



Kaleidoscope
Learning Trust

CLOUGHWOOD ACADEMY

DBS Policy

Version and Date	Author	Committee Responsible	Review frequency	Approval	Next Review Due	
1.0	12.05.2023	Miss M Duval	Finance Audit and Risk	3 Yearly	Approved by the FAR Committee 24.05.2023	24.05.2026
2.0	23.02.2026	Miss R Whyles	Executive Leadership Team	Annually	Approved by the Executive Leadership Team 23.02.2026	23.02.2027

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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).

Staff and Governors

i) New Staff

All new employees of the academy are required to have an Enhanced DBS certificate.

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 (ii) the person is not left unsupervised and (iii) a Risk Assessment is in place.

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.

iv) Retention

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

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.

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.