



**Kaleidoscope**  
Learning Trust

# **CLOUGHWOOD ACADEMY**

## **DBS Policy**

<b>Version and Date</b>	<b>Author</b>	<b>Committee Responsible</b>	<b>Review frequency</b>	<b>Approval</b>	<b>Next Review Due</b>	
1.0	18.08.2014	Mr A Larkin	L&M	3 yearly	Approved by the L&M committee 25.09.2014	24.09.2017
1.1	20.09.2017	Mr A Larkin	L&M	3 Yearly	Approved by the L&M committee 23.10.2017	23.10.2020
2.0	07.01.2020	Miss J Evans	LGB	3 Yearly	Approved by the LGB on 14.01.2020 Transferred from LGB to KLT 14.01.20	14.01.2023 KLT
3.0	12.05.2023	Miss M Duval	Finance Audit and Risk	3 Yearly	Approved by the FAR Committee 24.05.2023	24.05.2026

## 1. Introduction

All Kaleidoscope Learning Trust schools are safe schools, committed to the health, safety and wellbeing of all its staff and pupils.

This policy is designed to give an overview of the requirements for Disclosure and Barring Service (DBS, formerly CRB) certificates. This policy has been written to reflect guidance in the DfE publication “Keeping Children Safe in Education (September 2022) and the Ofsted publication “Disclosure and Barring Service (DBS) checks for childcare providers who register with Ofsted” (October 2017).

## 2. Staff and Governors

### i) New Staff

All new employees of the academy are required to have an Enhanced DBS certificate. A new DBS check may not be obtained if the applicant holds a current DBS certificate which is less than 12 months old and, in the three months prior to beginning work at Cloughwood Academy, they have worked in a school in England in a post which brought them into regular contact with children. Academy leaders may still require a DBS to be obtained at their discretion.

If a new DBS check is not required, the school will confirm the person’s identity and address details. The original certificate must be seen and documented.

In exceptional cases, a new employee may be allowed to start work before the DBS check is obtained, providing (i) the DBS check has been applied for and (ii) the person is not left unsupervised.

### ii) New Governors

All new governors of the academy are required to have a DBS certificate (for Volunteers) under the terms of the Funding Agreement. For the Chair of Trustees, an Enhanced DBS certificate must be approved by the Secretary of State.

### iii) Renewals

Although not a statutory requirement, the Trustees have deemed it best practice to renew DBS checks of staff and governors on a 3 yearly rolling basis, or more often if (i) a new role gives greater access to children or (ii) the school has concerns about a person.

From January 2020, at renewal, existing staff and governors will be requested to register with the update service (see section 2, v) for which an annual fee is payable. Reimbursement of the fee will be made by the academy on presentation of evidence of payment, and upon permission being granted to re-check the DBS status at least annually.

- New employee contracts will include a mandatory clause to register with the Update Service, and to allow annual checking of the DBS status.

- Governors will not be required to pay to register for the update service due to the voluntary nature of their role.

#### **iv) Retention**

DBS certificates (copy) will be kept on the individuals HR file for inspection by Ofsted.

#### **v) Update Service**

New employees, governors, volunteers and contractors that have a DBS check registered with the update service, must give permission for the school to check the status of their DBS. In addition, they must present the original certificate to the school along with all other ID verification procedures.

Where staff have obtained DBS certification through Kaleidoscope Learning Trust, and have registered that certificate with the Update Service, annual checks will be undertaken as outlined in Section 2,iii, and where no break in service has taken place, no further ID documents will be required at that time.

### **3. Visitors and Outside Agencies**

#### **i) Visitors**

All visitors must report to Reception upon arrival and follow the school's signing-in/out procedures.

Visitors holding a DBS certificate must show it to the office staff upon their first visit. Relevant details will be noted for inclusion in the Single Central Record (SCR) by the Admin staff. Copies of DBS certificates will be kept for 6 months and then destroyed.

Visitors to school e.g. storytellers, consultants etc. who do not hold a DBS check must be supervised at all times by a member of staff.

Staff should use their professional judgement about the need to escort or supervise other visitors e.g. parents/carers, bearing in mind that they should not come into unsupervised contact with pupils.

#### **ii) Volunteers**

Volunteers must be supervised at all times. Any regular, unsupervised activity would require a DBS check for Volunteers.

#### **iii) Supply Teachers**

DBS information will be provided by the Supply Agency which will be filed in the SCR. Upon arrival at the school Reception, the Supply Teacher must provide proof of identity to ensure that the person is who they say they are.

#### **iv) Contractors**

Any contractors carrying out extended work on site, or those who are expected to come into contact with pupils, must present a DBS check for inclusion in the SCR. Alternatively, their employer can present a list of their employees' DBS numbers to the Chief Finance Officer.

Contractors working outside of school/Residence hours, or those working in school hours who do not come into unsupervised contact with pupils, will not be required to hold a DBS check. All contractors will undergo an induction by the Site Manager before starting any works.