



## **DBS Policy**

### **Policy statement**

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), ExpertEase Tuition complies fully with the code of practice and undertakes to treat all applicants for positions fairly. We reserve the right to require a disclosure and barring check/follow up disclosure on our tutors.

- The Company undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- The Company can only ask an individual to provide details of convictions and cautions that the Company are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- The Company can only ask an individual about convictions and cautions that are not protected
- The Company is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- The Company actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- The Company select all candidates for interview based on their skills, qualifications and experience

### **Roles and responsibilities of ExpertEase Tuition:**

- Ensure that a DBS checking procedure is in place and that checks are carried out lawfully and in line with this policy.
- Ensure that the Single Central Record of DBS checks is maintained, and that the appropriate security measures relating to storage and access are in place.
- Ensure that all tutors have an Enhanced DBS check.
- Ensure that the applicant presents their disclosure certificate for checking once they have received it.
- Decide whether an appointment will be confirmed, or the offer withdrawn, where there is a positive disclosure.
- Consider whether information disclosed by employees in relation to a change in criminal record status impacts on their continued suitability for employment.

### **Single Central Record**

It has been a requirement since 2007 that all schools must maintain a Single Central Record of recruitment and vetting checks. This was set out in the original publication 'Safeguarding Children and Safer Recruitment in Education (2007)' and updated in the DfE's September 2016 statutory guidance. The details of all staff and

regular visitors or volunteers must be kept on the school's single central record to ensure that checks have been carried out.

The statutory guidance states: "Generally, the information to be recorded ... is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- Identity check
- a barred list check
- an enhanced DBS check
- a prohibition from teaching check
- Photo ID
- a check of professional qualifications
- a check to establish the person's right to work in the UK/visa details

### **Enhanced Disclosure**

All tutors are subject to an Enhanced Disclosure. An Enhanced Disclosure is the highest level of criminal record check. It will contain the same information as the standard check but also includes a check of police records held locally. The government's safer recruitment initiative stipulates that all staff in an educational establishment must have an enhanced Certificate.

Those who are subscribed to the DBS Update Service will have a status check performed on the relevant DBS certificate.

### **Update service**

Update Service (recommended) Individuals undergoing a DBS check from June 2013 onwards can choose to register with the Update Service on an annual basis. The service keeps DBS certificates up to date so that they are transferable from role to role (within the same workforce i.e. children/adults), where the same type and level of check is required.

Where applicants have subscribed to the DBS Update Service, the ExpertEase Tuition will seek their consent to undertake an on-line check of their DBS status. Applicants will still be required to produce a hardcopy of their most recent DBS certificate. Where the status check says that the DBS certificate remains current (i.e. no new information recorded), then there is no requirement to undergo a full DBS check.

### **Storage and Access**

Certificate information will be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

ExpertEase Tuition do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits.

## Adult and Child Workforce

Child workforce checks are mandatory for our enhanced DBS applications. Adult workforce checks are required in addition when an agency worker will be working in relevant regulated activity with adults. ExpertEase Tuition refer to the DBS guide to relevant workforce roles prior to submitting a DBS application.

## Valid DBS identity documents

Tutors will need to provide three documents, one from Group 1, and two from Groups 1, 2a or 2b, one of which must include their current address. **Any letters must be no older than 3 months old.**


<p><b>Group 1</b></p> <ul style="list-style-type: none"><li>• <b>Any Current and Valid Passport</b></li><li>• <b>Biometric Residence Permit UK</b></li><li>• <b>Current Driving Licence photo card (Full or Provisional)</b> UK, Isle of Man, Channel Islands &amp; EEA</li><li>• <b>Birth Certificate - issued within 12 months of birth</b><ul style="list-style-type: none"><li>○ UK, Isle of Man &amp; Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces</li></ul></li><li>• <b>Adoption Certificate</b> UK &amp; Channel Islands</li></ul> <p><b>Group 2a</b></p> <ul style="list-style-type: none"><li>• <b>Current Driving Licence photo card (Full or Provisional)</b> – All countries outside the EEA (excluding Isle of Man &amp; Channel Islands)</li><li>• <b>Current Driving Licence (full or provisional) – paper version (if issued before 1998)</b> – UK, Isle of Man, Channel Islands &amp; EEA</li><li>• <b>Birth Certificate - Issued after time of birth</b> UK, Isle of Man &amp; Channel Islands</li><li>• <b>Marriage or civil partnership certificate</b> UK &amp; Channel Islands</li><li>• <b>Immigration document, visa or work permit</b> Issued by a country outside the EEA – valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based</li><li>• <b>HM Forces ID Card</b> UK</li><li>• <b>Fire Arms Licence</b> UK, Channel Islands and Isle of Man</li></ul> <p style="text-align: center;"><b>All driving licences must be valid</b></p>	<p><b>Group 2b</b></p> <ul style="list-style-type: none"><li>• <b>Mortgage statement</b> UK or EEA issued within the last 12 months</li><li>• <b>Bank/Building society statement</b> UK &amp; Channel Islands or EEA issued within the last 2 months</li><li>• <b>Bank/Building society statement</b> Countries outside the EEA – branch must be in the country where you live &amp; work issued within the last 2 months</li><li>• <b>Bank/Building Society Account Opening Confirmation Letter</b> UK issued within the last 2 months</li><li>• <b>Credit card statement</b> UK or EEA issued within the last 2 months</li><li>• <b>Financial statement e.g pension or endowment</b> UK issued within the last 12 months</li><li>• <b>P45/P60 Statement</b> UK &amp; Channel Islands issued within the last 12 months</li><li>• <b>Council Tax statement</b> UK &amp; Channel Islands issued within the last 12 months</li><li>• <b>Letter of Sponsorship from future employment provider</b> Non- UK or Non-EEA Only - valid only for applicants residing outside of UK at time of application. Must still be valid</li><li>• <b>Utility bill</b> UK NOT mobile telephone bill issued within the last 2 months</li><li>• <b>Benefit statement e.g Child Benefit, Pension</b> UK issued within the last 2 months</li><li>• <b>Central or local government/ government agency/local council document giving entitlement e.g from DWP, the Employment Service, HMRC</b> UK &amp; Channel Islands issued within the last 2 months</li><li>•</li></ul>
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ExpertEase Tuition ensures that all those who are involved in the recruitment process have up-to-date safer recruitment training and have been suitably trained to identify and assess the relevance and circumstances of offences. ExpertEase Tuition also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the ExpertEase Tuition ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The ExpertEase Tuition makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

In addition, the ExpertEase Tuition undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Approved by	Jade Gill
Signature	
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