



# Disclosure and Barring Service (DBS) Policy

For School Based Employees

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## 1. Purpose of the DBS

Central Bedfordshire Council (CBC) and the Governing Bodies of Schools are committed to safeguarding the welfare of those accessing their services and they have a duty of care towards vulnerable members of society under the Safeguarding Vulnerable Groups Act (2006) and the Exceptions Order to the Rehabilitation of Offenders Act (1975).

The Disclosure and Barring Service (DBS) helps schools to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. For certain roles the check will also include information held on the DBS's children's barred list, together with any information held locally by police forces that is reasonably believed to be relevant to the applied for post.

Part V of the Police Act 1997 requires that all registered bodies adhere to the [DBS Code of Practice](#). CBC provides an umbrella DBS service for schools and the service provided adheres to the Code of Practice. CBC will conduct DBS checks where requested by the school. Should a school choose to carry out these checks via their own HR provider; the school must ensure that the [DBS Code of Practice](#) is followed.

## 2. Who does this policy apply to?

The scope of this policy extends to all staff based within Central Bedfordshire Council's maintained Community, Voluntary Controlled, Nursery and Special schools including the Headteacher and elected Governors.

## 3. Types of checks available

If a role will be subject to a DBS check, this must be identified in the person specification which forms part of the job description.

The eligibility and level of check for all posts can be verified with your DBS provider. You may also wish to review the [DBS's Guide to eligibility for DBS checks](#) document.

For schools there are three levels of check that are available depending on the activities of the role the applicant will be undertaking. The vast majority of school based staff will require the enhanced check. The levels of check that are available are as follows:

**Standard DBS check** – These will be available for employees or volunteers whose duties involve regular contact with children in a regulated position, with the elderly, sick or disabled or those employed in sensitive areas and professions within the terms of the Exceptions Order under the Rehabilitation of Offenders Act ([See Appendix 2](#)). It contains details of all spent and unspent convictions, cautions, reprimands and final warnings from the Police National Computer (PNC).

**Enhanced DBS check** – used when a post meets the pre September 2012 definition of regulated activity ([see Appendix 1](#)). It contains the same PNC information as the standard check but also includes a check of police records held locally.

**Enhanced Check for Regulated Activity** – used when a post involves undertaking regulated activity with children and/or vulnerable groups (please see sections 4 and 5 for more information on regulated activity). It contains the same PNC information and check of police records held locally as an enhanced check but in addition will check against the children's [barring list](#).

## DBS Check Costs

The DBS make a charge for each application to which the current costs can be found here: <https://www.gov.uk/disclosure-barring-service-check/overview>. Should CBC conduct the check for you there will be an administrative charge to which details can be found here: <http://www.centralbedfordshire.gov.uk/schools-portal/human-resources/disclosure/costs.aspx>. Your HR provider may also charge an administrative fee.

The DBS will invoice the Authority on a monthly basis and schools will be debited for the cost when the invoice is processed.

Further information in relation to costs and invoicing can be obtained from your HR provider or the Council's DBS team on **0300 300 4734** or by emailing them at [db.admin@centralbedfordshire.gov.uk](mailto:db.admin@centralbedfordshire.gov.uk).

## 4. Regulated Activity when working with children

The definition of regulated activity relating to children (under the age of 18) comprises of:

**Unsupervised activities** - teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children.

**Work for a limited range of establishments** ('specified places') with opportunity for contact, for example: schools, children's homes, childcare premises. Schools will include pre and after school care and children's centres managed by the school.

**Relevant personal care**, for example washing or dressing, or health care by or supervised by a healthcare professional (even if done once).

For further information in relation to regulated activity see here: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/502229/DBS\\_referrals\\_guide\\_summary\\_of\\_regulated\\_activity\\_with\\_children\\_v2.2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/502229/DBS_referrals_guide_summary_of_regulated_activity_with_children_v2.2.pdf)

## Definition of 'Regular'

Work that falls under the first 2 points is only classed as regulated activity if carried out regularly. Regular means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30 day period (or in some cases, overnight).

## 5. What is not in regulated activity for work with children?

### Activities:

- Activity supervised at a reasonable level
- Health care not by a healthcare professional, including 'treatment/therapy'.
- Legal Advice

### Establishments:

- Occasional or temporary services, e.g., maintenance
- Volunteers supervised at a reasonable level ([See section 15](#)).

## 6. Disclosures and Recruitment

Usually a job applicant has no legal obligation to disclose spent convictions. If an applicant has a conviction that has become spent, the employer must treat the applicant as if the conviction has not happened. A refusal to employ a rehabilitated person on the grounds of a spent conviction is unlawful under the Rehabilitation of Offenders Act (ROA) 1974.

Certain areas of employment are exempt under the ROA 1974 (Exceptions) Order 1975 ([see Appendix 2](#)), for which employers may ask about spent convictions. This is known as asking an exempted question. When answering, the applicant would have a legal obligation to reveal spent convictions.

The Disclosure & Barring Service process will impact on several areas of the recruitment process for schools. The areas affected would be as follows:

### The Advertisement

The advertisement should indicate that the successful candidate will be required to undertake a DBS check where appropriate, and should detail the level of the disclosure required. The advertisement should also include a statement about the employer's commitment to safeguarding and promoting the welfare of children and young people. All recruitment advertisements placed by either the School or any third party on behalf of the school should automatically include this statement. The following form of words is suggested:

*“Central Bedfordshire Council is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All employers will carry out enhanced DBS checks on all staff and volunteers and take references. Central Bedfordshire Council Schools are equal*

*opportunities employers and welcome applications from all members of the community”.*

Further information in relation to the advertising process can be found within the Schools Personnel Handbook: [Code of Practice for Recruitment](#).

### The Recruitment Pack

Application forms (for both teaching and non teaching posts) must include a statement that a DBS will be required, and should detail the level of the disclosure required. In addition to those items already listed in the Code of Practice for Recruitment, all applicants should be sent a copy of the "Important Information for Applicants — Disclosure of Criminal Records" document ([see Appendix 4](#)). The Council's DBS Code of Practice is available on request from the DBS Team by e-mailing [dbs.admin@centralbedfordshire.gov.uk](mailto:dbs.admin@centralbedfordshire.gov.uk).

Further information in relation to the recruitment pack process can be found within the Schools Personnel Handbook: [Code of Practice for Recruitment](#).

### The Invitation to Interview

The letter inviting candidates for interview should make it clear that they will be required to produce proof of identity and should ask that they bring original documentation with them on the day.

### The Appointment and Proof of Identity / Right to live and work in the UK

[Chapter 2, Section 2](#), of the Schools' Personnel Handbook outlines the position regarding the obligations on an employer in respect of the prevention of illegal working. It is good recruitment practice to ascertain that any prospective employee has the right to live and work in the UK before employment commences.

All posts in schools are subject to satisfactory Disclosure clearance and the [Disclosure Application Form](#) requires confirmation that proof of identity has been produced. It is strongly advised that Schools familiarise themselves with the full requirements in relation to what documentation is acceptable as outlined in the DBS's guidance for employer's document which can be found here: <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide>. You may also wish to view the [DBS's Guidance for employer's](#) document for further advice. Alternatively, the CBC's DBS Application Form also details which documentation will satisfy the DBS requirements and it can be found here: [http://www.centralbedfordshire.gov.uk/Images/dbs-request\\_tcm3-8299.pdf](http://www.centralbedfordshire.gov.uk/Images/dbs-request_tcm3-8299.pdf).

The **original** documentation should be shown to the Headteacher (or other senior member of staff conducting the interview in the absence of the head). Clear photocopies should be taken of the documents presented as proof of evidence and the originals returned to the candidate.

Photographic evidence can only be checked by someone who has met the applicant. Since officers within the Council's DBS team, who are responsible for countersigning the Disclosure application, are unlikely to have met the applicant, it will be for the interviewing panel to establish identity. The Schools [DBS Application form](#) includes a declaration section for the schools to provide confirmation that identity has been established, signed by the Headteacher (or other senior member of staff present at the interview). Once completed it should be sent to your DBS provider. It will be necessary for the HR administrator within the Council's DBS team countersigning the application to enter certain details obtained from the applicant's documentation onto the Disclosure application form.

The results of the check will be sent to the applicant. If the applicant has subscribed to the DBS update service you can check the progress of the DBS applications online using the DBS application

form number and date of birth of the applicant at:

<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

For information in relation to the DBS update service click [here](#).

It should be made clear to the successful applicant that an offer of employment will be subject to satisfactory Disclosure clearance (through both verbal and written correspondence). The fact that the candidate does have convictions or cautions should not necessarily be a bar to employment. It may be that a candidate who has previous convictions would disclose these to the interview panel or Headteacher prior to completing the [Disclosure application form](#). In that case the Headteacher will be anticipating the outcome of the Disclosure process and will be in a position to make an early decision about the matter. It is stressed, however, that the actual outcome should be awaited in case further matters come to light as a result.

**All documentation received as part of the recruitment process should be retained by the School. Your procedure with your HR/Payroll providers should clearly set out which paperwork should be sent to them as part of the new starter process. Further information in relation to the document retention timeframes can be found in [section 20](#).**

## 7. Beginning work prior to DBS Clearance

Offers of employment should not be confirmed for posts needing disclosures, and individuals must not be allowed to start work, unless a satisfactory DBS disclosure has been obtained.

In exceptional circumstances, it may be possible for the school to undertake a [risk assessment](#) prior to the receipt of a DBS clearance. As part of the risk assessment you should seek advice from your HR provider.

## 8. Receipt of DBS Disclosure

A disclosure certificate will be sent to the individual and this must be shown to the Headteacher or to a person delegated by the Headteacher.

The School will seek permission to retain a copy of the certificate from the individual. If permission is refused, this may affect the final recruitment decision or ongoing employment with the School.

Schools should ensure that recruitment decisions are based on the relevant facts and criteria, and that the principles behind the Rehabilitation of Offenders Act are taken into account. Ex-offenders will be given full consideration; a criminal record will not necessarily be a bar to obtaining a position.

### Employment of Ex-Offenders

Recipients of Disclosure information will not unfairly discriminate against the subject of Disclosure information on the basis of conviction or other details revealed.

Where a Disclosure includes details of convictions, including those which would normally be regarded as "spent" under the Rehabilitation of Offenders Act (ROA) 1974, the following will be taken into consideration in reaching a decision about the future employment of the applicant:

- Whether or not the individual has disclosed the matter fully beforehand if and when they were given the opportunity to do so.
- Whether the conviction or other matters revealed is relevant to the position in question;
- The level of supervision that the post holder will receive;

- The seriousness of the offence(s) or other matter(s) revealed;
- The length of time since the offence(s) or other matter(s) revealed occurred;
- Whether the applicant has a pattern of offending behaviour or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters ;
- The circumstances surrounding the offence(s) and the explanation(s) offered by the convicted person;
- Whether the offence has subsequently been de-criminalised by Parliament;
- The country in which the offence was committed. Some activities are offences in Scotland and not in England and Wales, and vice versa;
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change.

Where Disclosure reveals convictions which might have a bearing on the post which has been offered, the candidate will be given the opportunity to discuss the matter with the Headteacher or senior leader delegated by the Headteacher. Any decision on whether or not to employ the person about whom the Disclosure has revealed details of convictions will be made objectively. In particular it will:

- Focus on the person's abilities, skills, experience and qualifications;
- Identify the risks to the organisation's business, customers, clients and employees;

- Recognise that having a criminal record does not always mean a lack of skills, qualifications and experience;
- Note that high-quality training, leading to qualifications, is available in prisons.

If a DBS Disclosure shows a criminal background or details that may be of concern; the information should also be considered in relation to the role to determine the suitability for employment by way of a risk assessment (see [Appendix 3](#) for the risk assessment template to be used). The risk assessment must be carried out before a decision is made whether to appoint or not and should be retained on the individuals personnel file in a secure envelope marked confidential and should only be accessed by the Headteacher.

The decision on whether or not to proceed with the appointment in the light of the disclosure information will, in all cases, be the responsibility of the Headteacher and chair of governors. It would not be appropriate for the Headteacher to discuss the detail of the disclosure with any colleague or a member of the governing body other than the chair of governors. The decision on whether or not to withdraw an offer of employment as a consequence of Disclosure information received will be confirmed to the applicant in writing.

If, in exceptional circumstances, the head wishes to discuss the matter with other colleagues or members of the governing body they should contact their HR provider for advice, since unauthorised disclosure of information revealed as a result of the Disclosure process is an offence under Section 124 of the Police Act 1997.

Further information in relation to employing ex-offenders can be found here <http://www.no-offence.org/pdfs/123.pdf>.

### Barred job applicants

Under the Safeguarding of Vulnerable Groups Act it is a criminal offence for an individual who is barred by the Independent Safeguarding Authority to seek employment in regulated activity.

If such an application is received then you must report this directly to Bedfordshire Police through the nearest Police Station and to the Local Area Designated Officer (LADO) in Children's Services.

### Disputes

After receiving the DBS disclosure, the applicant may dispute the information on the certificate. The School does not have the right to see the disputed disclosure until 28 days after the dispute resolution, giving the individual enough time to speak to the line manager. If an individual is disputing a DBS disclosure, they must inform the Headteacher who should contact their HR provider for further advice.

## 9. Validity of DBS Disclosures

A DBS disclosure is technically only valid on the date the check is carried out. New or further pertinent information may be recorded against the individual at any time after the issue date.

## 10. Frequency of DBS Disclosure checking

Schools are not necessarily required to undertake three yearly DBS renewal checks on their staff. This decision is for the School to make and renewal checks should only be undertaken if it is deemed necessary and proportionate to risk with consideration for the type of work undertaken and the potential for a breach in safeguarding of vulnerable groups.

Further DBS checks on staff should always be considered when:

- There has been a break from employment of 3 months or more;
- There are grounds for concern about the person's suitability to work with children (note that the employee can decline).

And in addition when:

- A staff member, who has not previously had a Disclosure and Barring Service check, applies for and is successful in obtaining a post which requires a Disclosure and Barring Service check within the same organisation;
- A member of staff transfers to a multi-agency team, e.g. Youth Offending Service (YOS), secondments of employees from different employers such as Police, Probation or Health. If the seconded employee is undertaking Regulated Activity under the Vetting and Barring Scheme or is in an exempt post and is not a direct employee of YOS, then a Disclosure and Barring Service check should be undertaken before the person commences work.

## 11. DBS Update Service

In June 2013, the DBS introduced the Update Service, where individuals can subscribe to give themselves greater control over their information.

The individual can pay an annual subscription fee (free for volunteers), and will mean that they can reuse their DBS disclosures with different roles and employers if the roles require the same type of check.

Employers can log on and, with the individual's consent, carry out an instant check on their DBS certificate status online.

Individuals can reuse the same disclosure record by authorising employers to access online records which provide an up to date certificate status.

## 12. Portability of DBS Disclosures

Portability refers to the re-use of a DBS Disclosure, obtained for a position in one organisation and later used for a different position or in a new organisation.

The introduction of the DBS update service has meant that instead of a new criminal records/Barred Lists check being necessary whenever an individual applies for a new paid or voluntary role working with children, individuals can opt to subscribe to the online Update Service. This will allow them to keep their criminal record certificate up to date, so that they can take it with them from role to role, within the same workforce.

Employers do not need to register, but can carry out free, instant, online status checks of a registered individual's status. A new DBS check will only be necessary if the status check indicates a change in the individual's status (because new information has been added).

A DBS disclosure only contains information from a DBS check on a certain date and for a particular purpose. Employers can accept a previously issued certificate but must:

- Check the applicant's identity matches the details on the certificate

- Check the certificate is of the right level and type for the role applied for
- Check to see if anything has changed since the certificate was issued

The DBS states that it is the employers decision whether or not they accept previously issued DBS checks and so this will be a decision that will need to be made by the School.

### 13. Changes to an employee's criminal record

Once in employment, it is explicit in the contract of employment that if an employee is subsequently cautioned, charged, summonsed or convicted of a criminal offence then they must inform their Headteacher immediately. Failure to disclose such information may lead to disciplinary action. Further information on how to manage alleged cases of criminal activity can be found in the [Schools Disciplinary policy](#).

### 14. Moving positions within the School

Where an employee has undertaken a DBS Disclosure for a position with the School and they move to another position within the School, the existing DBS Disclosure will be acceptable in the following instances:

- Where the type of disclosure (i.e. Standard/ Enhanced/ Enhanced plus barred list check) is the same or higher for the old than the new post, and;
- The individual has not had a break in service of more than three months.

### 15. Volunteers (e.g. parent helpers)

The DBS defines a volunteer as: 'a person appointed in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party other than, or in addition to a close relative.'

A School must only apply for a DBS check for a volunteer if the job or role is eligible for one and so it is strongly advised that the School seeks further advice from their DBS provider before proceeding. Alternatively the DBS have issued guidance surrounding eligible and ineligible volunteer roles which can be found here: <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#volunteer-applications>

If it is established that the volunteer does require a DBS check they would need to be provided with a [DBS application form](#) to complete which would need to be completed and returned to the DBS provider. DBS offer checks on volunteers free of charge. Should CBC conduct the check for you there will be an administrative charge, details of which can be found here: <http://www.centralbedfordshire.gov.uk/schools-portal/human-resources/disclosure/costs.aspx> . Your HR provider may also charge an administrative charge.

If a volunteer does not meet the requirements for a DBS check, a risk assessment still needs to be undertaken on a regular basis to ensure the reasons why a DBS does not apply remains valid. If the circumstances change as a result of this assessment or anything else in the course of their volunteering and this meets the requirements of regulated activity, a DBS check should be undertaken. Managers should contact their DBS provider for further guidance.

## 16. Governors

With effect from 1<sup>st</sup> April 2016 all Governors are subject to Disclosure checks.

Where a governor has been elected or appointed before 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor by 1st September 2016.

Where a governor is elected or appointed on or after 1st April 2016 and does not hold an enhanced criminal record certificate, the governing body must apply for such a certificate in respect of that governor within 21 days after his or her appointment or election.”.

## 17. DBS Disclosures for agency workers, contractors and sub contractors

Agency workers, contractors and sub-contractors must be assessed by their employer against the same criteria as those working directly for the School to see if a DBS Disclosure is required.

Schools should request evidence from the agency or the worker's employer that a check has been completed.

## 18. Recruiting from Overseas

DBS Disclosures do not record convictions that were committed abroad. When recruiting candidates who have spent a period of time living or working abroad, a DBS Disclosure must be obtained in the normal way and a DBS Disclosure or equivalent from the country(s) concerned should be seen by the Headteacher.

## 19. Roles and Responsibilities

**DBS applicants** are responsible for:

- Declaring if they have any spent or unspent convictions, cautions or reprimands.
- Completing the [DBS form](#) fully and accurately, in accordance with the [DBS application guidance](#) or if the check is processed by the schools HR Provider their required documentation.
- Ensuring they provide appropriate evidence of identity in support of their application in line with the guidance.
- Bringing their disclosure certificate to their school once they have received it from the DBS.

**Headteachers** are responsible for:

- Identifying if the role requires a DBS check, and ensuring that appropriate disclosures are obtained.
- Ensuring that risk assessments are carried out where appropriate.
- Retaining a copy of the DBS in line with section 20
- Record the date of clearance, level of disclosure, disclosure number and who administered the check on the [schools Single Central Record](#).

**Your DBS Provider** is accountable for ensuring that only lawful checks are undertaken, and for the handling of DBS disclosure information in line with policy and the DBS code of practice.

## 20. Secure handling of information and recording on the Single Central Record

### Secure handling of information

All data relating to criminal records checks must be held securely and used in accordance with the [Data Protection Act](#).

The Council or Schools HR Provider does not receive a copy of the applicant's DBS certificate. Therefore, the School will need to obtain written permission from the applicant or employee to make a copy of their DBS certificate. This is to ascertain whether the DBS certificate has disclosed any offence or additional information relevant to the work to be undertaken, and to authorise the School to use the DBS Update Service if the applicant is subscribed.

The school must retain the copy of the DBS certificate for up to six months to allow for consideration and resolution of any disputes or complaints after a recruitment or suitability decision is made.

If it is considered necessary to keep the certificate information for longer, schools should contact the Disclosure and Barring Service in order to receive further advice.

DBS certificates and copies of DBS certificates must be disposed of as confidential waste and shredded on the School's premises.

### Recording information on the Single Central Record

The Single Central Record (SCR) must be updated to include the DBS checks carried out for **all** employees. The date of clearance, level of disclosure, disclosure number and who administered the check must be included.

The document retention periods for information relating to the SCR are shown below:

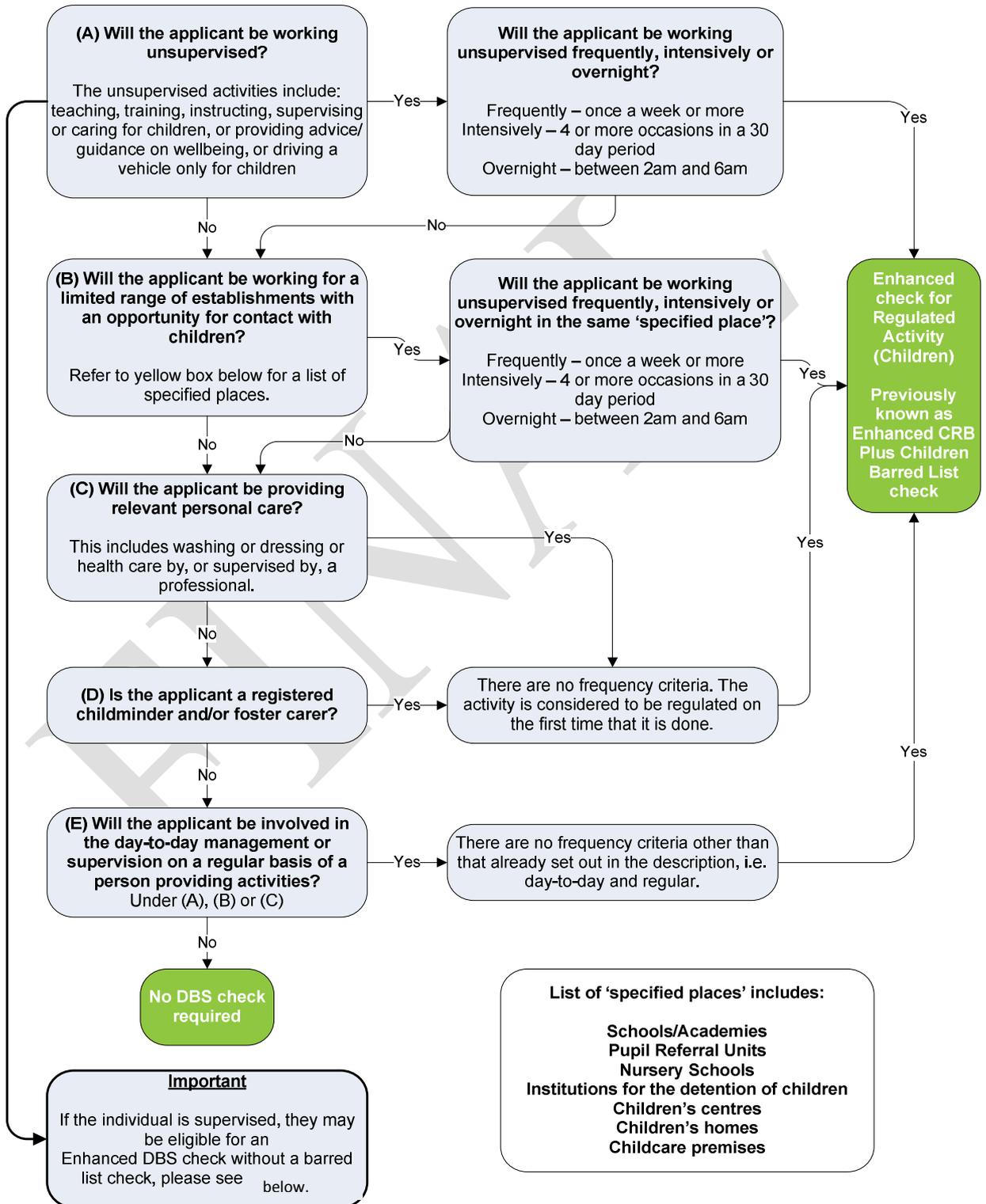
Document type	Retention period
Application form/ CV	Indefinitely for successful applicants Destroyed after 6 months for unsuccessful applicants
Interview records	As above
Right to work documentation	Indefinitely for employees
Two References	Indefinitely for employees
Qualifications	Indefinitely for employees
DBS identity supporting documents	Destroy immediately (This must not be confused with Eligibility to Work in the UK documentation which is often the same documentation i.e. passport)
DBS Certificate	Retain for 6 months
Prohibition checks	Indefinitely for employees
Disqualification by association checks	Indefinitely for employees

Further information in relation to the SCR process can be found within our Single Central Record FAQ intranet page below:  
<http://www.centralbedfordshire.gov.uk/schools-portal/human-resources/disclosure/single-central.aspx>

## 21. Contact Details

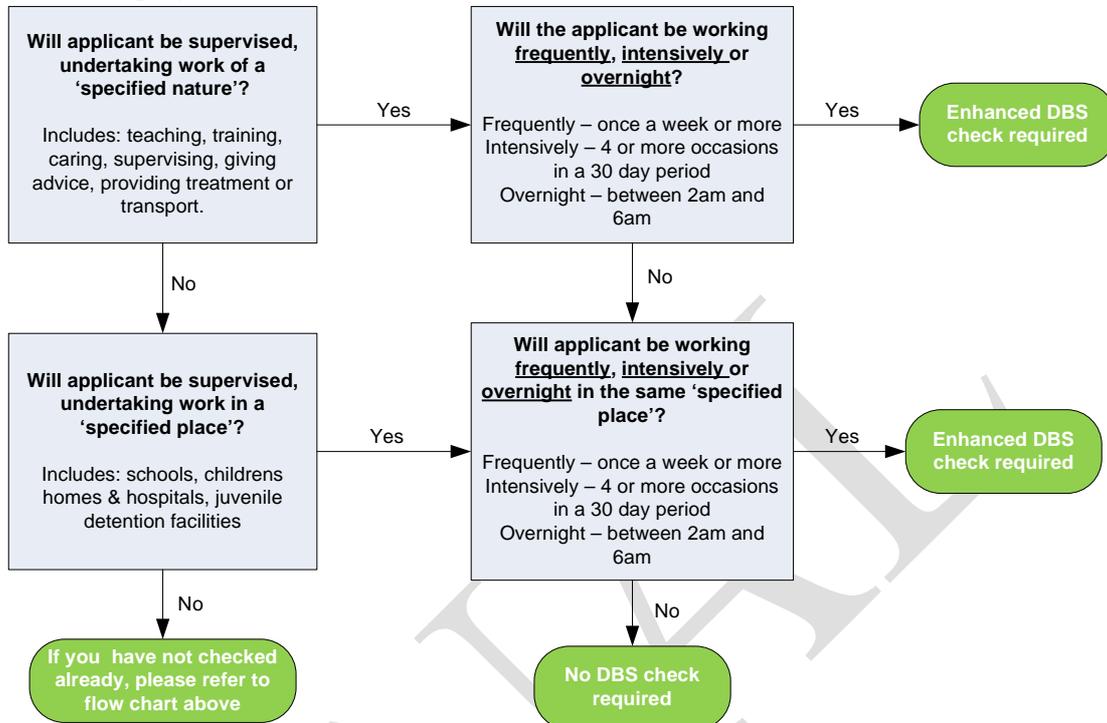
If you have any queries regarding the administration of DBS disclosures, please contact the HR Data team by e-mailing [dbs.admin@centralbedfordshire.gov.uk](mailto:dbs.admin@centralbedfordshire.gov.uk) or your individual HR Provider.

**Regulated activity relating to Children  
(Post September 2012 Definition)**



**DBS Check without a barred list check  
(Pre September 2012 Definition)**

**Start**



The following factors should be considered when deciding the specific level of supervision required in an individual case:

- the age of the children concerned
- the number of children that the individual is working with
  - whether or not there are other carers/adults around
  - the vulnerability of the children
- the experience of, and checks carried out on, the person being supervised
- the number of people being supervised

Also, there must be supervision by a person who is in regulated activity, the supervision must be regular and day to day, and it must be reasonable in all the circumstances to ensure the protection of children

## Appendix 2

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the position they are applying for or undertaking is listed as an exception under the act.

The following list provides the occupations relevant to the Council that are known as the exceptions to the Rehabilitation of Offenders Act 1974.

- Healthcare Professional – A person who is regulated by a body mentioned in subsection (3) of section 25 of the National Health Service Reform and Health Care Professions Act 2002 (on entry into the profession only)
- Solicitors (on entry into the profession only)
- Chartered Legal Executive or other Chartered Institute of Legal Executive (CILEx) authorised person (on entry into the profession only)
- Chartered and Certified Accountants (on entry into the profession only)
- Traffic Wardens
- Probation Officers
- Any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the employee to have access to persons in receipt of such services in the course of his normal duties.
- Financial Services position – All positions which the Financial Services Authority or the competent authority for listings are entitled to ask exempted questions to fulfil their obligations under the Financial Services and Markets Act 2000.
- For the award of public works contracts, public supply contracts and public service contracts
- Any employment which is concerned with the monitoring, for the purposes of child protection, of communications by means of the internet.
- Judicial and Crown Appointments
- For the purposes of licensing hackney carriages or private hire vehicles drivers (Taxi driver licences).
- A person living at the premises where a childminding or day care service is provided or who regularly works on the premises at a time when the childminding takes place.
- A person living in the same household as a person whose suitability is being assessed for a position working with children and who lives on the same premises where their work with children would normally take place.
- For adoption purposes
- For foster caring purposes

## Appendix 3

### DBS disclosure risk assessment

<b>To be completed by the Headteacher:</b>	<b>Headteachers Name:</b>											
<b>HR advice from:</b>	<b>HR Name:</b>											
<b>Applicant's initials</b>						<b>Date of birth</b>						
<b>Disclosure number</b>						<b>Disclosure date</b>						
<b>Position being considered for</b>						<b>Date discussed with applicant*</b>						
<b>Was the conviction declared prior to the disclosure being received?</b>							Not known <input type="checkbox"/>	Yes	No			
Is the conviction or other matter revealed relevant to the position in question?									Yes	No		
How serious is any offence or other matter revealed?												
Does the individual agree that the information provided is correct? <i>*Individuals must be given the opportunity to discuss the disclosure before a decision is made if the matter could result in refusal of employment.</i>												
How long is it since the offence or other matter revealed?												
Does the individual have a pattern of offending behaviour or other relevant matters?												
Have the applicant's circumstances changed since the offending behaviour or other relevant matters?												
The circumstances surrounding the offence and the explanation offered by the individual												
What is the nature of the contact that the individual will have with vulnerable groups?												
What supervision is available to reduce or remove any risk?												
What additional safeguards can be implemented to reduce or remove any risk?												
Headteacher's Assessment of suitability for employment in the above post							Suitable <input type="checkbox"/>		Unsuitable <input type="checkbox"/>			
<b>Headteachers signature</b>								<b>Date:</b>				
<b>Chair of governor Name</b>					<b>Signed</b>				<b>Date:</b>			

**Please retain this form on the individuals personnel file in a secure envelope marked confidential. This document should only be accessed by the Headteacher.**

## Important information for all applicants

### Disclosure of Criminal Records

The Police Act 1997, Part V, requires that those applying to work with children or adults at risk should be subject to a check by the Disclosure & Barring Service (DBS) to ensure that they are suitable for such work. All posts in schools are covered by this requirement.

If you successfully apply for a post in a school you will be required to complete a "[Disclosure](#)" application which will be submitted to the DBS. The type of criminal record certificate applied for will depend on the actual post offered and the degree of contact which you would have with children. However, for the purposes of both Standard and Enhanced Disclosure, which are applicable for staff in schools, no conviction is regarded as spent. Therefore, all previous convictions, cautions, reprimands and warnings recorded will be disclosed.

Having a criminal record will not necessarily bar you from employment. Decisions about the employment of someone with a criminal record will take account of the relevance of the offence to the post in question, the length of time since it occurred and the circumstances surrounding it. If you do have any previous convictions you may wish to discuss these, confidentially, with the Headteacher prior to submitting a Disclosure application. The outcome of all Disclosure applications will be sent in writing to the applicant.

In order that the DBS can be sure that they are checking the record of the right person, applicants will be asked to provide proof of identity. The documents that the applicant will need to supply will depend on the route the application takes. Full information in relation to these routes can be found <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide>.

It is recognised that not everyone will be able to provide these items so other forms of proof of identity will be accepted. If shortlisted for the post you will be asked to bring proof of your identity to the interview.

The DBS requires that all bodies registered for Disclosure purposes adhere to their Code of Practice and establish their own policies on fair use and confidential handling of information disclosed, as well as having a written policy on the recruitment of ex-offenders. The Council is firmly committed to the proper use of Disclosure information and recognises the sensitivity of such information and the high degree of confidentiality with which it should be handled. Schools that use alternative DBS providers should ensure that the provider has an appropriate Code of Practice in place for the processing of DBS applications.

If you have any queries regarding the DBS process, please contact the HR Data team by e-mailing [dbs.admin@centralbedfordshire.gov.uk](mailto:dbs.admin@centralbedfordshire.gov.uk) or your individual HR Provider.