



DBS policy guidelines: To be displayed prominently in the school office

All elements are to be monitored during LAB/Trust/HOS/DSL/COO monitoring visits at least twice throughout the year. Visit notes are to be retained in the safeguarding/ office file and shared termly with LAB. BMs must ensure these visits take place. These visit notes will form part of termly safeguarding reports to trustees. The responsible staff member for each aspect is in bold. All DBS are enhanced and must include a barred list check.

New employees

- All new employees to the trust will complete child protection training, and induction and submit an enhanced DBS application, irrespective of their last employer or role, or submit their DBS update service information (**must** be valid for employment with the children’s workforce and include a barred list check KCSIE paragraph 251). **DSL/ School BM**
- Enhanced DBS applications must be completed before employment commences. A thorough risk assessment is to be completed if employment starts prior to a completed DBS. RAs should be updated weekly (for no longer than 3 weeks). **HOS**
- All staff are encouraged to join the update service at their own cost. **Staff**
- A copy of the DBS certificate should not be retained, unless in exceptional circumstances and for no longer than six months (KCSIE paragraph 277). A copy of the other documents used to verify the successful candidate’s identity, right to work and required qualifications must be retained in the personnel file. (KCSIE) **School BM**
- All staff must sign to say key policies (CP, safeguarding, code of conduct, H&S etc...) have been read and that no changes are reportable on their DBS. **School BM**
- Prohibition checks must be carried out for ALL class-based staff (including pre-schools) – **School BM**

Current staff

- DBS numbers and dates of original certificates checked (KCSIE paragraph 243) should be recorded on the SCR. **School BM**
- Staff must inform their HOS immediately if they have been subject to a spent conviction, unspent conviction, caution, reprimand or final warning since their DBS was issued. This is a condition of employment. **Staff**
- Prohibition checks must be carried out for ALL class-based staff (including pre-schools)- **School BM**

Staff transferring across HEARTS settings

- New enhanced DBS certificates are not needed unless staff move twice within a 7-year period. **School BM and COO**
- Secondment opportunities/ interim roles are not classed as a move or new role

Volunteers and Trustees/ LAB members – update service is free

- All volunteers and visitors must sign in via “SignIn App” at each school. **All office staff**
- All non-governor volunteers must give time weekly and therefore require a trust-enhanced DBS (including barred list check) or submit their DBS update service info. **School BM**
- All volunteers submit an application in writing and undertake induction and safeguarding training during 1st week. **DSL**
- If volunteers have not been in school for a term, their DBS is no longer valid and should be deleted on the SCR. LAB members and trustees are deleted when their term of office expires. **School BM/ HOS**
- Only regular volunteers who commit to weekly volunteering can accompany school visits. **HOS/ senior leaders**
- It is a condition of volunteering that a subscription is made to the update service within four weeks of the receipt of the certificate. **School BMs** to check that this is completed or do it with volunteers.
- Trustees and LAB members require an enhanced DBS and updated subscription. **Trust Governance lead / School BM**

Contractors and visitors (All visitors and contractors must have a prior appointment)

- All contracting companies or third parties working in schools will need to provide a letter of assurance confirming they follow safer recruitment processes, carry out enhanced DBS checks and believe all staff coming in to work on trust premises are suitable to work in a school. DBS numbers should be recorded at the bottom of the letters of reassurance and filed in regulated (yellow) or unregulated (green) files. (Details of any contractors/third parties that are not in regulated activity should not be entered into the SCR and should always be supervised when on school premises when children are onsite. **School BM**
- No contractor/third party or visitor will be permitted access to schools without submitting their DBS certificate or update service information. DBS information should be provided 24 hours before accessing the school site. Contractors in regulated activity have to provide evidence of a DBS/update service, and their details added to the SCR. Contractors not in regulated activity have to provide evidence of a DBS/update service but these details do not go on the SCR. All third parties need to provide evidence of DBS, only those in regulated activity need to have these details added to the SCR. **School BM/ office/ site staff**
- Where urgent, unplanned premises work is required, enhanced DBS info should be requested and if it is unavailable caretakers **must** accompany contractors/third parties throughout the visit. **SBM/ office staff/ site lead**
- The School Business Manager / Head of School will accompany contractors during tendering visits for **trust** contracts. **School BM/Site Manager/HoS**
- All contractors/third parties and visitors to read the school safeguarding leaflet

Update service

All staff are encouraged to join the update service, which they must do within four weeks of receiving their certificate. The update service is a national scheme which reduces the number of DBS applications made across all settings, including employment and voluntary sectors. There is no cost to volunteers. The cost for employees is £13 per annum and it can be cancelled at any time. [The Update Service](#) **Staff/ BM**

Statutory guidance can be found in the KCSIE document.

HEARTS Academy Trust DBS and SCR Requirements for Third-party and contractors (regulated/unregulated)

