



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

DISCLOSURE AND BARRING SERVICE AND CENTRAL RECORD POLICY

Rationale

The safety of children and young people is paramount, and Educ8 is committed to implementing the Disclosure and Barring Service (DBS) procedures and arrangements. We will comply with the DBS Code of Practice and National Care Standards guidance regarding the correct handling, use, storage, retention, and disposal of Certificates.

The DBS (formerly known as the CRB Agency) was set up by the Home Office to improve access to criminal record checks for employment related purposes and to help organisations make safer recruitment decisions; this applies to staff with access to children under 18 years of age, vulnerable adults or other positions of trust that fall within the Rehabilitation of Offenders Act 1974. The DBS and the Independent Safeguarding Authority (ISA) both became part of the Disclosure and Barring Service (DBS) in December 2012.

The DBS Code of Practice requires the organisation to have a written policy and procedure on the recruitment of tutors with a criminal record and to ensure anyone applying for the role of a tutor receives a copy. Educ8 is committed to the principle of equal opportunities and, subject to the overriding consideration of protecting children, we will endeavour to prevent unfair discrimination against those with a criminal record.

Aims

- To ensure the safety of all students in our care.
- To ensure that all tutors are suitable to work with students,
- To fully implement DBS procedures and arrangements as required by law.
- To protect tutors within our organisation.
- To safeguard documentation and ensure the safety of sensitive materials.
- To not apply to the DBS Certificate to run a check without the knowledge and consent of the person concerned.
- To contract only people with enhanced DBS certificates.
- To check and all enhanced DBS certificates annually.

Practice

Single Central Record

As part of the Government's safeguarding initiative and, as a consequence of the School Staffing Regulations, schools have been under a duty since 1 April 2007 to maintain a Single Central Record (SCR). The School Staffing (England) Regulations 2009 require maintained schools to keep a register showing, in relation to each member of staff appointed after 1 January 2007 or before that date but still in post on 1 April 2007, whether various checks have been carried out and the date on which each such check was completed.



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The Single Central Record must show:

- An identity check.
- A check of professional qualifications.
- A prohibition from teaching check.
- A barred list check.
- An enhanced DBS certificate check.
- A check to establish the person's right to work in the UK.

Enhanced Certificates

All tutors will be expected to hold a DBS Certificate. Enhanced DBS Certificates involve an extra level of check with local police force records in addition to checks with the Police National Computer and the government department lists held by the Department for Children, Schools and Families and Department of Health, where appropriate. The government's safer recruitment initiative stipulates that all staff in an educational establishment must have an enhanced Certificate.

DBS Update Service

The DBS Certificate will be renewed every 3 years, unless placed on the online DBS Update Service. The Disclosure and Barring Service (DBS) has an online subscription service that allows applicants to keep their DBS Certificates up to date which also enables employers to check a Certificate online periodically, with the consent of the applicant. The Update Service can help to reduce possible delays in the processing of any application.

The applicant may choose to join the service and pay an annual subscription fee of £13. We will encourage all tutors to do so. Once joined, the applicant can potentially re-use a Certificate by giving permission to a new employer to check online that the document is still current, or if additional information has been added since its issue. There is no requirement for an organisation to accept a previous Certificate on the DBS Update Service, Educ8 will assess the risks before making this decision.

Prohibition Order

Teacher Services shall be used before appointing a tutor to check for the award of QTS, completion of teacher induction and prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions. Where an individual is prohibited, their name and details will appear on the Prohibited List. A Prohibition Order is a lifetime ban.

Storage and Access

The Single Central Record and DBS Certificate information shall be kept in a locked cabinet with access strictly limited to those who are entitled to see it as part of their duties. It is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

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



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Retention

We shall retain the DBS Certificate information generally for a period of up to six months, unless given permission to do otherwise, which will allow time to consider and resolve any disputes or complaints.

Disposal

Once the retention period of up to six months has elapsed, any Certificate information will be destroyed by secure means, i.e., by shredding or burning. If the tutor's permission has not been given, we will not keep a copy of the Certificate or record its contents. We may, however, keep a record of the name of the subject, the date of issue of a Certificate, and the unique reference number.

Proof of Identity

The applicant must provide identification documents as part of the DBS check application process (Appendix 2).



Checklist

ID checking guidelines:

- We must only accept valid, current, and original documentation.
- We must not accept photocopies.
- We must not accept documentation printed from the internet e.g., internet bank statements.
- We must verify and validate the applicant's name, date of birth and address recorded in section A and B of the application form.
- We shall in the first instance, seek documents with photographic identity (Appendix 1) and compare this against the applicant's likeness.
- We must ensure that the applicant declares all previous name changes and provides documentary proof to support the change of name. If the applicant is unable to do so, we shall hold a probing discussion with the applicant about the reasons why before considering validating their identity.
- We shall crossmatch the applicant's address history with any other information the applicant has provided with as part of the recruitment, such as their Curriculum Vitae (CV). The applicant must provide a full and continuous address history covering the last five years. Where possible, we shall seek documentation to confirm this.

NB: A DBS check does not provide evidence of a person's right to work in the UK. We must therefore perform a separate check to make sure that an applicant is allowed to work in the UK which



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Qualifications

Evidence of only those qualifications which are a regulatory requirement for the post concerned will be held.

Referees

A minimum of two references shall be obtained directly from the applicant's referees.

Safeguarding Introduction

Our acknowledgement form (Appendix 3) shall be signed and dated by all appointees to confirm that the Company's policies have been read, understood, and agreed.

References:

Rehabilitation of Offender Act (1974)
School Staffing Regulations (2006)
DFE Keeping Children Safe in Education (2022)

Appendix 1:

Single Central Record (Page 5)

Appendix 2:

Primary Identity Documents (Page 6)

Appendix 3:

Policy Acknowledgement Form (Page 7)

Appendix 4:

Applicant Checklist (Page 8)

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Positive DBS Guidance – LBC (Page 10)

N K Jones
Review Date

September 2023
September 2024



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Appendix 1

Single Central Record Template

IDENTIFICATION				QUALIFICATIONS			PROHIBITION			DBS CHECK			RIGHT TO WORK IN UK			REFERENCES		TRAINING		COMPANY POLICIES	START DATE
FULL NAME	EVIDENCE SEEN	DATE CHECKED	CHECKED BY	QUALIFICATION'S REQ'D?	DATE CHECKED	CHECKED BY	PROHIBITION REQ'D?	DATE CHECKED	CHECKED BY	DBS NUMBER	DATE ISSUED	UPDATE SERVICE?	EVIDENCE SEEN	DATE CHECKED	CHECKED BY	DATE OBTAINED	DATE OBTAINED	SAFEGUARDING	e-LEARNING PREVENT	DATE SIGNED	



1. Identification
2. Qualifications
3. Prohibition
4. DBS check
5. Right to work in UK
6. References
7. Training
8. Policies
9. Start date



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Appendix 2

Primary Identity Documents

Current and valid passport

Current UK, Isle of Man, Channel Islands and EEA driving licence photocard (full or provisional)

Original UK, Isle of Man and Channel Islands birth certificate issued within 12 months of the date of birth

UK and Channel Islands adoption certificate

Immigration document, visa or work permit issued by a country outside the EEA

UK and Channel Islands marriage certificate

Utility bill issued within the last three months (gas, electric, council tax)

Bank or Building Society statement dated within the last three months



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Appendix 3

POLICIES ACKNOWLEDGEMENT FORM

In effect: September 2022 until further notice.

I have read and been informed about the content, requirements, and expectations of the policies at Educ8 (Luton) Ltd. I have access to copies of all policies and agree to abide by the guidelines. I understand that if I have questions, at any time, regarding the policies, I will contact the Company Director, Nigel Jones.

Please ensure that you have read the following policies carefully before signing this document.

- ✓ ALLEGATIONS AGAINST STAFF POLICY
- ✓ ANTI-BULLYING POLICY
- ✓ ASSESSMENT AND REPORTING POLICY
- ✓ ATTENDANCE POLICY
- ✓ BEHAVIOUR MANGEMENT POLICY
- ✓ COMPLAINTS POLICY
- ✓ DATA PROTECTION POLICY
- ✓ DISCLOSURE AND BARRING SERVICE AND CENTRAL RECORD POLICY
- ✓ DRUG AND ALCOHOL POLICY
- ✓ EQUAL OPPORTUNITIES POLICY
- ✓ HEALTH AND SAFETY POLICY
- ✓ HOME LEARNING POLICY
- ✓ INTERNET AND EMAIL POLICY
- ✓ LONE WORKER POLICY
- ✓ LOOKED AFTER CHILDREN POLICY
- ✓ MOBILE PHONE POLICY
- ✓ MONITORING, EVALUATION AND PERFORMANCE MANAGEMENT POLICY
- ✓ OFFENSIVE WEAPONS POLICY
- ✓ PHYSICAL RESTRAINT POLICY
- ✓ RISK ASSESSMENT POLICY
- ✓ LUTON MODEL SAFEGUARDING POLICY
- ✓ SAFER RECRUITMENT POLICY
- ✓ SPIRITUAL, MORAL, SOCIAL AND CULTURAL POLICY
- ✓ SPECIAL EDUCATIONAL NEEDS POLICY
- ✓ STAFF CODE OF CONDUCT POLICY
- ✓ STAFF INDUCTION POLICY
- ✓ TRAVEL POLICY
- ✓ WHISTLEBLOWING POLICY

Full Name:

Date:

Signature:



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Appendix 4

Applicant Checklist

Date:

Completed By:

SECTION 1 – IDENTIFICATION	
Title	
Forename	
Middle Name	
Surname	
Evidence	
Date Checked	
Home Address	
Telephone No.	
Email Address	
SECTION 2 – QUALIFICATIONS	
SECTION 3 – PROHIBITION FROM TEACHING CHECK	
Date Completed	
SECTION 4 – DBS ENHANCED CHECK	
Date of Issue	
Certificate No.	
SECTION 5 – RIGHT TO WORK IN UK	
Evidence	
SECTION 6 – REFERENCES	
Referee 1:	



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Name	
Job Title	
Organisation	
Date	
Referee 2:	
Name	
Job Title	
Organisation	
Date	
SECTION 7 – SAFEGUARDING	
Date of Safeguarding Training	
Level	
Location	
Date of PREVENT Training	
SECTION 8 – POLICIES	
Policies Acknowledgement Form Signed	
SECTION 9 – EMPLOYMENT	
Start Date	

Single Central Register Updated:



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Appendix 5

POSITIVE DBS GUIDANCE - LUTON BOROUGH COUNCIL

When a disclosure report reveals information, the DBS Team will confidentially discuss this with the Recruiting Manager / Headteacher. In all cases a meeting must be held between the Headteacher / Recruiting Manager and the Applicant, and the positive risk assessment completed. A brief note of the discussion must be completed, by the Headteacher/Recruiting Manager, during the meeting. **NB: this is the only information we can keep on file, so please note the information contained on the certificate.**

Suggested Questions:

- 1) Do you dispute the accuracy of the information disclosed?
If yes, they need to be advised to contact DBS.
- 2) Can you tell me about your offence(s)?
- 3) How did you feel about them at the time?
- 4) How do you feel about them now?
- 5) How can I be sure that you are no longer a risk?
- 6) How is your life different now?

Both the Applicant and the Recruiting Manager / Headteacher must sign the declaration.

The Headteacher / Recruiting Manager are to complete the following risk assessment after the meeting.

Points to Consider:

Relevance - whether the conviction or other matter revealed is relevant to the position for which they are being considered.

Seriousness - the seriousness of any offence or other matter revealed.

Age of offences - the length of time since the offence or other matter.

Pattern of offending - whether the applicant has a pattern of offending behaviour or other relevant matters.

Changed circumstances – whether the applicant's circumstance have changed since the offending behaviour, the circumstances surrounding the offence and the explanation(s) offered by applicant.

The Headteacher / Recruiting Manager must make a decision on whether to clear the DBS based on the meeting, risk assessment, and the outcome recorded. **If the decision is not to clear the DBS, please speak to an HR Advisor before any further action is taken.**

Authorisation of the outcome decision must be signed by Head of Service / Headteacher. A copy of this assessment must be sent to the DBS team, and it will be stored securely on the Applicants HR file.



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In Strictest Confidence

Risk Assessment for Positive DBS Disclosures

Name of applicant: Position applied for: Date of disclosure: Disclosure number: Repeat DBS check?	Service area/school: Headteacher/Head of Service Tel number: Recruiting Manager: Tel number:
Brief note of discussion detailing information contained on disclosure:	

We confirm that the information noted above is an accurate record of our discussion.

<p>I am aware that a copy of my DBS disclosure and this assessment will be sent to our DBS umbrella body in Human Resources at Luton Borough council, where it will be retained in accordance with the DBS Code of Practice.</p> <p style="text-align: center;">Applicant's Signature:</p> <p style="text-align: center;">.....</p>	<p style="text-align: center;">Headteacher / Recruiting Manager Signature:</p> <p style="text-align: center;">.....</p>
<p>Date:</p>	<p>Date:</p>



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POSITIVE DBS RISK ASSESSMENT

<p>1. Did the applicant inform you about the offences when they applied for the position?</p> <ul style="list-style-type: none">• Was a full job/volunteering application completed?• Did applicant complete criminal history section?• Did applicant sign and state all details were correct?• Did applicant declare convictions on DBS application?	
<p>2. Does their account of the offences reflect the information on the disclosure?</p>	
<p>3. Does the applicant agree that information held on the disclosure is correct?</p>	
<p>4. What bearing does it have on his/her suitability to work in the role?</p>	
<p>5. Are there any mitigating circumstances? (i.e., age at the time, when it happened.)</p>	
<p>6. Have full references been taken. Has <i>anything</i> else of concern come out of employment references?</p>	
<p>7. If an existing worker - has there been any related work performance issues including any history of workplace allegations?</p>	
<p>8. Any additional comments/details:</p>	



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OUTCOME

Positive <input type="checkbox"/>	Positive Reject <input type="checkbox"/> <u>CONTACT HR</u>
Signed	Signed

Authorisation Decision by Head of Service / Divisional Director/Headteacher:

Signed: Date:

Name:

LEAD COUNTER SIGNATORY APPROVAL:

Signed: Date:

(To be kept on HR file)