

## DBS Policy 2022

- As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Classroom Teachers Ltd complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Classroom Teachers Ltd is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Classroom Teachers Ltd and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Classroom Teachers Ltd to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Classroom Teachers Ltd who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

All candidates MUST hold a current valid enhanced Disclosure and Barring Service certificate (DBS certificate) dated within the last 12 months. This certificate must be valid to the Child Workforce.

DBS certificates applied for by Classroom Teachers will be valid for 12 months from the date of issue on the certificate. After 12 months you will be asked to obtain a new DBS certificate unless the current certificate or another certificate has a valid subscription to the DBS Update Service.

Classroom Teachers will accept an enhanced DBS certificate which is valid for the child workforce that has been obtained by another agency or employer if:

- The applicant has subscribed to the Update Service and the candidate agrees for Classroom Teachers to undertake the check online.

The original DBS certificate MUST be shown at registration or as soon as it is issued to the candidate.

DBS certificates become invalid if the candidate has a gap of three months or more in education based employment (excluding the 6 week summer break for schools). A new certificate will need to be applied for unless the candidate has registered the DBS with the Update Service.

A company risk assessment is conducted on all DBS certificates that contain information, to establish whether or not the candidate is suitable for placement in an education setting.

Classroom Teachers will only share certificates and the information they contain with those who need to have access to them and will not pass any information to third party persons not authorised to have them.

Every candidate will need to carry their current DBS certificate with them to all assignments for clients to check. Classroom Teachers recommends the candidates share the details of their certificate where needed. Lost or damaged certificates cannot be re-issued so please keep them safe.

When considering information on a DBS certificate Classroom Teachers will discuss any information shown with the applicant before a final decision on registration is made. The decision to decline an applicant will be made by a Director and will be handled with the utmost sensitivity.

DBS certificates are securely stored in accordance with DBS storage policies. The date of issue and reference number for all DBS certificates are recorded and kept on the secure database.

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**Name:** \_\_\_\_\_

Please tick the following statements that are applicable to you:

- I have a DBS that is dated within 12 months but was not registered with the Update Service. – ***I understand I will need to complete a new DBS at a cost of £38+ admin fee\* and register it online within 30 days of the certificate being issued for £13.\*\****
- I have a DBS that is currently registered with the Update Service and agree for Classroom Teachers to complete an online check now and every 12 months from this date.
- I do not hold a DBS dated within 12 months - ***I understand I will need to complete a new DBS at a cost of £38+ admin fee\* and register it online within 30 days of the certificate being issued for £13.\*\****  
***I will need to complete the online process immediately so I can start work.***

Please sign to confirm you have read and understood the DBS Privacy Policy for Enhanced checks.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*£38 is the amount the government charge for a DBS. The admin fee will depend on the online company used. We use APCS who charge £10.60 admin fee but the use of this company is not mandatory. **No fees are levied** by Classroom Teachers.*

*\*\*The update Service is an annual subscription at a cost of £13 a year. Please ensure you renew your subscription annually to avoid having to purchase a new paper DBS every year. This payment is made directly to the Disclosure and Barring Service online. A reminder will be in your welcome pack.*

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

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**Refunds:**

Please note that unfortunately once your DBS form has been sent to the DBS office no refunds are available.