



AHS Policy on Disclosure and Barring Service Checks

Status	Non statutory	Date created	June 2013
Any other statutory names for this policy (where applicable)		Date first approved	June 2013
Responsibility for this policy (job title)		Date last reviewed	June 2016
Governors' Committee with responsibility for its review	Personnel	Frequency of review	3 years
Tick here if Bucks Policy attached in its entirety		To be put on the school website? (Yes/No)	Yes
Approval necessary	Personnel Sub Committee		

Introduction

The rules defining who should and should not have a Disclosure and Barring Service (DBS) Check, formerly known as Criminal Records Bureau (CRB) Check, are laid down by the Home Office. This policy explains how the elements of discretion will be applied in the school and provides further clarification to aid staff in determining the measures required. It should be read in conjunction with the Bucks County Council (BCC) guide "DBS Check Eligibility Toolkit (Academies)" which was developed in conjunction with AHS and other schools.

Checks Required

Employees on the school's payroll. All employees on the school's payroll will require a full DBS check including a Barred List Check, unless the employment is to last less than 4 weeks, less than 4 days in a 30 day period, or take place entirely during school holidays. All teaching staff must also have a prohibition from teaching (prohibition order) check done.

Leadership and governors. The headteacher, deputy headteacher(s), assistant headteachers, financial director and governors must have a Section 128 check in order to ascertain that they have not been previously prohibited from being in a management position within a school.

Casual staff paid via the school's payroll. Casual staff are staff paid by the hour or day and who do not have a contract of employment. At AHS this is limited to Supply Teachers and Exam Invigilators. Due

to the nature of their work, these two groups must have full DBS and Barred List Checks completed.

Contracted-out Services. Companies employing staff to provide contracted-out services on site (eg the school's catering service) should follow the school's policy on interpretation unless specific agreement has been reached to deviate from that policy. For the purposes of this policy these staff are not included under the term "contractors" in ensuing paragraphs. Companies should notify the school of worker's names before placing them at the school site and, subsequently, of the worker's DBS clearance certificate number and clearance date.

Long-term Agency Staff. Long-term agency staff are treated as school employees and must have full DBS and barred list checks completed. At AHS, staff expected to work more than 3-weeks continuously are deemed long-term staff.

Short-term Agency Staff involved in work of a "specified" nature. Agency staff doing specified work (teaching, training, care or supervision of children) must have full DBS and Barred List Checks completed.

Short-term Agency Staff involved in other work. Short-term agency staff involved in other work, such as cleaners or office workers, will require a Barred List Check to be completed prior to starting on site. If their placement is likely to continue or becomes permanent a DBS check will be done.

Regular Contractor Visitors. Contractors' staff visiting the school regularly (ie 4 or more days in a 30-day period on an on-going basis) should obtain a DBS certificate for their staff, but need not carry out a Barred List Check.

One-off contractor visits. Contractors visiting the site for short term (less than 4 days) or one-off visits do not require any checks, but consideration needs to be given to how the contractor will work. If it is to be in close proximity to the same students for any length of time, there should normally be a member of staff present to supervise the students and so the safeguarding requirements will be met. However, if this is not the case, alternative supervision may be required.

Contractors on-site for a lengthy project. Where contractors will be on-site for a lengthy project the aim should be to provide the contractors with separation from students by cordons etc. Where this is not the case, and the contractor's staff will have the opportunity to mix freely with students on a regular basis, only the contractor's permanent site staff will need DBS checks (not barred List Checks) but not sub-contractors visiting on a temporary basis.

Portability of Checks

For AHS paid staff, AHS will accept existing DBS and CRB certificates issued through BCC. AHS will accept Agency staff on the terms of the Agency's portability policy provided the Agency has completed and returned the school's "Agreement for Contracting an Agency-provided Teacher/Worker". AHS will accept other contractor's own policies on portability.

Renewal Checks

AHS will perform DBS checks when there are grounds to recheck the official database, otherwise existing DBS checks will stand. This would be at the headteacher's discretion and may include the following circumstances:

- staff who are placed in a particularly vulnerable position, such as working out-of hours or away from the school site with individual pupils.
- staff who have had relevant previous convictions, cautions etc;
- staff who have given cause for concern;

All staff will be reviewed by the Headteacher within 6 months of the 5th anniversary of the approval date of an existing DBS/CRB check for a decision on whether any rechecks will be required.

Staff starting work in advance of DBS clearance

Where staff require a DBS check and a Barred List check, they may start work if the school has obtained the Barred List Check and carried out a risk assessment. If a barred list check cannot be sought (eg temporary staff not supervising children) then they must be supervised whilst on site until the DBS check result is received.