

# DBS PROCEDURE FOR STUDENTS



## PURPOSE OF THE PROCEDURE

The College has a responsibility to ensure that students who enrol on courses involving work with children and/or vulnerable adults are eligible to work in these sectors according to the conditions laid down by the Independent Safeguarding Authority.

All students undertaking courses that require a work placement may be required to undertake an enhanced Disclosure and Barring Service (DBS) disclosure should the organisation at which the work placement is being carried out stipulate that a DBS check is carried out within their policies and procedures. The student will be charged the appropriate fee in place at the time of the application. Students may also wish to make the DBS check portable by paying the additional annual fee to the vetting and Barring Service. This enables future employers or placement providers to check the up to date vetting and barring information about student without the need to complete a new DBS check.

## SCOPE

This procedure applies to students undertaking courses involving work with children and/or vulnerable adults. A child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday. The term vulnerable adult refers to any person, over the age of 18, in need of community care or support services because of old age, mental health issues, physical disability, hearing, seeing and/or communication difficulties, learning disabilities or the inability to protect themselves from significant harm or being taken advantage of.

Students self-declare to any known or pending convictions on application and enrolment. Following any disclosure, students are to complete the Criminal Record Disclosure Form (see link to [Criminal disclosure record sheet](#)) and send to the Head of Student Experience for risk assessment.

## RESPONSIBILITY AND AUTHORITY

Whilst the Director of Human Resources is accountable for ensuring compliance with the procedures for conducting DBS checks, responsibility for completing learner DBS checks rests with the Work Experience Co-ordinators in Employer Engagement. Responsibility for identifying students who require a DBS check rests with the CAM area delivering the course. Concerns raised whilst completing the DBS process should be directed to the Head of Student Experience (Designated Safeguarding Lead). Ultimate responsibility lies with the Vice Principal Curriculum & Quality who is the Senior Management Team member responsible for safeguarding.

## Confidentiality

The Work Experience Co-ordinators in Employer Engagement are signatories and any concerns on return of the DBS will be discussed with the relevant CAM and the Head of Student Experience (Designated Safeguarding Lead) and Vice Principal Curriculum & Quality and SMT lead for Safeguarding as appropriate.

Colleagues and Placements will be informed within the “need to know” appropriate boundaries and will be discussed with the student first. If the DBS disclosure is likely to impact on their chosen career path, then a further discussion is to be held with the student and parent as appropriate by the CAM.

The Criminal Record Disclosure (Yeovil College internal form) will be kept by the Head of Student Experience until the student has completed their course.

The DBS number will be kept until the student has completed their course.

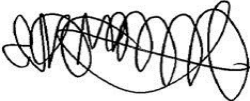
### **RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

Safeguarding Policy and Procedures

Criminal Record Disclosure Form (Yeovil College internal form)

Disclosure and Barring Service (Handling) Policy 2018

Disclosure and Barring Service guidelines and procedures 2018

Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review period
Steve Chattell	Director of Employer Engagement and Human Resources	Signed: 	27.08.2019	2 years  Review Date August 2021

### Document Control – Revision History

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Michelle Dennett	Updated to reflect revised procedures and structure	22.05.17	-	Yes
Steve Chattell	Updated to reflect revised procedures and structure	23.07.19	-	No

Initial Equality Impact Screening			
Have you consulted on this procedure? Yes Details: consultation with Human Resources, appropriate curriculum areas, Safeguarding, Equality & Diversity Group.			
What evidence has been used for this assessment?			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)			
Please give details:			
If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:			
Should the procedure proceed to a full Equality Impact Assessment? No If no, please give reasons: this procedure is designed to protect all students at the college.			
<b>Declaration</b> We are satisfied that an initial screening has been carried out on this procedure and a full Equality Impact Assessment is not required.  We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment			
Completed by Author: Michelle Dennett		Position: Head of Student Experience	Date: 22.05.17
Reviewed by Safeguarding, Equality & Diversity Group:			Date: 14.06.17
<b>Comments from Safeguarding, Equality &amp; Diversity Group Review:</b>			