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1. Introduction

Celtic Kilncare Ltd (afterwards referred to as CKC) is committed to safeguarding and promoting the safety and welfare of children and young people and expects all employees, to share in, and demonstrate, this commitment.

The purpose of this policy is to have appropriate and effective procedures in place to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children.

This policy has been developed in accordance with the current 'Keeping children safe in education' statutory guidance published by the Department for Education (DfE) and guidance published by the Disclosure and Barring Service (DBS). Those involved in the recruitment process and for carrying out repeat checks must make themselves familiar with this guidance and other statutory requirements as referenced in this policy and the

Recruitment and Selection Policy.

Requirements and legislation may change from time to time and this policy will be updated accordingly.

2. Scope This policy applies to all employees

3 Key Aims

To safeguard and protect, as far as possible, all children and vulnerable persons within our working areas of schools and educational establishments

To prevent unsuitable people from working with children and the vulnerable

To ensure that safer recruitment practice and pre-employment checks are rigorously undertaken before any appointment is confirmed

To ensure compliance with all relevant legislation, recommendations and guidance.

4. Establishing DBS requirements for new posts

A DBS check should only be requested after a thorough risk assessment has indicated that one is relevant to the role concerned, this should be confirmed prior to advertising.

Where an Enhanced DBS check is to form part of the recruitment process, CKC will ask all applicants to 'self disclose' details of their criminal record at application stage in line with the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders (Exceptions) Order 1975. This Order relates to any employment whose role will be carried out wholly or partly within the precincts of a School/Academy or educational establishments an exception to the rule of not disclosing spent convictions.

Therefore applicants must disclose any spent cautions and/or convictions, other than protected cautions and convictions. Information disclosed will only be seen by those that need to as part of the recruitment process. Failure to reveal information that is directly relevant to the position sought may lead to the withdrawal of an offer of employment. A DBS check should only be initiated once the applicant is successful at interview.

If an individual has had a break in service of 3 months or more, they will require a new DBS check. This rule applies to new employees whose checks have been initiated too soon before their start date and casual employees who have had a gap of 3 months or more between working at CKC

The minimum age of a person who can apply for a DBS check is 16 years old.

Members of staff whose role will be carried out wholly or partly within the precincts of a School/Academy or educational establishments, must not start work until the DBS check has been received and appropriately considered and all other pre-employment checks have been completed. Offers of employment must be made subject to satisfactory clearances.

5. Types of DBS checks

The level of DBS check required will be.

Enhanced check with Barred List check – can only be requested for individuals working in ‘regulated activity’. This check contains the same information as an Enhanced check but in addition includes a check against the Children’s/Adult’s Barred Lists.

6 Transgender process

DBS offers a confidential checking process for transgender applicants. This process is for transgender applicants who do not wish to reveal details of their previous identity to their prospective employer. The individual can email sensitive@db.s.gsi.gov.uk for more information.

7. Individuals who have lived or worked outside of the UK

The Disclosure and Barring Service cannot access overseas criminal records therefore, individuals who have lived or worked outside of the UK for more than 6 months in the last 5 years will require additional criminal record checks. For guidance on this process, refer to the Recruitment and Selection Policy.

8. Rehabilitation of Offenders

Under the requirements of the Rehabilitation of Offenders legislation there is a system for cautions and convictions, for both systems there is a list of exempt offences. This means that any caution or conviction for an offence on a particular list will not be filtered and others that will be.

9 Sighting the DBS Certificate

Once the applicant/employee has received their DBS certificate, they must present the certificate to the Finance Director CKC Sarah Morris in her joint role of HR .

All of the details on the certificate will be checked ensuring all personal data is correct and the correct workforce and Barred Lists (if appropriate) have been checked. Any discrepancies will be taken up with the Disclosure and Barring Service.

A record must be kept on the single central record of the date the certificate was sighted and who it was sighted by. A copy of the certificate will not be retained by CKC in line with the DBS Code of Practice and point 12 of this policy. This relates to Section 122(2) of the Police Act

10. Disclosures with Information

When a DBS check produces a history that causes concern then the Sarah will discuss the circumstances with the individual before reaching a decision on whether to proceed with the appointment.

Sarah will discuss the circumstances with D F Morgan and consider:

- Whether the conviction or other information received is relevant to the post and workplace in question
- The seriousness of any offence or other information received
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since the offending behaviour
- The circumstances surrounding the offence(s) and the explanation offered by the individual, and
- Any other relevant matters

The decision made will be recorded using the 'Action Required Form' at Appendix C.

If, following the result of this meeting, there is doubt or dissent then the matter should be decided by D.F Morgan as the owner of the business

11. Handling of DBS certificate information

Certificate information should be stored securely, in lockable, non-portable storage containers with strictly controlled access and limited to those who are entitled to see it as part of their duties.

Once a recruitment decision has been made, certificate information should not be kept for any longer than is necessary. Generally up to 6 months to allow for consideration and resolution of any disputes or complaints. If it is considered necessary to retain certificate information for longer than 6 months, the DBS must be consulted and full consideration given to the Data Protection and Human Rights of the individual.

In accordance with section 124 of the Police Act 1997, school will maintain a record of all those to whom certificate information has been revealed however, it is a criminal offence to pass the information to anyone who is not entitled to see it.

Once the retention period has elapsed, DBS certificate information must be securely destroyed in line with the DBS Code of Practice. School will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.

However, CKC will keep a record of the:

- Date of issue of the certificate
- Name of the subject
- Type of certificate
- Position for which the certificate is requested
- Unique reference number of the certificate
- Details of the recruitment decision taken

12. Repeat checking

Will be in line with current government recommendations.

13. Information Received between/after DBS checks

Following their initial pre-employment DBS check, if a member of staff in a DBS designated post is convicted of any offence or receives a police warning they are required to declare this to Sarah Morris. Who will consider the conviction/warning

Failure to notify the Sarah may result in disciplinary action being taken. In some instances the Police will notify the CKC direct.

CKC will carry out an annual review to certify that there have been no changes in circumstances since the employee's original/most recent disclosure.

14. The DBS Update Service

The DBS update service is available for individuals to join (for an annual fee).

The applicant/employee can, if they wish, choose to join the update service at the point a DBS application is made, once they receive their application reference number or, within 19 calendar days of the DBS certificate issue date.

The update service enables ease of repeat checking. Status checks can be carried out to confirm no new information has been added to the certificate since its issue.

Before using the update service CKC has a legal obligation to:

- Obtain consent from the applicant to do so
- Confirm the certificate matches the individuals identity
- Examine the original certificate to ensure it is for the appropriate workforce and level of check

CKC will need the DBS certificate number, date of birth and surname of the applicant/employee to carry out the check online

The results can be printed down and placed on the individual's personnel file as proof that the update check has been carried out.

If the online status check reveals a change in the disclosure status then a re-check will be required.

14. Allegations against employees

For allegations against a school employee relating to a child or vulnerable adult, will be considered by D.F. Morgan Sarah Morris(if required) and a representative(s) of the location the incident occurred

15. Making a referral to the DBS

CKC has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and that the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

When an allegation is made, a full investigation will be carried out to gather enough evidence to inform any decision to refer as DBS rely on referral evidence and any other relevant evidence

gathered. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation, dismissal or removal of the individual from working in regulated activity, following investigation. Guidance on referrals can be found on gov.uk website.

16. Equality Statement

This Policy applies to all employees irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Appendix A

Regulated Activity for Children

The definition of Regulated Activity relating to children is set out in three parts by The Protection of Freedoms Act.

A person can be in a Regulated Activity because of what they do (activities), where they work (establishments) or who they are (specified position).

The definition of Regulated Activity covers:

- Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on wellbeing, moderate a public electronic interactive service likely to be used wholly or mainly by children or drive a vehicle only for children, carried out by the same person on frequent (once a week or more often), intensive (on 4 or more days in a 30 day period), or overnight basis (any time between 2am and 6am).
- Work for a limited range of establishments (schools, nursery schools, PRU's, childcare premises, children's homes, children's centres) with the opportunity for contact with children carried out on a frequent, intensive or overnight basis.
- Providing healthcare – provision by a healthcare professional or under the direction or supervision of one. This may include psychotherapy and counselling, first aid administered on behalf of an organisation established for the purposes of providing first aid. This does not include workplace first aiders, members of peer support groups or life coaching.
- Providing personal care – physical assistance (or prompting with supervision or training or providing advice or guidance) with eating or drinking because of illness or disability, physical assistance (or prompting with supervision or training or providing advice or guidance) with going to the toilet, washing or bathing or dressing because of age, illness or disability.
- Day-to-day management or supervision of volunteers carrying out an activity which would be Regulated Activity if not supervised. However, a supervised paid employee working for a specified establishment is in Regulated Activity.

Exemptions – not Regulated Activity

- An individual carrying out activities, under reasonable day-to-day supervision by another person who is also engaging in Regulated Activity, is not undertaking Regulated Activity.
- Activities by a person contracted (or volunteering) to provide occasional or temporary services (which are not teaching, training or supervision of children) is no longer undertaking a Regulated Activity (e.g. maintenance contractors) but please remember, as stated above,

supervised paid employees in specified establishments are in a Regulated Activity.

Regulated Activity for Adults

An adult is a person aged 18 years or over. The definition of Regulated Activity for adults defines the activities provided to any adult as those, which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time.

The frequency test does not apply to adults and an individual only needs to engage in a defined activity once to be carrying out a Regulated Activity.

There are six categories within the definition of Regulated Activity in relation to adults:

- Providing healthcare – provision by a healthcare professional or under the direction or supervision of one. This may include psychotherapy and counselling, first aid administered on behalf of an organisation established for the purposes of providing first aid. This does not include workplace first aiders, members of peer support groups or life coaching.
- Providing personal care – physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of skin, nails or hair (but not where this involves only cutting hair) because of the adult's age, illness or disability. This also includes anyone who trains, instructs or provides advice on the provision of personal care or those who prompt and then supervise an adult to do one of the above.
- Providing social work.
- Assisting with general household matters – assistance with managing a person's cash, paying a person's bills or shopping on their behalf because of the adult's age, illness or disability.
- Assisting in the conduct of people's own affairs.
- Conveying adults to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability. This includes hospital porters, patient transport service drivers and assistants, ambulance technicians and emergency care assistants but does not include taxi or licensed private hire drivers.
- A person whose role includes the day-to-day management or supervision of any person engaging in Regulated Activity is also in Regulated Activity.

Exemptions – not Regulated Activity

- Activity carried out in the course of family relationships and personal, non-commercial relationships. Family relationships include close family (e.g. parents, siblings, grandparents) and the relationship between two people who live in the same household and treat each other as family.
- Personal, non-commercial relationships are arrangements where no money changes hands or if any money does change hands it is not part of a commercial relationship (e.g. giving a friend petrol money to drive you to the hospital), and the arrangement is made between friends or family friends.

DBS Filtering Process Appendix B

Filtering is the term that DBS are using to describe the process which will identify and remove from disclosure certificate convictions and cautions which should no longer be disclosed due to the changes in legislation.

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction and
- it is the person's only offence

and

- it did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

Common Offences that are subject to filtering (subject to sentence and time)

1. Common assault
2. Drunk and disorderly conduct
3. Harassment
4. Theft (where no violence is involved)
5. Drugs offences that involve simple possession

Common Offences that are exempt (ie: always disclosed)

1. Many sexual offences
 - a. Indecent assault on female 16 or over
 - b. Possessing indecent photographs or pseudo-photographs of children
 - c. Sexual activity in a public lavatory
2. Offences that involve a certain degree of violence, for example

- a. Affray
- b. Assault occasioning actual bodily harm
- c. Robbery or assault with intent to rob
- d. Stalk a person causing fear or violence
 3. Safeguarding offences, for example
 - a. Wilfully abandoning young person under 16
 - b. Taking the child out of the United Kingdom without the appropriate consent
 4. Drugs offences that involve supply, for example
 - a. Supplying controlled drug – Class C

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Under the Exceptions Order 1975, a person applying for an excepted post, which includes working with children or vulnerable adults, will be required to disclose spent cautions and convictions, other than protected cautions and convictions.

DBS DISCLOSURE – ACTION REQUIRED Appendix C

Actions for Sarah Morris where disclosure certificate has detailed information

- Contact individual to request to see original disclosure certificate.
- Discuss information disclosed with the individual.
- For your record purposes, please confirm details below: New Convictions

Date disclosure sighted:

Disclosure certificate sighted by:

Date of discussion with individual:

Date new information cleared:

HR advice obtained by (if applicable):

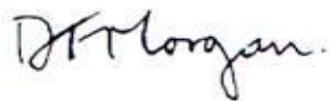
Previously Cleared Convictions (if applicable)

Date convictions previously cleared:

HR advice obtained by (if applicable):

D F Morgan

Managing Director



June 2025

To be reviewed

June 2026

Acknowledged as read and understood: updates will be communicated Via Toolbox Talks

Name :

Date:

Signature: