



## DBS checks policy

Key staff members:	All staff
Responsible body:	Project Steering Group/Local Governing Body
Adopted:	June 2017
Last reviewed:	n/a
Next review:	June 2018

### Rationale

This document sets out the procedures which will be followed at Mulberry UTC in relation to undertaking Disclosure and Barring Service (DBS) checks of staff and recording the results. This is based on the procedures currently in place at Mulberry School for Girls.

Action	Responsible	When	Notes
Send email to successful candidate asking them to apply online for their Enhanced DBS check. Request evidence that they have not lived abroad for more than six months in the last five years.	Finance & Resources Officer	As soon as appointment is confirmed.	Candidates are always notified that appointment is subject to enhanced DBS check.
Carry out prohibition/barred list check	Finance & Resources Officer	As soon as appointment is confirmed.	Can be done while waiting for appointee to complete DBS check online.
Complete DBS check online. Provide evidence of living in the UK for the last five years.	Appointee	As soon as email is received with link.	Follow-up to be made if it is not completed within 7 days.
Bring in three forms of ID for verification.	Appointee	Once online DBS check has been completed.	
Check ID and verify online; keep copy of photo ID.	Finance & Resources Officer	Once online DBS check has been completed and candidate brings in ID	Follow-up to be made to ensure candidate brings in ID in a timely fashion.
Bring in original DBS certificate	Appointee	As soon as it is received	
Check DBS certificate and identify any issues; keep a copy on file	Finance & Resources Officer	As soon as candidate brings it in	

Add to single central record	Finance & Resources Officer	Once DBS certificate has been seen	
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Additional actions which may be applicable:

1. If an appointee has lived abroad for more than six months within the last five years, they need to make every effort to provide evidence from the jurisdiction in which they resided that there were no issues during that time which might affect their DBS record. If this is not possible, they are asked to sign a written declaration that this is the case.
2. If an appointee is not a UK or EU citizen, they will be asked to provide evidence of their right to work in the UK and may be required to undergo additional checks.
3. If an appointee's DBS check has not been received by one month before the date on which they are due to start work, every effort will be made to expedite its progress. If it is not received by the date on which an appointee is due to start work, a candidate may be required to start if they:
  - a. Have a recent DBS check which they can show (within three years)
  - b. Have passed the prohibition/barred list check

If this is the case, additional scrutiny will be put into place during the time before the DBS check is received, to ensure no unnecessary risks are taken.

4. Members of staff who are employed via agencies must undergo all required checks. Before an agency member of staff can start work, the agency must confirm that they have undertaken all appropriate checks. Once this is confirmed, a new member of staff who is employed through an agency must bring in their original DBS certificate and ID so that they details can be entered onto the single central record.