

The Disclosure and Barring Service: Policy Statement

Qualiteach Education Group Ltd adheres to the DBS Code of Practice

Every candidate accepted for registration as a Temporary Worker with Qualiteach must have a current and valid enhanced Disclosure and Barring Service certificate (DBS certificate).

This certificate must be valid to the Child Workforce.

If the candidate is to work with vulnerable children *and* adults and undertake child *and* adult regulated activity, the DBS certificate must be valid to both the Child and Adult Workforces.

Compliance with DBS Regulations and Barred List Checks

Qualiteach are committed to ensure that all DBS checks conducted for job seekers adhere to legal standards and align with the eligibility criteria outlined in the *Police Act 1997 (Criminal Records) Regulations and official DBS guidance*.

Child and Adult Barred List Protocols

- A check against the Child Barred List will be initiated only when the role entails regulated activity with children.
- Similarly, an Adult Barred List check will be requested exclusively for positions involving regulated activity with adults, as defined by applicable legislation.
- Roles that necessitate regulated activity with both children and adults will prompt checks against both lists.
- We recognise that working with adults possessing special educational needs does not automatically qualify as regulated activity. The specific characteristics of the role will be carefully assessed in accordance with current DBS eligibility guidelines.

DBS Update Service

- For candidates subscribed to the DBS Update Service, we will utilise the service for status checks only if the existing certificate corresponds to the required workforce and barred list checks for the particular role.
- Certificates including both child and adult workforce will not be checked through the Update Service unless the role explicitly mandates both checks.
- Should a certificate include barred list information that is either inappropriate or unnecessary for the role, a new DBS application will be initiated, specifying only the relevant workforce and barred list selection.



Every applicant is informed of the requirement for an enhanced disclosure certificate (DBS certificate) in the first vetting conversation, and on the application form which is completed as a mandatory requirement of the registration process.

In line with the requirements of REC accreditation, all DBS certificates presented to Qualiteach, with consent from the work seeker, are checked annually via the Update Service, to ensure that it is still current. It is therefore strongly recommended that all candidates have a current subscription with the DBS Update Service.

Qualiteach will therefore accept enhanced DBS certificates valid for the child workforce (and the adult workforce, if applicable) as follows:

- Qualiteach has obtained the certificate for you and it was issued within the last 12 months, and on the understanding that it will be checked using the Update Service annually from the date of issue noted on the DBS certificate. If an Update Service check cannot be undertaken at the end of the 12-month period from date of issue, a new DBS certificate will need to be obtained.
- Another agency or employer has obtained the certificate for you, and it can be verified by an Update Service check. If an Update Service check cannot be undertaken, a new DBS certificate will need to be obtained.

A company risk assessment is conducted on DBS certificates which contain relevant information, to ascertain whether the candidate is suitable for placement in an education setting. DBS certificates and the information they contain are shared only with those who need to have access to them in the course of their duties and not passed to any third-party persons did not authorise to receive them.

Every candidate will be advised to carry the DBS certificate to each assignment to assist the record keeping of client schools and nurseries. Qualiteach recommends that the candidate shows the school their DBS certificate; Qualiteach also shares with clients where you are undertaking a placement the date of issue, reference number and any matters of note recorded on the certificate.

If a DBS contains any convictions or cautions, we are required to securely send a confidential copy of the DBS to the school prior to placement.

As far as possible, Qualiteach will make sure recipients of DBS certificate information do not discriminate against an applicant based on information contained on the certificate- in line with our recruitment of ex-offenders' policy. A criminal record will not necessarily be a bar to obtaining a position and applicants can be assured that information contained on the DBS certificate will not be used unfairly.



A copy of our Recruitment of Offenders Policy can be found on our website/is available on request.

Any matters revealed on the DBS certificate will be discussed with the applicant before full acceptance of registration with Qualiteach. The decision to decline the applicant will be made at senior level and will be handled with the utmost sensitivity. DBS certificates are stored securely in each office in accordance with DBS storage policies. The date of issue and unique reference number for DBS certificates are recorded on the secure database.

Qualiteach will co-operate with requests from the Disclosure and Barring Service to undertake assurance checks as to the proper use and safekeeping of DBS certificate information and will report to the DBS any suspected malpractice in relation to this Code of Practice or any suspected offences in relation to the misuse of DBS certificate information.

Verifying DBS Certificates

In accordance with updated legislative requirements and best practice guidance, Qualiteach Education Group Ltd will now require the physical sighting of all original DBS certificates for all candidates prior to placement.

This includes:

- The original certificate must be presented in person ensuring the full document, including name, address, certificate number, and relevant barring lists, can be clearly verified.
- A record of the sighting, including the date, time, and verifier name, will be documented on the candidate's compliance file.
- Copies or digital photographs of DBS certificates will **not** be accepted in lieu of physical sighting.
- Where the DBS Update Service is used, the original certificate must still be seen and matched to the online status check.
- This step must be completed **before** any candidate is cleared for placement in line with REC compliance and safeguarding standards.

