Policy document

KING EDWARD VI COLLEGE
STOURBRIDGE

Disclosure and Barring Service (DBS)

1 Introduction

1.1 The safety of children and young people is of paramount importance, and King Edward VI College is committed to implementing effective Disclosure and Barring (DBS) procedures and arrangements.

1.2 The following policy and procedures have been designed to ensure that there is the required level of confidentiality maintained whilst complying with relevant legislation and codes of practice.

2 Policy

2.1 The College is committed to creating a culture of safe recruitment for all employees. This policy aligns with the principles of safer recruitment.

2.2 All staff are engaged in regulated activity and an enhanced DBS certificate (which includes children's barred list information) will be required for all appointments. The College uses the Disclosure and Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, based on the guidance and regulations set out in Keeping children safe in education, statutory guidance for schools and colleges, updated in September 2026.

2.3 The College takes its responsibilities in maintaining an accurate and up-to-date single central record (SCR) seriously, and ensures this record is compliant and maintained securely.

2.4 The College complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. The College also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

3 Secure storage, handling, use, retention and disposal of DBS certificates and certificate information

3.1 **Storage and access**

As part of the safer recruitment process, an electronic snapshot of a section of a DBS certificate for the relevant employee is obtained. This snapshot is printed and stored in the relevant personnel file. The employee is required to present the original DBS certificate to the HR department and the date the certificate is seen is recorded on the SCR.

Certificate information is kept securely, in lockable, non-portable, storage containers. Access is strictly controlled and limited to designated members of the HR team and senior staff, under the direction of the Principal.

3.2 Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. The College maintains a record of all those to whom certificates or certificate information has been revealed. We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

3.3 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. Any information is confidential to the Principal, Vice Principal, Assistant Principal, HR Director and HR Officer.

3.4 Retention

Once a recruitment (or other relevant) decision has been made, the original DBS certificate information is not kept for any longer than is necessary.

If a dispute or complaint is anticipated, original DBS forms may be retained for a period of up to six months. From time to time, it may be considered necessary to keep certificate information for longer than six months. If this is necessary, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

3.5 Disposal

Once the retention period has elapsed, the College will ensure that any original DBS certificate information is immediately destroyed by secure means, i.e. by shredding, or secure disposal. While awaiting destruction, certificate information will be kept in a secure container. Photocopies or other images of a certificate or representation of the contents of a certificate are not retained. Nonetheless, the College is obliged to keep the following information:

- a record of the date of issue of a certificate
- the name of the subject, the type of certificate requested
- the position for which the certificate was requested
- the unique reference number of the certificate
- the details of the recruitment decision taken for the College central record

4 Annual safeguarding declaration

An annual safeguarding declaration document is sent to all staff to ask them specifically if there are any changes which relate to the safeguarding of vulnerable groups and children under the age of 18.

5 DBS update service

The College recommend the online DBS Update service for staff on casual contracts. This service allows:

- Applicants to keep their DBS certificates up-to-date
- Employers to do an instant DBS check against a DBS certificate previously issued.

When the applicant initially applies for a DBS check they can register to use the Update Service with a registration cost of £16 per year. This is no charge if the applicant is a volunteer. The DBS tracking service can be used to check the progress of the DBS certificate. To check a DBS certificate status online the College will obtain the applicant's permission in the first instance.

For roles such as exam invigilators and non-agency supply teachers where there can be a break in employment of 3 months or more, a new DBS check is required. Employees in these roles are therefore asked to register for the DBS Update service, and the cost is reimbursed upon commencement of work at the College.

6 Equality Impact

The College's equality, diversity and inclusion policy has been considered when drafting and reviewing this policy.

Date of review	Date agreed	JCC	Governors	Review date	Comments
October 2026	October 2026	30/09/2026	N/A	October 2027	Author: HR