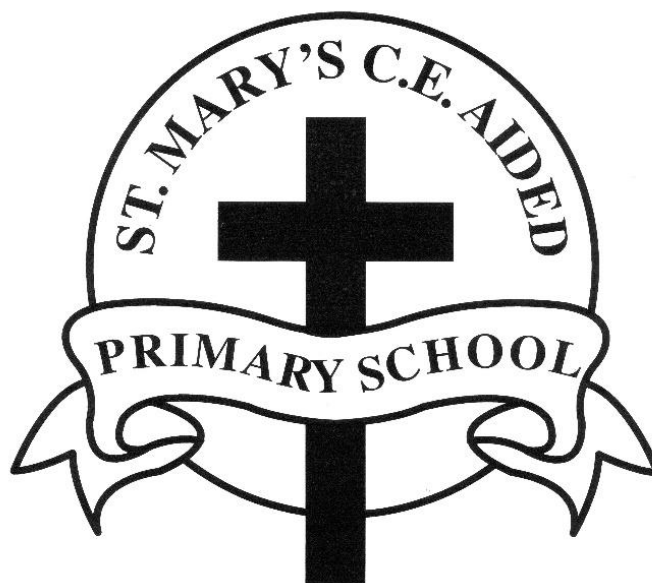




Policy:	DBS Check
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Author:	Amanda McGarrigle
Date:	March 2026
Last Version:	New Policy

Key changes/notes:
Nt applicable

Statutory Requirement:	No
Proposed Renewal Cycle:	2 Years
Proposed annual review authority:	Governing Body
Policy Section:	Governance

Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these." (Luke 18:16)

This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.

1. Purpose

1.1 This is the School's policy on the use of Disclosure and Barring Service (DBS) checks. It covers the recruitment and employment of staff and volunteers with criminal convictions or those who are barred from working with vulnerable groups; the use of disclosures; and the storage and use of information about convictions which have been disclosed by the DBS. It works in conjunction with our other safeguarding policies.

1.2 This policy provides clarity and guidance to those who are, or are planning to work at the School, and those recruiting them. It explains the processes necessary to protect them, vulnerable groups, and the School.

2. Scope

2.1 The policy applies to all potential and current staff, including governors, volunteers, casual staff, temporary staff, agency staff; and individuals engaged with the School on a self-employed contract basis.

2.2 The School requires staff to undergo a new DBS check every 3 years from the start of service, or after a break in service with the school.

2.3 The School will use Cantium (Employmentcheck) to complete checks and re-checks on its behalf. Re-checks may be also done using the DBS Update Service where appropriate.

2.4 The School is a registered user of the DBS service and will comply with their code of practice, and undertakes to treat all applicants and employees fairly and consistently. The School will not discriminate unfairly on the basis of convictions or other information revealed in a disclosure.

3. Responsibilities

The DBS helps employers make safer recruitment decisions and prevents unsuitable individuals from working with vulnerable groups, including children.

3.1 The Headteacher is responsible for deciding whether it is appropriate to recruit an individual where a DBS report confirms a conviction or other related information, supported by the School's HR service (Cantium).

3.2 The School Business Manager is responsible for ensuring that candidates requiring a DBS check are sent a link to the disclosure form along with the formal offer of an appointment. All offers of employment are subject to completion of a satisfactory check, so the Headteacher and School Business Manager are also responsible for confirming the candidate's start date once the check (along with other appropriate checks) has been completed, and for issuing letters confirming a re-check is required.

3.3 The Headteacher is responsible for reviewing returned reports for checks and re-checks (DBS certificate) and ensuring the HR system and SCR (Single Central Record) is updated with required information. The School Business Manager is responsible for providing advice and support where there are issues with checks and decisions are required from the Headteacher.

3.4 The candidate/employee is responsible for disclosing unspent convictions and relevant information in relation to the role they are applying for; or, where they are already employed in the role, for alerting their manager to any new convictions that

emerge. At St Mary's we also ask for an annual declaration that there are no changes to the status of your DBS position which you should declare.

The candidate is responsible for completing the disclosure application form and providing the required documents. The employee is responsible for completing a re-check via when prompted to do so. The candidate is also responsible for completing an annual declaration once employment begins.

4. Equality, diversity and inclusion

4.1 In developing this policy we use informed inclusive decision making, ensuring that we help create a working environment where people feel welcomed, valued, and supported.

5. Legislation

5.1 The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as amended in 2013.

5.2 The General Data Protection Regulation and the Data Protection Act (2018).

6. Contacts

6.1 The Headteacher is responsible for all HR policies. Any queries regarding the policy content should be directed to the Headteacher.

7. Supporting Documents

7.1 This policy should be read in conjunction with the following:

- Safer Recruitment Policy
- Policy Statement on the recruitment of ex-offenders