

# DBS CLEARANCE GUIDELINES

## ALEXANDRA SCHOOL

### DBS Clearance Guidelines

#### Introduction

Alexandra School is committed to safeguarding children and understands the role that DBS clearance plays in achieving this. Alexandra School carries out rigorous pre-employment checks on all staff and ensures that all visitors to the school either have DBS clearance or are supervised throughout.

#### Staff

All new staff are required to have enhanced DBS clearance and satisfactory references. New DBS clearance is sought for all new school staff as soon as possible after appointment. In addition, further checks are carried out on teaching staff.

In exceptional cases staff will be allowed to start work at school before their DBS clearance has been received. This will only occur where: (1) the individual has received DBS clearance in their previous job and there has been a break of under 3 months in their employment so the KCSiE guidelines are that a new DBS is not necessary; or (2) we have received satisfactory references and (3) DBS clearance is in progress. In such cases a risk assessment will be carried out. Under (1) the school will carry out its own DBS clearance within 3 years of the issue date of the current DBS clearance.

The school sometime employs school leavers to help at before and after-school clubs. It can be difficult for young people to obtain DBS clearance if they still live at home and have not got a passport or driving licence. The school will conduct a risk assessment for each individual as needed and they will not be allowed to work unsupervised.

All staff are required to sign a note annually to say that they are aware of their obligations to report any changes in their suitability to work with children.

The issue date of the DBS certificate and the date that the staff member signs that they are aware of their obligations to report any changes in their suitability to work with children are recorded on the SCR.

#### Staff DBS Renewal

The governors recommend that the school does not renew staff DBS clearance every 3 years. This was being done in line with RBK recommendation at the time in order to protect staff from allegations of abuse as well as for the safety of the children. However there are several reasons that the governors recommending changing this policy: (1) the guidance from current legislation and our new HR provider is that this is not necessary; (2) we would prefer to prioritise cases where it is essential; (3) DBS checks cost money and time; (4) we are aware of the reasons for any absence of our regular staff.

If a staff member has had a break in service of over 3 months (eg, long term sickness, requested unpaid leave) the school will carry out a new DBS check if the current one is over 3 years old on the staff member's return. If the school is at all concerned about a staff member's suitability to work with children, a new DBS certificate will be requested.

DBS clearance is renewed for casual staff who have not been into school for over 3 months since their last DBS clearance expired.

#### Parents

It is our aim to strike a balance between welcoming parents into school, being inclusive and ensuring the safety of all children.

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Parents are allowed to help in school on a supervised basis. Such parents wear a visitor sticker and must work within a public place (eg, classroom).

If parents help in school on a regular basis they must apply for DBS clearance so that they can then work unsupervised outside the classroom. Parents who have been DBS cleared are given a lanyard so that all school members know that they have been cleared. Parents often work with children unsupervised outside the classroom and so enhanced DBS clearance is needed.

Parents who come into school on one of our activity days eg, world week, do not need security clearance for that occasion as they are well supervised.

A school trip risk assessment will include consideration of whether the parent helpers on the school trip need to have DBS clearance or not. There are some trips, eg, walking the children to Ditton Fields, where the adults are well supervised but others, eg, a trip to the British Museum, where the adults may be on their own with a small group of children. Where DBS clearance is required, some parents without clearance may be able to join the trip for inclusion purposes but in such a case they would work with the class teacher or teaching assistant. Any volunteers assisting on a trip involving an overnight stay must have DBS clearance.

If a parent has received DBS clearance from RBK within the last three years for another volunteering role or by virtue of their job, the school may accept this provided the correct checks have been made as we know that the person authorising the checks will have been another RBK employee.

If a parent has just received DBS clearance from another organisation, the school may accept this for a period of a year from the date of the DBS clearance subject to the following conditions: (1) the correct checks have been made; (2) the role for which the checks have been made is appropriate; (3) the school is satisfied with the standards that the organisation initiating the DBS check would operate under.

### **Volunteers**

These are people who help in the school who have no ties to the school. These are typically students who need the school experience as a requirement of their course. All volunteers need DBS clearance before they can help in school if they will be working at the school on a regular basis on an activity that might be unsupervised.

### **Governors**

It is now compulsory for all governors to have DBS clearance when they are appointed. This will typically not include the checks on the children-barred list unless the governor will also be helping in school on a regular basis. In this case, the governor is in a position where they could gain staff and children's trust and should get the children-barred check as well.

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### **Service providers**

The service provider organisation must sign a form to confirm that they undertake DBS checks on all staff on appointment. Their staff should then provide proof of identity and be able to produce a DBS certificate on entry to the school, where requested.

Where the service provider is an individual the school will help with DBS checks where needed (and charge the individual at cost) and enter that individual on the SCR.

The school does not have the resources to ensure that service providers are fully supervised at all times so clearance is necessary.

### **Visitors**

All visitors to the school should show their DBS clearance certificate or be accompanied while on the site at all times. It was agreed that police and other people (eg nurses) who enter the school because of their profession do not need to be asked for DBS clearance proof if they carry proof of identity.

### **Visiting speakers**

All visiting speakers are accompanied while on the school site. The school is aware of the content of the presentation in advance, in keeping with our PREVENT guidelines within the Child Protection Policy. Regular visiting speakers should have DBS clearance.