



Enabling Excellence for Exceptional Futures

Policy name:	Procedure- DBS
Policy group:	Procedure- Safeguarding
Policy status:	n/a
Linked REAch2 policy(ies)	Safeguarding and Child Protection Policy; Safer Recruitment and Selection Policy
Policy owner:	n/a
Written/ Adopted/ Reviewed on:	Adopted: May 2020
Review date due:	Reviewed on all updates from REAch2, DfE or Strictly Education (DBS provider)



DBS procedures

2020-2021

Audience:	Head Teacher SBM
Approved:	n/a
Other related policies:	Safeguarding and child Protection Policy; Safer Recruitment and Selection Policy
Policy owner:	n/a
Policy model:	n/a
Review:	In line with DfE, REAch2 or Strictly updates
Version number:	Version 1

Evidence that the school has appropriate procedures in place for undertaking Disclosure and Barring Service (DBS) checks of staff and recording the results

Over-arching statement

Green Park Village Primary Academy is fully committed to ensuring that all children and staff are kept safe whilst working within the academy. There is a clear safeguarding culture at Green Park Village Primary Academy, which permeates through all aspects of the academy, for example from recruitment and selection, to visitor arrangements to off-site visits and administration of medicines and first aid. The academy has clear procedures in place for undertaking DBS checks of all staff and recording the results as detailed here.

Trust-wide Child Protection and Safeguarding policy

The Child Protection and Safeguarding Policy, which spans across all academies within the REAch2 multi-academy trust and has local adaptations, makes clear reference in various places that all safer recruitment procedures will take place according to Keeping Children Safe in Education (KCSIE) 2019 guidelines. This is reviewed with each update to KCSIE.

Single Central Record (SCR)

Green Park Village Primary Academy uses a detailed template for the SCR, which shows how DBS details and all other checks are recorded. This is a live document which is kept continually up-to-date as new information is available. The SCR is already in-place for the new academy, and has all members of staff added who are currently employed, or will be employed for September 2020. To ensure that the academy remains transparent and processes are robust, other staff from within the trust have carried out the necessary safeguarding checks on the Head Teacher and these checks have been inputted to the SCR by them. The Head Teacher has then input all other recruitment checks for other employees on the SCR as required. This is then checked by the Trust Safeguarding Lead to ensure that details on the SCR match details held on individual employee files.

Safer Recruitment

Green Park Village Primary Academy has a Safer Recruitment Policy, which it displays on its website and with all job advertisements. The policy affirms the safeguarding culture at Green Park Village Primary Academy and exemplifies the steps that are taken at all stages of the recruitment timeline to ensure that children are kept safe.

Staff Recruitment and Selection

The academy has also set up employee files according to the safer recruitment principles. As a result, an employee file checklist is completed for each member of staff upon appointment, which ensures that all necessary information is evident on the individuals file - for example, a copy of the signed application, a copy of the job advert and a copy of their right to work within the United Kingdom with satisfactory references. The checklist ensures that all aspects of recruitment are robust and the Head Teacher personally signs off each employee checklist to verify that all information and records are present and satisfactory.

DBS Checks

The academy uses Strictly Education to undertake its DBS checks for all staff. This is an online system where employees can log-on and complete their own verification details. Staff are asked to bring their certificate of DBS to the academy so that it can be logged as part of the information on the SCR. For data protection reasons, copies of DBS checks are not kept on employee files for any more than six months after being completed. The most recent guidance is used:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines#history>

The next two documents are ones used by Green Park Village Primary Academy:

Guidance to those applying for a DBS check

In order to process a Disclosure check, we will need to verify evidence of your identity. Please can you provide **original documentation**, using the following tables to identify what you should bring:

Group 1 – Primary identity documents

- Current valid passport (in date)
- Biometric residence permit (UK)
- Current driving licence photocard (UK) Full or provisional
- Birth certificate (UK and Channel Islands) – issued within 12 months of birth. The full or short form is acceptable including those issued by UK authorities overseas such as Embassies, High Commissions and HM Forces.
- Adoption certificate (UK and Channel Islands)

Group 2a – Trusted government documents

- Current UK driving licence (old style paper version)
- Current non-UK photo driving licence (valid only for applicants residing outside of the UL at the time of application)
- Birth certificate (UK and Channel Islands) – issued after the time of birth by the relevant authority
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b – Financial and social history documents

- Mortgage statement (UK or EEA)**
- Bank/Building Society Statement (UK or EEA)*
- Bank/Building Society Account opening confirmation letter (UK)*
- Credit card statement (UK or EEA)*
- Financial statement e.g. pension, endowment, ISA (UK)**
- P45/P60 Statement (UK and Channel Islands)**
- Council Tax statement (UK and Channel Islands)**
- Utility Bill (UK)* – not mobile telephone
- Benefit statement * e.g. Child Allowance, Pension
- A document from central/local government/government agency/local authority giving entitlement (UK and Channel Islands)* e.g. from the Department for Work and Pensions, the Employment Service. Customs and Revenue, Job Centre, Job Centre Plus, Social Security
- EU/EEA National ID Card
- Irish Passport Card
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands)
- Letter from Headteacher or College Principal (16/17 years olds in full time education – only used in exceptional circumstances when all other documents cannot be provided)

* document must be less than three months old

** document must be less than twelve months old

If you can provide a document from group 1, please bring that plus 2 further documents from any of the groups in the table above. One must confirm your current address. This is a total of three ID documents.

If you cannot provide a document from group 1, please provide a document from group 2a plus 2 further documents from groups 2a or 2b. One must confirm your current address. This is a total of three ID documents.

If you cannot provide a document from group 2a, please provide your birth certificate (UK and Channel Islands), issued after the time of birth, plus 1 document from group 2a, and 3 further documents from across groups 2a and 2b. This is a total of five ID documents.

All documents must be originals and meet the specifications set out in the above table. Each document must be different, so two bank statements from the same bank and account cannot count as two documents. Self-printed documents such as internet bank statements are not acceptable.

Please note that under the Asylum & Immigration Act 1996, amended by (Restriction on Employment) Order 2004, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control unless that person has current and valid permission to be in the UK **and that permission does not prevent them from taking a job**. Should you be successful in this application you will be required to produce the **originals** of the documents required in the attached list before any appointment can be confirmed.

It is our policy that no offer of employment will be made "subject to references". Please contact your referees to highlight their reference is required **before** an offer of employment can be made. A prompt response in providing a reference ensures that individuals are able to receive their offer of appointment as soon as possible.

Please can you also bring your original qualification certificates.

Once you have provided your original documentation to the school you will receive an email from Strictly Education with details of how to complete a DBS check online. If you have any problems with this please let me know.

School Business Manager

Green Park Village Primary Academy

RECRUITMENT / EMPLOYEE FILE CHECK LIST



This check list must be completed and kept on new starter's personal file.

NAME OF EMPLOYEE JOB TITLE

ACTION	DATE COMPLETED/ ACTIONED AND BY WHOM
Recruitment pre-planning and advertising carried out in line with safeguarding requirements	
References taken up for short listed candidates and invitation to interview letters sent	
Interviews carried out - candidates' relevant qualification certificates and documents to evidence the right to work in the UK verified, signed and photocopied*	
<p>New starter documentation / checks completed:</p> <ul style="list-style-type: none"> • OH pre-employment medical form received..... <input type="checkbox"/> • ID checked..... <input type="checkbox"/> • DBS application made..... <input type="checkbox"/> • DBS checks completed..... <input type="checkbox"/> • Prohibition Check (if applicable)..... <input type="checkbox"/> • Bank details form..... <input type="checkbox"/> • Next of kin details form..... <input type="checkbox"/> • Pension opt out forms if applicable <input type="checkbox"/> • Strictly Education portal checked to ensure that date joined pension scheme matches employee start date (or equivalent for other payroll providers) <input type="checkbox"/> • Staff handbook given..... <input type="checkbox"/> • Teachers only: QTS certificate provided..... <input type="checkbox"/> • Qualifications checked and copied for file..... <input type="checkbox"/> 	
Risk assessment carried out and form completed pending DBS clearance (only for those starting before DBS checks complete)	<input type="checkbox"/>
<p>Documents on file:</p> <ul style="list-style-type: none"> • Copy of Job Advert <input type="checkbox"/> • Application form..... <input type="checkbox"/> • Job Description and Person Specification..... <input type="checkbox"/> • Interview notes and completed interview assessment/person specification... <input type="checkbox"/> • Reference 1 received <input type="checkbox"/> Date received • Reference 2 received <input type="checkbox"/> Date received • Job offer letter signed..... <input type="checkbox"/> • Signed contract of employment..... <input type="checkbox"/> • Evidence of the right to work in the UK..... <input type="checkbox"/> • Disqualification by association declaration..... <input type="checkbox"/> • Evidence of safeguarding policy issued..... <input type="checkbox"/> • Keeping Children Safe in Education form signed..... <input type="checkbox"/> • Pension opt-out form (if applicable)..... <input type="checkbox"/> 	
<ul style="list-style-type: none"> • Completed Risk Assessment form for missing documents (if applicable) <input type="checkbox"/> 	<input type="checkbox"/>

