

## **DBS POLICY**

It is the duty of TutorWorld to ensure that our students' welfare is promoted, they are cared for appropriately and they are safeguarded from any harm.

This information is to inform you of what measures we need to apply to ensure that all employees and student are safe and cared for.

### **Disclosure and Barring Service Update**

With effect from 1 December 2012 the Criminal Record Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS).

Following a review the Government has announced the following changes:

- a large reduction in the number of positions requiring checks to just those who work most closely and regularly with children and vulnerable adults
- portability of criminal record checks between jobs to cut down on bureaucracy
- an end to a requirement for those working or volunteering with vulnerable groups to register with the Vetting and Barring Scheme and to be continuously monitored by the Independent Safeguarding Authority
- stopping employers who knowingly request criminal record checks on individuals who are not entitled to them

The necessary legislative changes will be included in the Protection of Freedom Bill. Subject to parliamentary approval, the Bill is expected to become law in early 2013. The new regime will be introduced as soon as possible after this.

### **Ofsted Guidance**

CRB checks became mandatory for the entire maintained Centres' workforce from 12 May 2006 (September 2003 for independent Centres, including academies). Employees who took up post from this date must have an enhanced CRB disclosure.

- No further checks are required for any staff unless the person has a break in service of more than three months. (*Please note that extended sickness/maternity leave does not constitute a break of service.*)
- There is no requirement for staff employed before March 2002 to have retrospective CRB checks as long as they have been in continuous service. In this context, continuity means no break of service of longer than three months. However, prior to 2002, there was a requirement for all staff who work with

children and young people to have to been checked against List 99, and evidence of this should be checked.

### **Visitors**

DBS checks are not required for visitors. Visitors do not have unsupervised access to children.

### **Volunteers**

Checks are required only for those who have regular and unsupervised access to children and young people. Under the terms of the Protection of Freedoms Act 2012 where a volunteer is being adequately supervised, they are not considered to be working in regulated activity however often they do this, and the Centre does not need to request a DBS check.

For the purposes of an Ofsted inspection, Centres (and colleges) should be able to explain the rationale for those who have been checked and those who have not. The key criterion for checking volunteers is regular unsupervised contact with children.

## TutorWorld Policy

The Trustees have examined the recommendations made by Ofsted and will apply the following policy:

- All staff employed by the Centre will be required to undertake a DBS check with a barred list check. Rechecks will be undertaken every three years.
- Newly appointed staffs that have lived abroad must first undergo the same checks as for all other staff in Centre. In addition Centre must ensure an overseas police check is performed to obtain a certificate of good conduct.
- All trustees within the trust body must apply for such an enhanced DBS check certificate in respect of that trustee within 21 days after his or her appointment or election.”
- Supervised volunteers do not engage in regulated activity. New supervised volunteers will be required to obtain an enhanced DBS check. No supervised volunteer will be left unsupervised with students.
- Unsupervised volunteers engaging in regulated activity will be required to obtain an enhanced DBS check with list 99.
- Visitors to the Centre will not be checked and will not have unsupervised access to children.
- Visiting staff and outside agency workers who do not have unsupervised access to the children will not be DBS checked.
- Contracted staff having regular contact with the children will be included on the SCR (Single Central Record). Contracted staffs DBS will be undertaken and managed by their employer, the Centre will not carry out rechecks.
- Health team professionals are checked by their employing organisation, whether Local Authority, Primary Care Trust or Strategic Health Authority. It is not necessary for Centre to see their DBS disclosure as appropriate checks will have been carried out. An appropriate letter from such organisation will be required to confirmed that all checks have been completed by the organisation. Centre will check identity when an individual arrives.
- Placement students DBS will be undertaken by their college/ university. Centre will receive a DBS clearance confirmation before a student starts their placement.
- As required a SCR record of DBS checks will be maintained at the Centre.
- Centre obtains written notification from any agency, or third party organisation, they use that the organisation has carried out the checks on an individual who will be working at the Centre that the Centre would otherwise perform. This must include, as necessary, a barred list check, prior to appointing that individual. They

must also check that the person presenting themselves for work is the same person on whom the checks have been made.

- We reserve the right to repeat any check – including DBS- if we get information that suggests a person paid or unpaid may no longer be suitable.

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