



Achieving excellence together

Disclosure and Barring Policy & Procedure

Approved by:	Trust Board		
Responsible department:	HR Team		
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1. Principles

- 1.1 Great Heights Academy Trust is committed to safeguarding and promoting the welfare of our staff, students and visitors. Ensuring the safety of our academy communities is of paramount importance to us and this policy reflects our dedication to creating a safe environment where pupils are cared for appropriately and safeguarded from harm.
- 1.2 Disclosure and Barring Service (DBS) checks replaced Criminal Record and Background (CRB) checks in 2012. DBS checks enable the Trust to ascertain an individual's suitability to work with children and in an educational environment.
- 1.3 This policy has been created to inform staff, pupils and parents of the measures taken by the Trust to ensure all employees and pupils are safe and cared for.
- 1.4 In addition, it outlines our commitment to meeting legislative requirements, DfE standards, data protection responsibilities and Ofsted guidance as outlined in the Policy.

2. Background Information on DBS checks

- 2.1 Checks are legally required on those working with children and young people under 18, and with vulnerable adults.
- 2.2 There are **two categories of DBS check**; standard and enhanced. The category is determined by the risks involved in the situation.
- 2.3 '**Portability**' is the term used to describe the re-use of a DBS disclosure, obtained in one organisation and later used in another organisation.
- 2.4 Individuals are unable to apply for a DBS check on their own behalf; checking is done through **an umbrella body**. Great Heights Academy Trust is not an umbrella body and uses Calderdale MBC HR Dept as its bureau.
- 2.5 There is a **cost for the check itself** and **an additional administrative cost** paid to the umbrella organisation. The total cost is approximately £55.00 (2025 prices). Volunteer checks are free of charge but still subject to an administrative cost. DBS checks are usually processed within approximately 3 weeks at the current time of writing this policy.

3. Expectations of Great Heights Academy Trust

- 3.1 Where DBS checks are required they must be **enhanced and current** (less than 5 years old).
- 3.2 **Portability**: the DBS check must relate to actual working situation. A DBS check obtained through another organisation would be **accepted only if the working situation matched Great Heights Academy Trust working situation and was current and enhanced**. The main consideration is likely to be one of the level of supervision.

4. Those required to provide proof of an appropriate DBS check to Great Heights Academy Trust

- All employed staff.
- All supply staff – in some instances this may be a portable certificate if provided by another school within the Local Authority specifically for supply teaching.
- Anyone providing services for The Trust who is working with pupils at their academies e.g. peripatetic music instructor or external PE provider.

5. Volunteers

- All members of the governing body/Trust Board
- All regular volunteers helping in school

- All students undertaking work experience for more than their two week work experience programme

6. Procedure for checking DBS disclosures

- 6.1 The disclosure will be sent direct to the applicant. On receipt of a disclosure it is the responsibility of the person undergoing the check to supply The Trust with the disclosure number and date endorsed.
- 6.2 The Trust is responsible for ensuring that those it requires to be checked, have received an appropriate disclosure. This means that someone in the organisation has to have sight of the document and record details in its own record system. Copies of the documents are not permitted. Relevant data will be stored on The Trust's Central DBS Records.
- 6.3 The Trust contracts will include a requirement to provide evidence of an appropriate DBS disclosure and all advertisements will state this requirement.
- 6.4 Members wishing to advertise their services through The Trust will be required to state in writing that they will not be working with under 18s or with vulnerable adults in an unsupervised setting. If they are working with these groups or expect to recruit students in either group, they will need to obtain a DBS check.

7 Contractors

- 7.1 The Trust will look favourably on contractors who hold DBS disclosures. However, this will not be a stipulation of working at the Trust. If a DBS disclosure is not in place then contractors will be expected to carry out works when the academy is closed to pupils. If, in an emergency, work has to be undertaken when the academy is open then the contractor will be required to provide their disclosure number and date of issue or it will be necessary for the contractor to be accompanied by a member of the academy staff. At no time will be contractor be allowed to work unsupervised during open hours if the above is not adhered to.

8. Checklist for visitors to The Trust

I work with under 18's	Enhanced current DBS check required by Trust if working permanently at the academy.
<i>The following information applies to those for whom a check is required</i>	
I want to advertise my services through the Trust (flier, newsletter, website). Does this requirement still apply?	Yes. If you know or expect to recruit under 18's you will need to provide evidence of an appropriate DBS check.
I have a DBS check from another organisation. Can I use it for The Trust purposes?	It is possible that your current DBS check will be appropriate. It will need to: <ul style="list-style-type: none"> • be current – less than 5 years old • be enhanced not standard • match the teaching situation you will be working in when employed by The Trust.
Will The Trust organise the check for me?	Yes in most circumstances. The Trust will organise the check for all permanent staff, supply teachers who have a regular commitment at the academy, governors/trustees and all regular volunteers.
How can I organise a DBS check?	Contact the Trust or if you work for another organisation ask them for their umbrella body contact. If the check is to be carried out on behalf of the Trust you will be required to bring supporting evidence/proof of identity to the academy for recording prior to the disclosure being sent to the Umbrella Body. When you request a disclosure you will be issued with a list of the documents that support this.
How long will it take to get a check done?	It usually takes 3 weeks but this can vary.
Is there a charge?	There is a charge for the check itself and an administrative charge

	from the umbrella body. The Trust will meet this cost if they organise the check for you.
Can I send a copy of the DBS disclosure to The Trust as evidence?	<ul style="list-style-type: none"> • In most circumstances no. Where possible the original document should be brought into the Trust and the disclosure number and date will be recorded and the document returned. • If the DBS is portable then the Trust will require the certificate number, the date of issue and the position it is for.
I am not working for the school but wish to volunteer on a regular basis, do I need a DBS	<ul style="list-style-type: none"> • Yes, an enhanced DBS is required and can be acquired by contacting the academy. For us to check the Update Service, we will require the certificate number, date of birth and surname of the individual.
I am visiting the school to do a talk to one class about WWII, do I need a DBS?	<ul style="list-style-type: none"> • No. As you will not be unsupervised this is not necessary.

Contact Information:

Great Heights Academy Trust: Katherine Humphreys, HR Manager 01422 376019 or k.humphreys@greatheightstrust.org.uk

9. Other Policies and Procedures

When reading this policy, it is important to refer to other key policies and documents to ensure compliance with safeguarding and employment regulations. These may include:

Statutory and Regulatory Documents:

1. **Keeping Children Safe in Education (KCSIE) (Latest Version)** – Statutory guidance from the Department for Education (DfE).
2. **Working Together to Safeguard Children (Latest Version)** – Government guidance on inter-agency working for safeguarding.
3. **Rehabilitation of Offenders Act 1974 (and Exceptions Order 1975)** – Covers the legal framework for disclosure of criminal convictions.
4. **Data Protection Act 2018 & UK GDPR** – Governs the handling of personal and sensitive data.
5. **Safeguarding Vulnerable Groups Act 2006** – Establishes the framework for the Disclosure and Barring Service (DBS).
6. **Equality Act 2010** – Ensures compliance with anti-discrimination laws when conducting DBS checks.

School Policies and Procedures:

1. **Safer Recruitment Policy** – Details recruitment processes, including DBS checks and pre-employment vetting.
2. **Staff Code of Conduct** – Sets professional expectations for staff.
3. **Whistleblowing Policy** – Provides guidance on reporting concerns about safeguarding or misconduct.

Reviewed July 2025