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**1. Aims**

This policy outlines when a Disclosure and Barring Service (DBS) registration may be required, how this is communicated to the applicant and student and the process for dealing with information received from the DBS.

**2. When a DBS certificate may be required**

Shrewsbury Colleges Group (SCG) will ask for DBS registration for students on following courses if their work placement may involve working with young children in specified establishments, and their placement meets the period condition set by the DBS or regulated activity with children or adults.

Any course that may require a placement in a childcare setting, school, residential home, hospital or any setting which would bring the student into regulated activity with children or regulated activity with adults.

**3. Admissions Process**

- 3.1 To ensure that prospective students are fully prepared for their career choices the need for a DBS Certificate is covered during school talks and Information evenings.
- 3.2 The need for a DBS Certificate is also discussed again during start and induction events, especially in relation to specific courses e.g. Sports, Public Services, Childcare, Health & Social Care, PGCE and Counselling.

Applicants for these courses (which would entail them working in vulnerable areas), will be made aware that we will offer advice and guidance regarding their career options and given the opportunity to discuss previous convictions, reprimands, cautions and final warnings.

- 3.3 Tutors of part-time courses such as Teacher Education hold Advice Evenings that cover DBS certification.

**4. DBS Disclosures**

- 4.1 This process will ideally be implemented prior to the commencement of a student's course, but will be completed in the six week induction period where this is not possible.
- 4.2 Students will be asked to complete the DBS Application form to authorise the check to take place.
- 4.3 SCG will be responsible for the fee charged by the DBS for students aged 16-18 studying full-time courses where a DBS is a mandatory requirement, which will be sent from the DBS directly to the student, however students will need to produce this certificate, before they are permitted to attend any placement providers, as part of their college course. All other students are responsible for the fee of £44, payment must be paid before your form will be submitted

- 4.4 The DBS Application Form will be forwarded to the Disclosure and Barring Service by the counter-signatory and an enhanced disclosure will be required in all cases.
- 4.5 Other organisations may be consulted to offer students additional advice regarding existing offences and career choices.

## **5. Procedure on Information Received**

- 5.1 If a disclosure of information is made at any point in information sessions, the tutor will either confirm that the information is not a concern or will decide that further information or advice is needed. The tutor may request a further discussion in order to advise on the suitability of the course and will consult with others as necessary. If the Enhanced DBS Certificate reveals any information, regardless of its nature, the student concerned will be asked to attend a confidential meeting with the Course Tutor, Team Leader, relevant Curriculum Leader, Student Services as necessary. The purpose of this meeting is to discuss the information and to discuss any implications it may have regarding a proposed future career. It will be the student's responsibility to ascertain whether identified information will affect future employment. All cases will be considered on an individual basis, using the risk assessment process as necessary.
- 5.2 Where disclosure reveals offences/convictions the student will be counselled about disclosure and may be advised about other courses or careers opportunities.
- 5.3 Any information disclosed will be treated with the strictest confidence and will only be shared with those college staff directly involved, however if a placement is to commence then a disclosure must be made to the placement with the consent of the student involved. Some convictions such as those listed in the Disqualification for Caring for Children Regulations 1991 will be regarded as sufficiently serious to deem the student disqualified to care for children. Other offences such as causing serious harm or numerous offences for e.g. assault will also disqualify a person from working within regulated activity with children and adults. In this case the student will be referred back to their careers adviser. The College will take a "common sense approach" and treat each case on an individual basis.
- 5.4 Any information contained in the Disclosure Certificate that gives the SCG cause for concern may result in either a work placement being postponed or terminated or an alternative placement being sought.
- 5.5 A student will have the right of appeal to the Principal and CEO against any decision to terminate a work placement or course of study. He/she should put their appeal in writing to the Principal and CEO within 7 days of the notification of termination. The Principal and CEO's decision is final.
- 5.6 Possession of a criminal conviction or caution will not automatically preclude a person from being a student on their chosen course of study. All students must complete the DBS Form where requested.

## 6. Security of Disclosure Information

6.1 The Group adheres to the DBS's Code of Practice concerning the use of Disclosure Information. A copy of the Code of Practice is available from the DBS's website;

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

6.2 Nominated persons or counter-signatories have undergone thorough vetting by the DBS and are currently the holders of the following posts:

Group Vice Principal of Human Resources & Development (Lead Counter Signatory)  
Senior HR Adviser  
HR Adviser

6.3 Disclosure information will only be made available to relevant persons in the course of their specific duties relevant to the recruitment and placement of students.

## 7. General Information

Students are issued with general DBS information and the link between this and specific career routes:

- During schools talks
- One-to-one meetings/ Welcome and Induction Events
- During specialist advice evenings
- During interviews with Careers Advisers

## 8. Storage of Information

Disclosure information will be held securely in lockable filing cabinets with restricted access.

The certificate number, name address and date of issue will be retained for the duration of the student's enrolment, and then it will be confidentially destroyed by shredding or burning.

Unauthorised disclosure of information is illegal. This is when an employee with authorised access to information about a person's criminal record, discloses this information other than in the course of official duties. The Group will regard any unauthorised use of information relating to a person's criminal record as very serious and disciplinary action will be taken.

### Appendix 1 Guidance for Placement Providers

#### **Guidance for Placement Providers re Students and Disclosure and Barring Service (DBS) Registration**

The Group asks for an enhanced DBS Certificate for all students on courses that require students to participate in activities which would bring the student into regulated activity with children and/ or adults.

The DBS Enhanced check shows current and "spent" convictions, cautions, reprimands and warnings held on the Police National Computer.

Students will be unable to commence any work placements that involve regulated activity with children or adults in specified establishments until their DBS check has been completed.

If the Disclosure reveals any information, regardless of its nature, the student concerned will be asked to attend a confidential interview with the relevant Curriculum Leader. The purpose of this interview is to discuss the information and to discuss any implications it may have regarding their current course and their proposed future career. A risk assessment will be completed to determine if it is appropriate for the learner to proceed on their course and the associated placements.

If the nature of the declarations indicate that there is likely to be a high risk to the staff or students or a risk of harm to others the student will not be allowed to continue on the course. If the risk assessment indicates a low risk the student will be allowed to continue on the course but will also be advised that the placement provider will ask to see the DBS certificate and at that stage may review their offer of a placement. Permission will be sought to share details of the disclosure with the placement provider prior to the offer being made and thus avoid the disappointment and embarrassment of being turned away on commencement of the placement.

We respect the decision of all placements to implement a vetting and barring process which enables them to select appropriate personnel and maintain the safety of their workplace for their staff and pupils.

If you have any queries or concerns please contact Director Curriculum Support or Student Services on 01743 342319.

### Appendix 2 Guidance for Staff

#### **Guidance for Staff re Work Experience Placements and Student Disclosure and Barring Service (DBS) Registration**

The College asks for an Enhanced DBS Certificate for all students on courses that require students to participate in activities which would bring the student into contact with regulated activity with children or adults. Such courses may include all sports and public uniformed services courses as well as child care and health & social care course including counselling courses.

The DBS Enhanced check will cost £44 and shows current and "spent" convictions, cautions, reprimands and warnings held on the Police National Computer. During the application process students on relevant courses will be required to complete a DBS application. Please use the policy for full details of the process for completing this. Students will be unable to commence any work placements on specified courses until their DBS certificate has been seen by the college.

If the Disclosure reveals any information, regardless of its nature, the student concerned will be asked to attend a confidential meeting with the relevant Curriculum Leader. The purpose of this meeting is to discuss the information and to discuss any implications it may have regarding their current course and their proposed future career. A risk assessment will be completed to determine if it is appropriate for the student to proceed on their course and the associated activities.

If the nature of the declarations indicate that there is likely to be a high risk to the staff or students or a risk of harm to others the student will not be allowed to continue on the course. If the risk assessment indicates a low risk the student will be allowed to continue on the course but will also be advised that the placement provider will ask to see the DBS certificate and at that stage may review their offer of a placement.

- Permission will be sought to share details of the disclosure with the tutor and the placement provider.
- If this is granted the tutor will then contact placements and make them aware that a placement is being sought for a low risk student who has an incident showing on their DBS Certificate.
- If the placement requests it, the date and nature of the offence will be shared, once again if student consent has been given. At this stage the name of the individual will not have been disclosed to maintain an element of confidentiality.
- If the placement is agreed the student takes up the offer in the same manner as others. Advice and guidance to help in finding a placement is available from Careers Advisers.

### **Appendix 3 Guidance for Students**

#### **Guidance for Students re Work Experience Placements and Disclosure and Barring Service (DBS) Registration**

The Group asks for an Enhanced DBS Certificate for all students on courses that require students to participate in regulated activity with children or adults.

Such courses may include all sports and public uniformed services courses as well as teaching, child care and health & social care course including counselling courses.

The DBS Enhanced check will cost £44 and shows current and "spent" convictions, cautions, reprimands and warnings held on the Police National Computer. The college is responsible for making this payment as part of your course.

During the application process all students on relevant courses will be required to complete a DBS application form. Students will be unable to commence any work placements that involve contact with children or vulnerable adults until their DBS Certificate has been produced to the college, as the certificate will be sent from the DBS directly to the address provided on the form.

If the Disclosure reveals any information, regardless of its nature, the student concerned will be asked to attend a confidential meeting with the relevant Curriculum Leader. The purpose of this meeting is to discuss the information and to discuss any implications it may have regarding their current course and their proposed future career.

If you have any queries or concerns please contact the Director Curriculum Support

**Appendix 4 Data Sharing Agreement**

**DBS Certificate Disclosure**

**I give permission to Shrewsbury Colleges Group to share the details of the nature of the disclosures on my DBS Certificate. This is only to be done when necessary to secure a work placement or the opportunity to participate in an essential activity and wherever possible issues of confidentiality will be strictly respected.**

Signed : .....

PRINT NAME : .....  
(Student)

Date : .....

Signed : .....

PRINT NAME : .....  
(Staff)

Date : .....