

The Disclosure and Barring Service: Policy Statement



ARC Education adheres to the DBS Code of Practice which can be viewed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclose_and_Barring_Service_Nov_15.pdf

Every candidate accepted for registration as a Temporary Worker with ARC Education 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 adults, the DBS certificate must be valid to both Child and Adult Workforces. 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 our clearance procedures, all DBS certificates present to ARC Education are checked annually, via the Update Service, to ensure that the DBS sighted by ARC Education is current and clear. It is therefore strongly advised that all candidates have a current subscription with the DBS Update Service.

ARC Education will therefore accept enhanced DBS certificates valid for the Child Workforce (and Adult Workforce, if applicable) as follows:

- ARC Education has obtained the certificate for you and it was issued with 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.

The original DBS certificate must be presented at the candidate's registration interview.

DBS certificates become invalid if the candidate has a gap of three months or more in education-based employment (excluding the 6 week summer break for school). In these circumstances a new disclosure certificate must be obtained if the current certificate cannot be verified by the candidate's subscription to the Update Service.

ARC Education must sight the original copy of the DBS certificate, unless the DBS certificate has been obtained by ARC Education on behalf of the candidate and UKCRBs has confirmed that the certificate is clear. ARC Education does not accept scanned or photocopied copies of DBS certificates.

A company risk assessment is conducted on all DBS certificates which contain information, to ascertain whether or not the candidate is suitable for placement in an educational 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 not authorised to receive them. Every candidate will be advised to carry the DBS to each assignment to assist the record keeping of client schools and nurseries. ARC Education recommends that the candidate shows the school their DBS certificate; ARC Education also shares with clients where you are

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undertaking a placement the date of issue, reference number and any matters of note recorded on the certificate. As far as possible, ARC Education will make sure recipients of DBS certificate information do not discriminate against an applicant on the basis of information contained on the certificate.

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. Any matters revealed on the DBS certificate will be discussed with the applicant before full acceptance of registration with ARC Education. The decision to decline the candidate 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. ARC Education will co-operate with requests from the Disclosure and Barring Service to undertake assurance checks as to the proper use and safekeeping of DBS certification 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.