



DANESMEAD, FULFORD CROSS, YORK YO10 4PB  
TEL: (01904) 654983

# YORK STEINER SCHOOL

## DISCLOSURE & BARRING SERVICE (DBS) CHECKS POLICY

Approved by:	Board of Trustees	Date: January 2024
Last reviewed on:	January 2024	
Next review due by:	January 2025	

York Steiner School is committed to implementing the Disclosure and Barring (DBS) procedures and arrangements to ensure the safety of children and young people in the School Community remains paramount.

York Steiner School uses the DBS process to help assess the suitability of applicants for positions of trust, be they voluntary or paid positions. The School aims to ensure that all staff, parents and visitors who have continued or regular contact with our pupils, on behalf of the School and/or during the school day, have had a DBS check in order for the School to make an informed decision as to whether it is appropriate for the adult concerned to have contact with the children.

### **Code of Practice**

The School complies fully with the [DBS Code of Practice](#) and National Care Standards guidance regarding the correct handling, use, storage, retention and disposal of Certificates, along with [Section 122 \(2\) of the Police Act 1997](#).

The DBS (formerly the CRB Agency) was set up by the Home Office to improve access to criminal record checks for employment related purposes and to help organisations make safer recruitment decisions; this applies to staff with access to children under 18 years of age, vulnerable adults or other positions of trust that fall within the Rehabilitation of Offenders Act 1974.

### **Storage and Access**

Relevant disclosure information is kept on the Single Central Record (SCR) for anybody requiring a DBS. Access to this information is strictly controlled and password protected.

### **Handling**

In accordance with section 122 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. The School maintains a record of all those to whom disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## **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.

## **Disposal of Records**

We will keep a record of the information required for the Single Central Record (SCR). We will never keep a copy of the Certificate or record its contents. The contents of the certificate are held on the DBS external server, which is password protected and will only be accessed by the School Business Manager. We may, however, 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 it was requested, the unique reference number of the Certificate and the details of the recruitment decision taken.

## **Visitors/Volunteers in Unregulated Activity**

DBS checks are not required for visitors/volunteers (in unregulated activity) to the School and therefore will not have unsupervised access to the children. 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 school does not need to request a DBS check. All visitors/volunteers (in unregulated activity) to the School are required to sign the visitor book upon arrival and will be processed as a visitor - see Visitor Policy.

## **Volunteers in Regulated Activity**

All volunteers who have regular and unsupervised access to children and young people (regulated activity) are required to undergo all necessary checks including DBS and will have an entry in the Single Central Register. DBS rechecks but will be carried out every 3 years as good practice and in line with the School's Safeguarding & Child Protection Policy. These volunteers are required to sign in at Reception upon arrival as per our Visitors Policy.

## **Staff**

All staff employed by the School will be required to undertake a DBS check. Re-checks will be taken every 3 years as good practice and in line with the School's Safeguarding & Child Protection Policy.

All contracted staff having regular contact with the children will be included on the Single Central Record (SCR).

## **Trustees**

York Steiner School Trustees generally make many visits to school and become familiar with the children, so as a result of this all School Trustees will be DBS checked on appointment of position alongside all other required checks. DBS rechecks will be carried out every 3 years. *See 'DBS Certificate Renewals (Rechecks)' for further information and 'Visitors' section for signing in and lanyard process.*

The Chair of the Board of Trustees will be checked via the Department for Education. The trustee responsible for oversight of Safeguarding & Child Protection in the school will take responsibility for ensuring that DBS, identity and right to work in the UK checks are undertaken by the School on the remaining trustees. Every Trustee will have an entry on the Single Central Register evidencing all checks including DBS checks. Trustees are required to sign in at Reception upon arrival as per our Visitors Policy.

## **Outside Agencies**

Outside Agencies such as clubs and supply agencies, whose staff have regular unsupervised access to children, are required to provide confirmation that all of their staff working at the school have had DBS checks undertaken, the school will not carry out rechecks but will check documentation proving validity.

## **Lanyards**

Once all visitors/volunteers/trustees have signed in a Reception, they will be supplied with a colour-coded and labelled lanyard which must be worn for the duration of their visit and handed back before leaving the school premises:

Blue - Staff Members

Red - Visitors/Volunteers in unregulated activity

Purple - Trustees

Yellow - Volunteers/Visitors in regulated activity

Pink - Visitors to the Parent and Child and Gentle Beginnings groups

Contracted members of staff will swipe in and out of the building using their electronic card.

## **DBS Certificate Renewals (Re-checks)**

The DBS Certificate does not recommend a specific renewal interval for DBS checks and there is no official expiry date. However, the School ensures that all staff and volunteers are rechecked every three years. We recommend that all our staff subscribe to the update service so that the DBS certificate remains live and up to date at all times.

There is no legal requirement or mandatory time period for undertaking DBS re-checks on existing employees, however the School will carry these out every 3 years as good practice and in line with the School's Safeguarding & Child Protection Policy. A new disclosure must be gained where an individual moves to a new position that:

- a) requires a check at a higher level; or
- b) involves responsibilities not previously checked (e.g. moving from children's services to adults' services).

Where employees have subscribed to the DBS Update Service, the School will undertake an annual on-line re-check of their DBS status.

If there are concerns that an individual has acquired or is in the process of acquiring another conviction, caution, reprimand, warning or has been added to the either of the Barred Lists, the School Management Group (SMG) will need to discuss with the Head Teacher and HR Manager whether a DBS re-check or other action is necessary.

## **Policy on Recruitment of Ex-Offenders**

York Steiner School is an equal-opportunity employer and does not discriminate against those with prior criminal convictions in making employment decisions, except in so far as the convictions known to the school are such as to make the person concerned unsuitable for the work involved in the post. In particular, any offence which results in the person being listed by the Department for Education and Skills (DfE) or the Department of Health as unsuitable for work involving contact with children will be an absolute bar to employment by the School in any capacity.

In view of the fact that all positions within the School will amount to "regulated positions", all applicants for employment must declare all previous convictions and adult cautions, except those which are "protected" as defined in the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(2013 and 2020\)](#). The amendments to the Act provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

However, failure to disclose a previous conviction or adult caution not listed as 'protected' may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

## **Ceasing to use staff**

1. If the School ceases to use the services of a member of staff or volunteer because s/he is unsuitable to work with children, a settlement agreement will not be used and a referral to the Disclosure and Barring Service will be made as soon as possible if the criteria are met. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the trustees without delay.
2. If a member of staff or volunteer tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will be followed up by the School in accordance with this policy and a referral will be made to the Disclosure and Barring Service as soon as possible if the criteria are met.
3. Where a teacher has been dismissed, or would have been dismissed had s/he not resigned, separate consideration will be given as to whether a referral to the Teaching Regulation Agency (TRA) should be made.

**This policy should be read in conjunction with all other safeguarding policies, including those detailed below, as they all work together to safeguard the child, staff and School:**

Safer Recruitment Policy;

Safeguarding & Child Protection Policy;

Site Security Policy.

**These policies collectively support Keeping Children Safe in Education 2023**