

## The Disclosure and Barring Service: Policy Statement

### Qualiteach adheres to the DBS Code of Practice

Every candidate accepted for registration as a Temporary Worker with Qualiteach must have a current and valid enhanced Disclosure and Barring Service certificate (DBS certificate).

This certificate must be valid to the Child Workforce.

If the candidate is to work with vulnerable adults, the DBS certificate must be valid to both the Child and Adult Workforces.

Every applicant is informed of the requirement for an enhanced disclosure certificate (DBS certificate) in the first vetting conversation, and on the application form which is completed as a mandatory requirement of the registration process.

In line with the requirements of REC accreditation, all DBS certificates presented to Qualiteach are checked annually, via the Update Service, to ensure that it is still current. It is therefore strongly recommended that all candidates have a current subscription with the DBS Update Service.

Qualiteach will therefore accept enhanced DBS certificates valid for the child workforce (and the adult workforce, if applicable) as follows:

- Qualiteach has obtained the certificate for you and it was issued within the last 12 months, and on the understanding that it will be checked using the Update Service annually from the date of issue noted on the DBS certificate. If an Update Service check cannot be undertaken at the end of the 12-month period from date of issue, a new DBS certificate will need to be obtained.
- Another agency or employer has obtained the certificate for you, and it can be verified by an Update Service check. If an Update Service check cannot be undertaken, a new DBS certificate will need to be obtained.

The original of the DBS certificate must be presented at the candidate's registration interview.

A company risk assessment is conducted on DBS certificates which contain relevant information, to ascertain whether the candidate is suitable for placement in an education setting.

DBS certificates and the information they contain are shared only with those who need to have access to them in the course of their duties and not passed to any third-party persons not authorised to receive them.

Every candidate will be advised to carry the DBS certificate to each assignment to assist the record keeping of client schools and nurseries. Qualiteach recommends that the candidate shows the school their DBS certificate; Qualiteach also shares with clients where you are undertaking a placement the date of issue, reference number and any matters of note recorded on the certificate.



If a DBS contains any convictions or cautions, we are required to send a confidential copy of the DBS to the school prior to placement.

As far as possible, Qualiteach will make sure recipients of DBS certificate information do not discriminate against an applicant on the basis of information contained on the certificate- in line with our recruitment of ex-offenders policy. A criminal record will not necessarily be a bar to obtaining a position and applicants can be assured that information contained on the DBS certificate will not be used unfairly.

Any matters revealed on the DBS certificate will be discussed with the applicant before full acceptance of registration with Qualiteach. The decision to decline the applicant will be made at senior level and will be handled with the utmost sensitivity. DBS certificates are stored securely in each office in accordance with DBS storage policies. The date of issue and unique reference number for DBS certificates are recorded on the secure database.

Qualiteach will co-operate with requests from the Disclosure and Barring Service to undertake assurance checks as to the proper use and safekeeping of DBS certificate information and will report to the DBS any suspected malpractice in relation to this Code of Practice or any suspected offences in relation to the misuse of DBS certificate information.

