



Disclosure and Barring Service Policy for Students and Staff

Document title:	Disclosure and Barring Service Policy for Students and Staff
Audience:	Apprentices, FE Students, HE Students, International Students, Employers and others supervising work placements, Parents/Carers, Permanent Staff, Temporary Staff and External Partners.
Version:	4
Approved by:	Senior Leadership Team
Date approved:	10th July 2020
Date of next review:	June 2022
Document Owner	Vice Principal, Curriculum and Development
Equality Impact Assessment	Yes
Student Friendly Version	Yes

Revision history

Version	Type (replacement, revision, other)	Date	History (reason for changes)
1	Revision	September 2013	Policy review
2	Revision	October 2014	Policy review/update
3	Major Revision	July 2019	DBS Compliance Feedback
4	Revision	July 2020	Clarification and simplification of College policies

Monitoring and review

This policy will be reviewed by the Executive Committee at least every 2 years.

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Purpose of the Policy

The purpose of the policy is to ensure that staff, students and others who have regular and unsupervised access to children or vulnerable adults in the course of work, learning or other College activity, are safe to do so.

The College will:

- Carry out a DBS check on **ALL** applicants, students, staff and others who, as part of their learning or work with College, engage in any regulated activity with children (under 18) or vulnerable adults.
- Provide DBS application guidelines to those who are subject to DBS checks.
- Investigate any disclosure of a relevant conviction in the course of the DBS process.
- Treat all applicants equally, fairly and consistently; ensuring that any decision to qualify or withdraw an offer of a place or employment is reasonable and necessary for the protection of children or vulnerable adults.
- Provide appropriate staff development for all staff.
- Ensure that the procedures are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes.
- Manage the collection, storage and retention of DBS data in accordance with GDPR regulations.

Linked policies

Safeguarding Policy

Recruitment and Selection Policy

FE – Admissions Policy

HE – Admissions Policy

Disclosure and Confidentiality Policy (Students with disabilities and or leaning difficulties)

Information Records Management Policy

Data Protection (GDPR) Policy

Linked procedures

The Disclosure and Barring Service Procedures for Students

Safeguarding Procedures

Recruitment and Selection Procedure

FE admissions Procedures

HE admissions procedures

Privacy Notice – Students and Apprentices – How we use your personal data

Link to DBS website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>