

Belthorn Academy Primary School

DBS Checking Procedure

Governors will be DBS checked at the start of every period of service. A new DBS check will be completed at the beginning of each Governor term of office (4 years). The Governor clerk will advise the Office Manager of the dates these are due.

Teachers, TA's and all other school staff: will be checked at the beginning of their employment.

Volunteers who will be working in the school on a regular basis .i.e. readers. KS1 trip helpers etc. will be checked before they start to work with children in the school, and thereafter once every 6 (six) years. Volunteers who work in the school on an irregular basis, with gaps of 3 months or more between volunteering, will be risk assessed by the Headteacher and Safeguarding Officer.

If a parent has a DBS check from another source which is less than 4 years old, but has not worked with children in the last 3 months, a new DBS check will be made.

Driving children to an event: We do not ask parents to drive pupils to events. If they choose to do so privately, or with another parent that is a matter for their own discretion. Otherwise, pupils will be taken by approved drivers. School Insurance Guidance can be requested from the SBM.

People coming into school: Regular visitors (Government support staff, Handy men, new contractors) must present their DBS check details at the start of their involvement with the school, and the details will be held on our Single Central Record. Most of our contractors are 3rd party through Eric Wrights.

Stand Alone Lettings: Not in use at present time.

Lettings involving Belthorn Academy Primary School children: Regular lettings where children take part in the activity i.e Judo, Gymnastics, Sport, must have a Safeguarding file to include:

- Safeguarding course completion
- First Aid course Training and Qualification certificates
- Photographic ID
- Insurance
- Up to date DBS check. (DBS check must be recent at the start of the let)

One off lettings where there are no children involved in the activity will be permitted without DBS check but a member of staff file.

Personal References: These will be recorded on the Single Central Record. However, Pre-Academy not all references were recorded in this way, and are not all recoverable from staff files.