



The Federated Schools of St Mary's and St Saviour's

Ratified: Spring 2021 Next review: Spring 2022



DBS Policy

Aim of the policy

To ensure the safety of all children across the Federation of St Mary's & St Saviour's.

Measures we will undertake.

- New members of staff will undergo an enhanced DBS check upon appointment.
- All staff and volunteers will complete a 'Responsibility for Reporting Convictions' form annually.
- Parents and any other adults volunteering to work in school will be asked to undergo a DBS check before being allowed to be unsupervised in school.
- Construction workers and maintenance personnel working at times where children are on site will have a DBS or be fully supervised by a member of school staff.
- All visitors without a DBS check will be escorted by a member of staff at all times. Visitors without a DBS will be given a red visitor sticker to wear visibly at all times. Visitors with a DBS will be given a green visitor sticker to wear visibly at all times.
- All governors must undergo an enhanced DBS check.
- When working with other professional agencies – eg supply agencies, Sports Development Team, Carefree Kids – The Federation will accept DBS checks carried out by these agencies.
- These DBS numbers along with issue dates will be recorded on the Single Central record.
- If a DBS check highlights a non-child related, non-violent offence the Head Teacher will use his/her judgement on a case by case basis – in consultation with the governors if necessary.

Governor Responsibilities

- The Safeguarding Link Governor will conduct a termly audit of DBS checks.
- This policy will be renewed every 2 years.