Disclosure & Barring Service (DBS) Policy
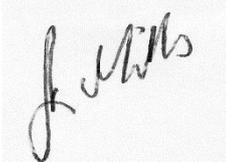
Reviewed by:	Pay & Staffing
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Reviewed on:	26th January 2016
Adopted by FGB on:	9th February 2016
Signed by:	(Chair of Governors)
Next Review:	26th January 2017

1. All staff, prior to engaging in paid or unpaid work at Ysgol Treffynnon, must be the subject of a clear and valid 'Enhanced Disclosure' check by the Disclosure & Barring Service (DBS)).

2. The term 'staff' is meant to cover teaching or non-teaching; permanent, part-time, peripatetic, or temporary; directly or indirectly employed by the LA or *via* an approved agency; whether remunerated, contracted or voluntary.

3. The School Secretary, on behalf of the Headteacher and Board of Governors, will verify that DBS checks on staff employed by the School have been carried out and conform to the specifications and stipulations set by Flintshire County Council as the registering body.

4. The School will arrange DBS re-checks to be undertaken on all staff every three years.

5. Anyone working at the school, in whatever capacity, having unsupervised access on a sustained or regular basis to pupils of the school should be the subject of Enhanced Disclosure checks whose availability, currency and appropriateness must be established prior to their presence in school. In this context 'regular' is defined as one or more times per week or on four or more days in a 30 day period.

6. DBS Disclosure Applications must be completed using the DBS on-line automated system. Applicants are required to provide the relevant ID documents to be verified as part of the DBS process. DBS Disclosure Applications will be countersigned by the School Secretary, on behalf of the School, after verifying the details provided by the applicant and completing the ID verification section.

7. Failure by staff to complete the on-line application (and providing relevant information required for the check) within the specified time will be subject to disciplinary action.

8. It is the responsibility of any agency or contractor providing staff to work in the school to obtain and maintain a valid enhanced DBS check. The school manager with responsibility for engaging such staff will require written confirmation that this is the case and that the individual is not barred from working in a regulated activity with children. The School will always check the availability of such disclosures and will refuse admittance to those unable to provide the relevant documentation.

9. A DBS check is not required if the visitor is supervised appropriately, is carrying out occasional or temporary services or is an office holder, such as a (non-staff) governor. However, any non-staff governor having 'substantial unsupervised access on a sustained or regular basis' will be subject to a DBS check and subsequent re-check.

10. An up-to-date list of those with valid and verified DBS checks will be maintained by the School Secretary and be available at the School's reception.

11. The Headteacher will arrange for any new appointees, before taking up an appointment, tol be subject of a fresh DBS check. The only exception to this requirement is for those who hold a valid check verified by either Denbigh County Council or Wrexham County Borough Council. If a positive trace is highlighted, then the Headteacher will follow the standard procedure outlined in Appendix A.

12. If an individual believes that information in their Disclosure is incorrect, then representations may be made to the police via the DBS National Disclosure dispute line (0870 9090778) or via the DBS Adviser/Assistant in the Employment Services Section at Flintshire County Council.

13. This policy does not apply for those engaged in non-regulated activity during holiday periods.

14. The storage and destruction of DBS records will conform to Flintshire County Council's policy.

15. For further details of relevant procedures reference should be made to Flintshire County Council's Policy for the Provision of Disclosure and Barring Service Checks, as amended June 2015.