



Our Lady's Catholic Primary School

DBS Statement

At Our Lady's, we recognise our moral and statutory responsibility to safeguard all children. We are committed to ensuring, as far as possible, that all staff or volunteers recruited to positions involving contact with children and to positions that give access to their information, have completed an Enhanced DBS or Enhanced DBS with barred lists check disclosure prior to initial appointment.

At Our Lady's, DBS checks are undertaken for the following:

Staff – including teaching and non-teaching

Most staff appointments will require an enhanced DBS check with barred list information, as most staff will be engaging in 'regulated activity'. In addition to a DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

For clarification, 'regulated activity' is defined as being responsible, on a regular basis, in a school for teaching, training, instructing, caring for or supervising children or carrying out paid work, or unsupervised unpaid work, regularly in a school or college where that work provides an opportunity for contact with children.

Where a recruitment agency is used, the School ensures that appropriate checks have been carried out on the individual by the agency before they start work.

Contractors

Any contractor or any employee of the contractor, who is to work at the school, will be made subject to the appropriate level of DBS checks.

Volunteers (Non Governors)

DBS checks for volunteers depend on whether a volunteer is supervised or unsupervised. Our Lady's undertakes a risk assessment for volunteers in order to establish which type of DBS checks are necessary.

Governors

All governors at Our Lady's are required to have an Enhanced DBS disclosure within 21 working days of being appointed. In addition to this, governors are also subject to section 128 prohibition checks.

Recruitment procedures

Where a DBS disclosure is required for a post, the job advertisement and job description will include a statement indicating that offers of employment will be made subject to a satisfactory Enhanced DBS or Enhanced DBS check with barred lists check disclosure. Candidates will be asked to disclose any previous 'non protected' convictions on the application form under separate, confidential cover. A Failure to disclose a conviction or to provide truthful information, which may subsequently come to our attention, may lead to disciplinary action, including dismissal, against the individual.

Start Date

An Enhanced DBS or Enhanced DBS with barred lists disclosure is sought immediately once an offer of employment is accepted so that the contents of the disclosure can be reviewed before the individual commences employment. Two written employment references are also sought from previous employers before an appointment is confirmed.

Disclosure

In accordance with the law and the Rehabilitation of Offenders Act, 1974 past convictions will not necessarily be a bar to obtaining a position. Any 'spent' convictions disclosed will be considered fairly, taking into account the nature and circumstances of the offence and its relevance to the post. We undertake not to discriminate against any subject of a DBS check on the basis of a conviction or other information revealed and we are committed to the fair treatment of our staff, potential staff and volunteers regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Any matters revealed by disclosure that will affect a recruitment decision will be discussed with the employee or candidate prior to a decision being made.

Rechecks

DBS checks will be obtained for all staff and volunteers every 3 years without exception. Section 128 prohibition checks will be carried out annually.

DBS checks and the General Data Protection Regulation (GDPR)**Storage and Access**

Any Disclosure information will be kept securely with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 Police Act 1977, disclosure information is only passed to those who are authorised to receive it in the course of their duties. It is recognised that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Disposal

Once the retention period has elapsed, which is a maximum of six months, Disclosure information will be immediately destroyed by secure means. Photocopies or any other copy or representation of the contents of Disclosure will not be kept.

However, notwithstanding the above, Our Lady's may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment or other relevant decision has been made, Disclosure information is not kept for any longer than is absolutely necessary. This is generally for a period of up to six months unless a dispute is raised, to allow for the consideration and resolution of any appeal or complaint. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, the DBS will be consulted about this and full consideration will be given to the Data Protection Act, 1998 and the human rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.