

## DBS POLICY

### Introduction

The DBS and update service are an integral part of the recruitment process and help us make safer recruitment choices in preventing unsuitable people from working with children. Our requirements for a DBS are that it must be a child workforce DBS and must be for a paid worker on an enhanced DBS certificate. The DBS can meet this criteria and be on the update service or we would need to process a new DBS.

When a candidate registers with us, one of the first checks to be made at the registration is the confirmation that the DBS meets our specifications:

- Child workforce DBS (we also accept child and adult workforce-only if needed for a specific role that includes regulated activity for both Child and adult workforces)
- Enhanced (we only use and accept an enhanced DBS)
- Paid for DBS (Non-Volunteer)
- Must be on the update service or a Flourish DBS dated within 12 months
- Check for convictions
- Check correct date of Birth
- Check that all previous names are on there and spelt correctly

All DBS's that are on the update will be checked every 12 weeks to ensure it remains on the update and no changes have occurred. We also check every 12 months to the date of issue to check it is still on the update. If it has fallen off the update a new DBS would need to be processed.

If the DBS is not on the update we would have to process a new DBS and we would only accept this for 12 months, if not on update it has to be renewed every 12 months.

If they do not have a valid DBS, then we will process a DBS that meets a specifications before they are able to work with us.

### Requirements to carry out a DBS check

- Obtaining applicants consent to carry out the status check
- Having entitlement to carry out a disclosure at the same level and of the same workforce that relates to the certificate
- Confirming the frequency of the checks

### To comply with these requirements

- See the original DBS- never a copy
- Obtain the candidates permission to undertake checks
- Detail the frequency of checks

We must always have a DBS that covers the Child workforce; a child workforce DBS covers up to the age of 18 in full time education. Flourish Education covers nursery, primary and secondary schools so a child DBS is all that is required for our use as a company therefore we only process child workforce DBSs. We do not refuse child and adult DBSs as the candidate may require this for work outside of the agency that needs this requirement.

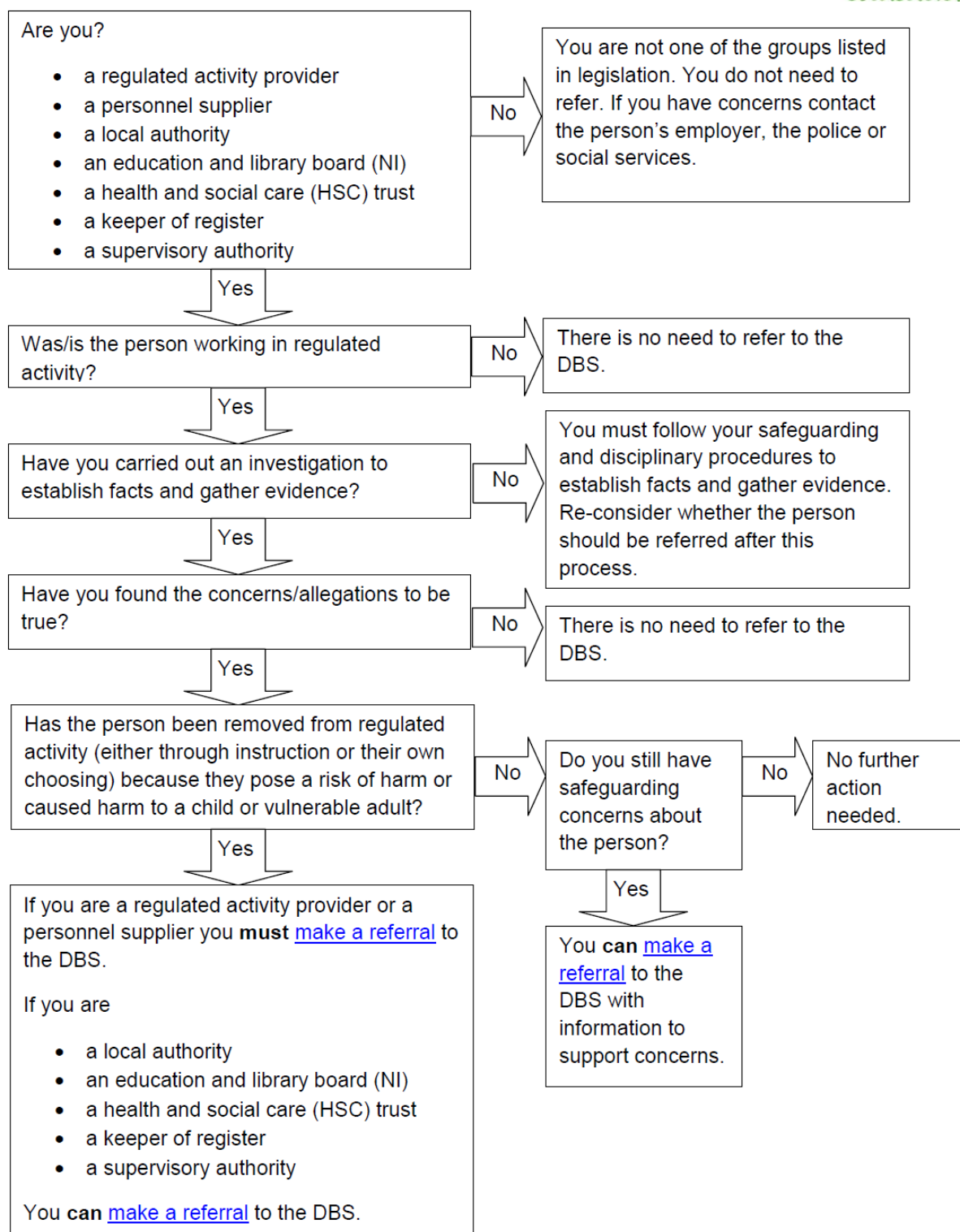


**Childrens Barred List Checks:**

If the candidate has a DBS on the update service we check the update every 12 weeks the barred list check is part of the update check.

**Reporting and Referral:**

In the event of any safeguarding concerns/allegations these are investigated immediately. Once a concern has been registered it will be investigated and sent to the LADO. If the concerns/allegations are founded then a referral to the DBS will be made. Flourish Education Ltd follows the structure set out by the DBS: [Making barring referrals to the DBS - GOV.UK \(www.gov.uk\)](https://www.gov.uk/making-barring-referrals-to-the-dbs)



**DBS checks with Criminal Convictions or cautions:**

If a DBS has a conviction, they must fill out the DBS conviction form. Before placing, the school must be made aware and a copy of the DBS sent securely to the school to see before accepting the candidate.

