

DBS Policy

Policy Statement

Disclosure and Barring Service (DBS) checks in education are vital safeguards ensuring the safety and well-being of children and young people.

Procedure

- Shockout DBS checks are done through a registered Umbrella Body with the Disclosure and Barring Service. This means that the registered company are able to obtain Standard and Enhanced Disclosures
- All employees must have an Enhanced DBS certificate before commencement of employment.

NB. All PGCE students are required to have an Enhanced DBS before commencing course.

- Before inviting candidates for interview, detailed information has been collected from them on the Application Form/CV.
- We take responsibility for checking all ID documents required for the DBS Application.
- The employee certificate number, date issued, and renewal date is inserted onto the DBS spreadsheet.
- Self-employed staff are requested to renew their DBS when directed to by Human Resources.
- Where agency / supply staff are taken for short- or longer-term contracts the school will ensure that notification of the necessary checks being carried out (including DBS number) is received before the start of the contract.
- Visitors who are not visiting in a professional capacity e.g. parents, do not require a DBS check but must be always accompanied by a member of staff.

Disclosure Information

The disclosure company will send the following:

- The disclosure certificate posted directly to the employee
- An email sent to Human Resources Manager from the disclosure company.

If the disclosure is clear Human Resource will input the certificate number on the DBS Spreadsheet.

If the disclosure is unclear the Human Resources Manager will inform the Principal. A meeting will then take place with the potential employee and a decision will be made depending on what is on the certificate.

Safeguarding Students and Staff

- Visitors who have appointments with members of staff must be accompanied while on the premises and are not allowed to wonder around the building on their own.
- We will always avoid where possible not to have contractors on the premises during college/university times. However, in the case of emergency eg. Blocked toilets times to be arranged while students in class and accompanied by staff member.
- Shockout has a culture of vigilance and does not rely on criminal records checks or recruitment as the only method of ensuring people who work with young people are safe to do so. Staff report any concerns they may have.

Information Obtained on DBS

The DBS checks are essential for identifying any individuals who may pose a risk to children or young people and therefore would not be employed if shown on certificate.