**Dovetail and Slate**

**DBS Policy**

**Review Date: September 2023**

**Contents**

[Scope 2](#_Toc139271471)

[Definitions 2](#_Toc139271472)

[Responsibilities 2](#_Toc139271473)

[DBS Certificates 2](#_Toc139271474)

[Disclosures 2](#_Toc139271475)

[DBS Applications 3](#_Toc139271476)

[Risk Assessment and Decision Making 3](#_Toc139271477)

[Data Protection 3](#_Toc139271478)

[Record Keeping 3](#_Toc139271479)

[Training and Awareness 3](#_Toc139271480)

[References and Useful Reading 4](#_Toc139271481)

[Review and Amendments 4](#_Toc139271482)

[Dovetail and Slate contact details 4](#_Toc139271483)

# Scope

The purpose of this DBS (Disclosure and Barring Service) policy is to outline the procedures and guidelines to ensure that Dovetail & Slate complies with legal requirements and maintains a safe and secure environment for their clients, their students, and their employees. This policy applies to all employees of Dovetail & Slate who may require a DBS check as part of their role, and anyone who may be involved in the recruitment, placement, or provision of personnel in positions within the education industry that involve regulated activity.

# Definitions

**DBS Check**

A check carried out by the Disclosure and Barring Service to provide information on an individual's criminal record.

**Regulated Activity**

Positions or roles that fall within the scope of regulated activity as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

**Employee**

All people working, due to begin work, or seeking work with Dovetail & Slate or companies associated with Dovetail & Slate, such as sister companies or clients of Dovetail & Slate.

# Responsibilities

Dovetail & Slate is responsible for ensuring compliance with this DBS policy and providing guidance and support to employees throughout the DBS process. This includes maintaining accurate records of all DBS checks conducted.

All employees of Dovetail & Slate are responsible for understanding and adhering to the DBS policy, cooperating fully with the DBS check process, and notifying the company of any relevant changes in their circumstances that may impact their eligibility to work with vulnerable groups.

# DBS Certificates

Should an employee have a DBS certificate showing ‘None Recorded’ in appropriate fields, within an appropriate age, or registered on the update service with ‘No changes’ this will be deemed acceptable. The client will dictate what is ‘appropriate’.

Should a DBS Certificate be within the appropriate age and level of check, but a change has been made with reference to a criminal conviction, caution, reprimand, or involvement with safeguarding issues the employee is required to gain a new DBS certificate.

# Disclosures

Employees are expected to disclose any criminal offences or cautions that are unspent, and any pending prosecutions. Should an employee fail to disclose any unspent or pending offence or reprimand Dovetail & Slate or their client may dismiss the employee with immediate effect or withdrawn an offer of employment under Dovetail & Slate’s Child Protection Policy.

# DBS Applications

All employees who may be involved in regulated activity will be required to undergo an appropriate level of DBS check as determined by legislation and the nature of the position. Dovetail & Slate will assess the eligibility of individuals for a DBS check based on the duties and responsibilities associated with their role.

Guidance and support will be provided to individuals through the DBS application process, ensuring that the necessary forms are completed accurately and submitted promptly.

Dovetail & Slate recognises the importance of ongoing vigilance and will implement a system for periodic re-checks for employees and contractors involved in regulated activity. The frequency of re-checks will be determined based on the requirement of the client with which the employee is working. Should an employee require a new DBS they have a responsibility to ensure the application is submitted in a timely manner.

All applications will be paid for by the employee, due to ‘The Update Service’ being available to make a DBS Certificate portable. Should an application be withdrawn due to the employee omitting personal information, or an error on their personal information, the employee is responsible for paying for a new DBS Application.

# Risk Assessment and Decision Making

Dovetail & Slate will expect clients to conduct a risk assessment for each position involving regulated activity to determine if a candidate is able to begin a role without an age or level appropriate DBS certificate. The decision to proceed with an appointment or continued engagement will be made solely by the client, they must consider any declared offences, the nature of such offenses, the role, and any other relevant factors.

# Data Protection

Dovetail & Slate will comply with all applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR), when collecting, storing, and processing personal data as part of the DBS check process.

# Record Keeping

Dovetail & Slate will maintain accurate and up-to-date records of all DBS checks conducted, including the level of check, the date of issue, and the outcome. These records will be securely stored and retained in accordance with applicable legal requirements.

# Training and Awareness

Dovetail & Slate will provide appropriate training and guidance to employees involved in the DBS check process to ensure they understand the legal obligations, procedures, and best practices related to DBS checks.

# References and Useful Reading

* <https://www.legislation.gov.uk/ukpga/1974/53>
* <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf>
* <https://www.legislation.gov.uk/ukpga/2006/47/contents> <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf>

# Review and Amendments

This policy will be reviewed annually or following legislation or government guideline changes, whichever is sooner, to ensure its effectiveness and compliance. Any amendments deemed necessary will be communicated to employees and contractors in a timely manner.

# Dovetail and Slate contact details

**Sales Office** - 0300 1245 777

**Support Services Office -** 0300 1245 769