

**Oakham C.E. Primary School**

**The Parks School**

**Policy of Disclosure and  
Barring Service (DBS)  
Disclosures**

<b>Date</b>	<b>October 2019</b>
<b>Approved by Executive Headteacher</b>	<b>Stephen Cox</b>
<b>Approved by Chair of Governors</b>	<b>Stewart Needham</b>
<b>Review Date</b>	<b>October 2021</b>



# Oakham Church of England Primary School

A quality education in a caring environment

## The Parks School

### **Policy of Disclosure and Barring Service (DBS) Disclosures (including re-checking and storage of related documents)**

All contracted staff employed to work at the school and have regular contact with children should have an up to date Enhanced DBS check (DBS).

All staff employed as supply staff to the school, whether employed directly by the school or local authority or through an agency, and all others who have regular contact with children should have an up to date Enhanced DBS. This will cover volunteers, and people brought into the school to provide additional teaching or other experience for pupils but who are not staff members i.e. a specialist sports coach, peripatetic music teachers, artists etc.

All the above persons should appear on the school's single central record.

All governors should have an up to date Enhanced DBS.

The school should obtain confirmation from the supply agency/or local authority that DBS checks have been completed for all named staff provided by them. The original DBS should be provided by the staff member when arriving in school to provide supply. If the staff member or other member of staff is self-employed and recruited directly by the school then the school is responsible for completing the same checks as for any permanently employed staff.

The school does not need to include staff engaged by the LA to work periodically in schools, i.e. psychologists etc. These staff will need to appear on the LA's central record.

#### Single Central Record

Information that should appear on the school's Single Central Record:

- Name
- Address
- Date of Birth
- Evidence of permission to work for those who are not nationals of a European Economic Area (EEA) country
- Disclosure Date
- Type of check i.e. List 99/Barred Check or Enhanced DBS check
- Disclosure number
- Qualifications – where the qualification is a requirement of the post (i.e. QTS)
- DCSF number for members of staff with QTS
- Renewal date of disclosure

Re-checking of DBS Disclosures for all contracted staff & volunteers working for the school is only necessary when there is a 3 month break in service. In all such cases, original documentation should be provided to support the application, which should be checked by the designated person known to Education Personnel Management (JE).

Any issues arising from a disclosure should be discussed between the Headteacher and Chair of Governors.

A register of business interests for all school staff should be completed annually. Any issues arising should be discussed between the Headteacher and Chair of Governors.

The Single Central Record should be filed on the School's MIS system in SIMS in the School Office with details of the disclosure certification from EPM recorded.

Policy adopted by Oakham C of E Primary and The Parks School Governing Body