

## DBS Policy

### Policy Statement

Shockout adheres to the regulations and guidance for safeguarding students and safer recruitment in education.

### Procedure

We are committed to safeguarding all our students and have the following procedures in place:

- Human Resources ensures Enhanced DBS checks takes place once a post has been offered to Tutor/Lecturer including office based staff.  
**NB.** Any work experience PGCE students are required to have a DBS once enrolled on the course.
- We take responsibility for checking all ID documents required for the DBS Application.
- A spreadsheet is kept with DBS number and renewal date for each individual. This is updated as and when required.
- Self employed staff are requested to renew their DBS when directed to by Human Resources.
- Before inviting candidates for interview, detailed information has been collected from them on the application form.
- 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 accompanied by a member of school staff at all times.

### 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 and relevant Assistant Vice Principal. A meeting will then take place with the individual 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 avoid at all times 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.
- 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.