

DBS CHECK LEVELS

****Enhanced Disclosure Check (Recommended)****

- Includes police records
- Includes checks against the Barred List
- Suitable for all roles working with children
- Cost: £23 per person

****Full Disclosure Check** (Higher level)**

- More extensive than Enhanced
- For more sensitive positions
- Cost: Higher

CLEARANCE STATUS

- ****Clear**** – No criminal record or safeguarding concerns
- ****On Barred List**** – Person cannot work with children; must not be employed
- ****In Progress**** – Check being processed; awaited
- ****Awaiting Renewal**** – Due for renewal; interim measures in place
- ****Not Required**** – Limited contact with children; supervised only

DBS CHECK VALIDITY

- ****Enhanced Disclosure checks**** are valid indefinitely
- ****Background checks via Schools and Colleges Online** (SSOC)** expire after 3 years
- Regular rechecks recommended every 3-5 years as good practice
- Annual verification that staff remain suitable to work with children

STAFF INDUCTION AND CONFIRMATION

When a new staff member joins, they must:

1. ****Complete DBS application**** – At own cost (usually organisation reimburses) or use DBS Update Service if held recently
2. ****Provide evidence of identity**** – Passport, driving licence, birth certificate, etc.
3. ****Complete form**** – DBS application form completed accurately
4. ****Send to DBS**** – Application forwarded to Disclosure and Barring Service
5. ****Receive certificate**** – DBS certificate received (usually 2-4 weeks)
6. ****Provide certificate**** – Original certificate shown to organisation
7. ****Recorded on central register**** – Certificate details recorded in this register
8. ****Confirmation letter**** – Staff member signs confirmation they have not been convicted of any offences since previous disclosure

ONGOING VERIFICATION

Annual Review

Each year, all staff on the DBS central record must:

- Provide a ****signed confirmation**** that:
 - They have not been convicted of any offence
 - They have not been cautioned or charged
 - Their circumstances have not changed
 - They remain suitable to work with children

****Staff Member Confirmation of Clearance****

I confirm that since my DBS check on [date], I have not:

- Been convicted of any offence
- Been cautioned or charged by police
- Had any safeguarding concerns or allegations against me
- Experienced any change in circumstances that would affect my suitability to work with children

I declare that the information provided is accurate and true.

Signed: _____ Date: _____

Staff Member Name (print): _____

Monitoring Changes

Staff must inform management immediately if:

- They are arrested or questioned by police
- They are cautioned or charged with any offence
- Any safeguarding allegation is made against them
- Their health or circumstances change significantly
- They have concerns about a colleague's suitability

MANAGED ACCOUNT AND DBS UPDATE SERVICE

Using DBS Update Service

Some organisations use DBS Update Service, which:

- Allows frequent rechecks without cost (fee is £13 per check)
- Checks if circumstances have changed since last check
- Provides monthly updates on any changes
- Removes need for full new application

****If using Update Service:****

| Staff Member | DBS Certificate Number | Update Service Status | Last Updated | Next Check |

|---|---|---|---|---|

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RECORD OF DBS CHECKS

****Organisation Name:** Active Starz**

****Registered Address:** [Address]**

****Designated Safeguarding Lead:** [Name] | [Contact]**

****Health and Safety Lead:** [Name] | [Contact]**

****Date Record Created:** _____**

****Date Last Reviewed:** _____**

****Date Next Review Due:** _____**

DOCUMENT ACCESS AND SECURITY

This record contains sensitive information about staff. It must be:

- ****Stored securely**** – Locked filing cabinet or secure computer file
- ****Limited access**** – Only Safeguarding Lead and management have access
- ****Confidential**** – Not disclosed to children, parents or other staff
- ****Retained appropriately**** – Kept for 3-6 years after staff member leaves
- ****Not stored with certificates**** – Certificates shown once and returned to staff member

CERTIFICATE HANDLING

When Certificates Are Received

1. Check certificate is genuine and matches the application
2. Record details on the central register
3. Take a photo/copy for records (optional but good practice)
4. Return original certificate to staff member
5. Staff member signs confirmation they have received it

Certificate Check

When viewing a certificate, verify:

- Name matches staff member
- Date of birth matches records
- Certificate number present
- Type of disclosure (Enhanced preferred)
- Disclosure date (recent)
- No concerns or discrepancies noted
- Barred List check included

Information to Record

- Full name
- Date of birth
- Certificate number
- Type of check (Enhanced)
- Issue date
- Expiry date (if applicable)
- Clearance status (Clear/Any concerns)

STAFF LEAVING

When a staff member leaves Active Starz:

1. ****Cease unsupervised access**** – To children if appropriate
2. ****Update record**** – Note end date and reason for leaving
3. ****Secure records**** – File away from active staff records
4. ****Retain for legal period**** – Keep records for 3-6 years
5. ****No reference**** – If safeguarding concerns, no positive reference given

CONTRACTORS AND VOLUNTEERS

****All contractors and volunteers** who have unsupervised contact with children must:**

- Provide DBS certificate
- Be recorded on this register
- Follow the same DBS procedures as staff

SAFEGUARDING CONCERNS

If a staff member is subject to a safeguarding investigation:

- ****Update record**** – Note concern and investigation status
- ****Restrict contact**** – With children if appropriate
- ****Confidentiality**** – Maintain confidentiality as far as possible
- ****Support**** – Provide support to staff member while investigation ongoing
- ****Final outcome**** – Record outcome (cleared/dismissed/referred to police)
- ****Referral to Disclosure**** – Report to DBS if person barred or conviction occurs

RECRUITMENT CHECKLIST

Before any new staff member works with children:

- [] DBS application completed and submitted
- [] Identity verified with documents
- [] References obtained and checked
- [] Interview conducted
- [] Safeguarding commitment confirmed
- [] DBS certificate received and verified
- [] Details recorded on central register
- [] Staff member has signed confirmation form
- [] Induction training completed
- [] Childcare workers register checked (if applicable)
- [] Staff member released to work with children

ANNUAL AUDIT

This central record should be audited annually to:

- Confirm all staff entries are accurate
- Check no staff members have expired checks
- Update with any new staff
- Remove staff who have left
- Obtain updated confirmations from all current staff

****Last Audit Date:**** _____

****Audited By:**** _____ (Name and role)

****Next Audit Due:**** _____

REGULATORY COMPLIANCE

This record complies with requirements from:

- ****Disclosure and Barring Service (DBS)**** – DBS statutory guidance
- ****Safeguarding Vulnerable Groups Act 2006**** – Legal requirement
- ****Working Together to Safeguard Children 2023**** – DfE statutory guidance
- ****Childcare Act 2006**** – Childcare worker regulation
- ****GDPR**** – Data protection and confidentiality

USEFUL CONTACTS

****Disclosure and Barring Service:****

- Website: www.gov.uk/disclosure-barring-service-check
- Phone: 03000 200 190
- Email: customerservices@dbb.gov.uk

****Childcare Register:****

- Website: www.gov.uk/childcare-register
- Phone: 0300 123 1231

****Local Safeguarding Board:****

- [Contact details for your area]

NOTES AND ADDITIONAL INFORMATION

****Record Keeper Signature:**** _____ ****Date:**** _____

****Reviewed By (DSL):**** _____ ****Date:**** _____

****Approved By (Manager):**** _____ ****Date:**** _____