

# Salendine Nook High School (Academy)

## Disclosure and Barring Policy & Procedure (Non-statutory)

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## Principle

Salendine Nook High School (Academy) is committed to safeguarding and promoting the welfare of our staff, students and visitors. Ensuring the safety of our academy community is of paramount importance to us and this policy reflects our dedication to creating a safe environment where pupils are cared for appropriately and safeguarded from harm.

Disclosure and Barring Service (DBS) checks enable the Academy to ascertain an individual's suitability to work with children and in an educational environment.

This policy has been created to inform staff, pupils and parents of the measures taken by the Academy to ensure all employees and pupils are safe and cared for.

In addition, it outlines our commitment to meeting legislative requirements, DfE standards, data protection responsibilities and Ofsted guidance as outlined in the Policy.

**This document should be read in conjunction with the DBS Code of Practice; The Safeguarding Children and Safer Recruitment in Education DfE guidance; The Data Protection Act; The Freedom of Information Act and The Education Act.**

## Background Information on DBS checks

- Checks are legally required on those working with children and young people under 18, and with vulnerable adults.
- There are *two categories of DBS check*; standard and enhanced. The category is determined by the risks involved in the situation.
- **'Portability'** is the term used to describe the re-use of a DBS disclosure, obtained in one organisation and later used in another organisation.
- Individuals are unable to apply for a DBS check on their own behalf; checking is done through *an umbrella body*. Salendine Nook High School is not an umbrella body and uses Kirklees LA as its bureau.
- . The Academy's current HR provider (Kirklees Council) provides this service free of charge for all new employees, as part of the current contract. DBS checks are usually processed within approximately 3 weeks at the current time of writing this policy.

## Expectations of Salendine Nook High School

- Where DBS checks are required they must be *enhanced and current, as defined by the DfE*.
- **Portability**: the DBS check must relate to the actual working situation. A DBS check obtained through another organisation would be *accepted only if the working situation matched Salendine Nook High School's working situation, was current and enhanced and the person is transferring from a similar position without a break in service of more than 3 months*. The main consideration is likely to be one of the levels of supervision.

**Those required to provide proof of an appropriate DBS check to Salendine Nook High School:**

- All staff permanent or temporary (n.b. all staff complete an annual declaration regarding their DBS status, i.e. has anything changed in the last 12 months that they should have informed the school on. This includes a note referencing to the possible compromise of their role dependant on individual declarations and if no declarations come to light that the school has not been informed about);
- All supply staff employed direct by the Academy and through an agency – in some instances this may be a portable certificate if provided by another school within the Local Authority specifically for supply teaching;
- Anyone providing services at Salendine Nook High School who is working with pupils at the school e.g. peripatetic music instructor or external PE provider;
- Trainee/student teachers;
- Volunteers;
- All governors (n.b. all governors will complete an annual declaration regarding their DBS status, i.e. has anything changed in the last 12 months)

### **Procedure for checking DBS disclosures**

- The disclosure will be sent direct to the applicant. On receipt of a disclosure it is the responsibility of the person undergoing the check to supply the Academy with the disclosure number and date endorsed. The Academy are sent limited details when a DBS certificate has been issued;
- The school is responsible for ensuring that those requiring to be checked, have received an appropriate disclosure. This means that someone in the organisation has to have sight of the document and record details in its own record system. Copies of the documents are not permitted. Relevant data will be stored on the school's Single Central Record.
- The school contracts will include a requirement to provide evidence of an appropriate DBS disclosure and all advertisements will state this requirement.

### **Contractors**

The school will look favourably on contractors who hold DBS disclosures. However, this will not be a stipulation of working at the academy. If a DBS disclosure is not in place then contractors will be expected to carry out works when the school is closed to pupils. If, in an emergency, work has to be undertaken when the academy is open then the contractor will be required to provide their disclosure number and date of issue or it will be necessary for the contractor to be accompanied by a member of the academy staff. At no time will a contractor be allowed to work unsupervised during open hours if the above is not adhered to.

## Checklist for visitors to Salendine Nook High School

I work with under 18's	Enhanced current DBS check required by Salendine Nook High School if working permanently at the academy.
<b><i>The following information applies to those for whom a check is required</i></b>	
I have a DBS check from another organisation. Can I use it for Salendine Nook High School purposes?	It is possible that your current DBS check will be appropriate. It will need to: <ul style="list-style-type: none"> <li>• be current, as detailed by the DfE</li> <li>• be enhanced not standard</li> <li>• match the working situation you will be in when employed by Salendine Nook High School</li> </ul>
Will Salendine Nook High School organise the check for me?	Yes in most circumstances. Salendine Nook High School will organise the check for all permanent staff, supply teachers directly employed by the academy who have a regular commitment at the school, governors of the school and all regular volunteers. (n.b. DBS evidence for agency staff is obtained through the agencies prior to work starting at the academy)
How can I organise a DBS check?	Contact the academy or if you work for another organisation ask them for their umbrella body contact. If the check is to be carried out on behalf of the academy you will be required to bring supporting evidence/proof of identity to the academy for recording prior to the disclosure being sent to the Umbrella Body. When you request a disclosure you will be issued with a list of the documents that support this.
How long will it take to get a check done?	It usually takes 3 weeks but this can vary.
Is there a charge?	There is a charge for the check itself and an administrative charge from the umbrella body. The Academy will meet this cost if they organise the check for you. The Academy's current HR provider (Kirklees Council) provides this free of charge for all new employees, as part of the current contract.
Can I send a copy of the DBS disclosure to Salendine Nook High School as evidence?	<ul style="list-style-type: none"> <li>• No. The original document should be brought into the Academy and the disclosure number and date will be recorded and the document returned.</li> <li>• If the DBS is portable then the Academy will require the certificate number, the date of issue and the position it is for.</li> </ul>
I am not working for the school but wish to volunteer on a regular basis, do I need a DBS	<ul style="list-style-type: none"> <li>• Yes, an enhanced DBS is required and can be acquired by contacting the academy.</li> </ul>
I am visiting the school to do a talk to one class, do I need a DBS?	No. As you will not be unsupervised this is not necessary.