



Sefton Park Infant and Junior Schools

Disclosure and Barring Service (DBS), Criminal Records Checks and Single Central Record Policy

1. Introduction

Sefton Park Infant School and Sefton Park Junior School are fully committed to safeguarding and promoting the welfare of all children and young people in our care. We recognise that effective safeguarding begins with robust recruitment and vetting procedures, ensuring that all adults working within our schools are suitable to do so and pose no risk to children.

This policy sets out the arrangements for undertaking Disclosure and Barring Service (DBS) checks, managing criminal record information, and maintaining a Single Central Record (SCR). It applies to all staff, volunteers, governors, agency workers, contractors, and any other individuals who work in or on behalf of the school.

The school takes their safeguarding responsibilities extremely seriously and operate in line with statutory guidance and best practice to ensure a safe environment for all pupils.

2. Legislative Framework

This policy has been developed in accordance with current legislation and statutory safeguarding guidance, including:

- Keeping Children Safe in Education (KCSIE) – statutory guidance
- Working Together to Safeguard Children (2023)
- Education Act 2002 (Section 175/157)
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)

These documents collectively underpin the school's legal duty to safeguard and promote the welfare of children.

3. Purpose of the Policy

The purpose of this policy is to ensure that Sefton Park Infant and Junior Schools maintain safe recruitment practices and robust vetting procedures. In doing so, the schools aim to

prevent unsuitable individuals from gaining access to children and to ensure that all appointments are made in a fair, consistent, and transparent manner.

The policy also sets out how criminal record information is considered, how DBS checks are managed, and how the Single Central Record is maintained as a key safeguarding requirement.

4. Roles and Responsibilities

The Governing Body holds overall responsibility for ensuring that the school meets its safeguarding duties in relation to safer recruitment. The Headteacher is responsible for the day-to-day implementation of this policy and ensuring that all staff involved in recruitment follow the correct procedures.

Operational responsibility for DBS checks and recruitment administration sits with the School Business Manager and HR Administrator. This includes ensuring that all required checks are completed before an individual begins work and that appropriate records are maintained.

All staff involved in recruitment are expected to have appropriate safer recruitment training or awareness and to follow this policy at all times.

5. Safer Recruitment Principles

Sefton Park Infant and Junior Schools operate robust safer recruitment procedures for all appointments. Recruitment processes are designed to ensure that safeguarding is central to every stage, from advertising through to appointment.

As part of this process, the school will undertake a range of pre-employment checks:

Identity check – Confirms that the individual is who they claim to be by verifying original identity documents.

Right to work check – Confirms that the individual has the legal right to work in the United Kingdom in accordance with immigration legislation.

Enhanced DBS check – Identifies any criminal convictions, cautions or other relevant information held by the Disclosure and Barring Service that may affect an individual's suitability to work with children.

Children's barred list check – Confirms whether an individual is legally barred from engaging in regulated activity with children.

References – Obtains information from previous employers or referees to verify the applicant's employment history, experience and suitability for the role.

Qualification checks – Verifies that the individual holds any qualifications or professional certifications that are required for the post.

Prohibition from teaching check – Confirms whether a teacher has been prohibited by the Secretary of State from carrying out teaching work in schools.

Section 128 check – Confirms whether a governor is prohibited by the Secretary of State from taking part in the management of a school, ensuring they are legally eligible to fulfil their governance responsibilities.

Childcare disqualification declaration – Staff who are employed to work in relevant childcare provision, including those working in the Early Years Foundation Stage (EYFS) and those providing childcare for children up to the age of eight before or after the normal school day, are required to complete a childcare disqualification declaration. This confirms whether they are disqualified from working in childcare under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018. This applies to staff working in EYFS (Nursery and Reception) and any before or after school childcare provision for children under eight.

Overseas criminal record checks – Where an individual has lived or worked outside the UK, additional checks such as certificates of good conduct or equivalent police clearances may be obtained to assess their suitability.

Online searches – Publicly available online information about shortlisted candidates is reviewed to identify any issues that may be relevant to their suitability to work with children, in line with statutory guidance.

All appointments are made on the condition that satisfactory pre-employment checks are completed, including an appropriate DBS check where required.

6. Disclosure and Barring Service (DBS) Checks

The Disclosure and Barring Service (DBS) assists employers in making safer recruitment decisions by providing information about an individual's criminal record and whether they are barred from working with children.

At Sefton Park Infant and Junior Schools, all relevant roles are subject to an Enhanced DBS check. Where appropriate, this will also include a check against the children's barred list. A barred list check is undertaken where an individual will be engaged in regulated activity.

The school also reserves the right to request an Enhanced DBS check for any role where it is deemed necessary in order to safeguard children.

DBS certificates are issued to the individual applicant and are not retained by the school. Instead, the school will record the certificate number and date of issue.

Where an individual is registered with the DBS Update Service, the school may, with consent, undertake an online status check rather than requesting a new certificate.

It is important to note that DBS certificates do not have an expiry date. Nevertheless, in line with the school's safeguarding and safer recruitment procedures, all staff are required to undergo a renewed DBS check every three years.

Where a member of staff, whether directly employed or engaged through an agency or as a contractor, is awaiting the outcome of their DBS check, a risk assessment must be completed before they commence work.

The only exception is kitchen staff. Due to the operational arrangements of the kitchen and its location away from the main school areas, kitchen staff will not be permitted to commence employment or work on site until a current DBS check has been obtained.

7. Rehabilitation of Offenders and Criminal Records

The school fully complies with the Rehabilitation of Offenders Act 1974 (Exceptions Order), which requires applicants for roles working with children to disclose both spent and unspent convictions, with certain limited exceptions.

All applicants are required to declare any convictions or cautions that are not protected under filtering rules. The existence of a criminal record does not automatically prevent an individual from being appointed, and each case is considered on its individual merits.

In assessing suitability, consideration will be given to factors such as the nature and seriousness of the offence, the time that has passed, the relevance to the role, and any evidence of rehabilitation.

Where necessary, a risk assessment will be carried out, and the applicant will be given the opportunity to provide context before any final decision is made.

8. Volunteers

The school values the contribution made by volunteers and is committed to ensuring that appropriate safeguarding checks are in place.

The requirement for a DBS check depends on the nature and frequency of contact with children. Volunteers who are regularly unsupervised or engaged in regulated activity will be required to undertake an Enhanced DBS check, including barred list information where appropriate.

Volunteers are encouraged to register for the DBS Update Service, which is provided free of charge to volunteers. To register, volunteers must hold a valid DBS certificate and complete their registration within 30 days of the certificate's date of issue.

Volunteers who are supervised at all times or who support one-off events such as school trips, performances, or sports days will not usually require a DBS check, although supervision arrangements must always comply with statutory guidance.

9. Supply Staff

Where supply staff are engaged through an agency, the school will obtain written confirmation that appropriate safeguarding checks, including DBS clearance, have been

completed. The school will also ensure that identity checks are carried out on arrival and that details are recorded on the Single Central Record.

Where supply staff are employed directly by the school, full recruitment and DBS procedures will be followed in the same way as for permanent staff.

10. After School Clubs and External Providers

The school offers a range of after-school clubs and enrichment activities delivered by both school staff and external providers. Where clubs are delivered by external organisations (including sports coaches, music tutors and wraparound care providers), the school ensures that appropriate safeguarding and DBS checks are in place before any individual begins working with pupils.

All external providers must provide written confirmation that Enhanced DBS checks (including barred list checks where required) have been completed for all staff who will be working on site. Where services are commissioned directly by the school, copies of safeguarding assurances and relevant vetting documentation will be obtained and retained.

Where external staff are engaged in regulated activity, they must not begin delivery of sessions until satisfactory checks have been verified. All providers are required to follow the school's safeguarding procedures, including signing in on arrival and adhering to supervision arrangements where applicable.

The school will ensure that relevant details of providers and associated vetting checks are recorded on the Single Central Record, where required, in line with statutory guidance. Where DBS checks have been completed on the school's behalf or another authorised body, a Letter of Assurance may be accepted as evidence that the appropriate safeguarding and pre-employment checks have been completed satisfactorily. The school will retain a copy of the Letter of Assurance in accordance with its safeguarding and recruitment procedures.

11. Governors

All governors are subject to appropriate safeguarding and suitability checks, including an Enhanced DBS check and a Section 128 check, the Enhanced DBS check will include a children's barred list check.

Governors will not take up their role until all required checks have been completed and verified by the school.

12. Contractors

The school will ensure that contractors working on site have appropriate safeguarding arrangements in place.

Where contractors engage in regulated activity, an Enhanced DBS check with children's barred list information will be required.

Where contractors are supervised and have no opportunity for regular contact with children, a DBS check may not be necessary, but appropriate supervision and risk assessment arrangements will be implemented.

Contractors will be expected to sign in, wear visitor identification and comply with the school's safeguarding and visitor procedures while on site.

13. Overseas Checks

Where individuals have lived or worked outside the United Kingdom, additional checks will be undertaken where possible. This may include obtaining certificates of good conduct or equivalent police clearance from relevant countries of residence.

Where such information is not available, a risk assessment will be undertaken to determine suitability, and additional references or verification may be sought.

14. Single Central Record (SCR)

The school maintains a Single Central Record of recruitment and vetting checks in accordance with statutory requirements. This record includes all staff, volunteers, governors, agency staff, and others who work regularly within the school.

The SCR contains confirmation of:

- Identity checks
- DBS checks and barred list information
- Section 128 checks for Governors
- Right to work in the UK
- Qualification checks where required
- Overseas checks where applicable
- Prohibition from teaching check – DfE Services – check a teachers record
- Childcare Disqualification Declaration Received
- References
- Safeguarding Training

The SCR is reviewed regularly to ensure accuracy, completeness, and compliance with safeguarding requirements. It is a key document in demonstrating the school's commitment to safer recruitment.

15. Management of Positive DBS Disclosures

Where a DBS certificate contains information that is relevant to the safeguarding of children, the school will undertake a careful and fair assessment. The individual will be given the opportunity to discuss the information and provide context.

A formal risk assessment will then be carried out, taking into account the nature of the offence, its relevance to the role, and any mitigating factors. A decision will be made based on safeguarding principles, and may include withdrawal of a conditional offer if appropriate.

All decisions will be made consistently, fairly, and in line with safeguarding responsibilities. Where appropriate, advice may be sought from the Local Authority, HR provider or legal advisers before a final decision is reached.

16. Data Protection and Confidentiality

All DBS and recruitment information is handled in accordance with the UK GDPR and the Data Protection Act 2018. Information is stored securely and is accessible only to authorised personnel. In accordance with the DBS Code of Practice, the school will not retain copies of DBS certificates for longer than six months unless there is a lawful reason to do so.

17. Monitoring and Review

This policy will be reviewed every two years, or sooner if there are changes in legislation or statutory guidance. The Governing Body is responsible for approving and monitoring compliance with this policy.

Policy Approval

Policy Owner	Business Manager
Approved By	Finance & Resources Committee
Date Approved	14 th October 2026
Next Review Date	14 th October 2028