the Disclosure and Barring Service (DBS) Code of Practice and other relevant safeguarding guidance, ensuring the protection of vulnerable individuals through thorough vetting and background checks.

Commitment to Safer Recruitment

- Equal Opportunity and Non-Discrimination:

We are committed to treating all applicants fairly, regardless of race, gender, disability, sexual orientation, or criminal background. Applications from all qualified individuals are welcome, including those with criminal records, subject to legal constraints.

- Legal Compliance:

We ensure compliance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, and other relevant legislation when assessing criminal records. Only legally required and relevant information will be requested.

Safer Recruitment Procedures

1. Regulated Activity Checks:

All roles within the institution that involve regular, unsupervised contact with children or vulnerable adults are classified as "regulated activity." These positions require an enhanced DBS check, including a check against the Children's Barred List. This applies to both paid employees and volunteers.

2. Thorough Risk Assessment:

Before initiating a DBS check, we conduct a risk assessment to determine the relevance and necessity of the check for the specific role.

3. Application Process:

- All job advertisements, application forms, and recruitment briefs will include a statement that a DBS check will be required if the applicant is successful.
- Candidates must disclose any relevant criminal convictions on the application form. A fair and open discussion regarding convictions will be held during the interview process.
- Failure to reveal information relevant to the role may result in withdrawal of the job offer.

4. Interview and Selection:

Applicants are shortlisted based on skills, qualifications, and experience. At least one panel member involved in recruitment will be trained in safer recruitment and the assessment of criminal records.

5. DBS Update Service:

Applicants may register for the DBS Update Service to maintain up-to-date checks. The institution will seek consent to verify DBS status online, ensuring the information remains current.

6. Overseas Applicants:

Additional checks, including police checks from relevant countries, are required for applicants who have lived or worked abroad.

Post-Recruitment Procedures

- Prohibition Orders:

The institution checks all teaching staff against the Prohibited List maintained by the Department for Education to ensure individuals banned from teaching are not employed.

- DBS Certificate Renewal:

All staff working in regulated activity are required to renew their DBS certificates every three years in line with National Care Standards.

- Continuous Monitoring:

Employees are required to disclose any new criminal convictions or safeguarding concerns that may arise during their employment. Failure to do so may result in disciplinary action.

Handling DBS Information

- Confidentiality and Security:

DBS certificate information will be securely stored and only accessible to those with the necessary authorization. It will not be shared with unauthorized personnel.

- Retention and Disposal:

DBS records will be retained for up to six months following recruitment decisions. After this period, documents will be securely disposed of, though records of certificate details (e.g., reference numbers) may be retained for audit purposes.

Conclusion

The safety of children and young people is paramount. Through safer recruitment and DBS checks, Take 1 ensures that all staff and volunteers are suitable to work in an educational environment. This policy supplements the institution's broader safeguarding and child protection policies to uphold the highest standards of child welfare.

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