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**Disclosure & Barring Service - Policy Statement**

Moore Teachers adheres to the DBS Code of Practice 2015, the DBS Handling of DBS Certificate Information 2018 and The Protection of Freedom Act, 2012.

* Every applicant is informed of the requirement for an Enhanced Disclosure in the first Vetting conversation and on the registration, form completed at interview. All DBS certificates will be solely for child workforce.
* Moore Teachers will accept an Enhanced Disclosure relating to Child Workforce if the candidate is subscribed to the Update Service. For candidates who are not subscribed to the Update Service or whose DBS certificate is not relevant to the role for which they are applying, or whose DBS is for Adult and Child Workforce, a new enhanced DBS check with children’s barred list check will be carried out.
* It is our policy that candidates will not be placed until the new DBS certificate has been issued. Should a client require a candidate to start work whilst the DBS is still in progress, we shall conduct a separate Child’s Barred List check, albeit that all other checks have been completed.
* For applicants who have subscribed to the Update Service, which came into force June 2013, the DBS will be checked immediately upon registration and future checks will be undertaken annually, or after a 3-month gap of not working with Moore Teachers. No checks on the update service will be carried out if the DBS if for adult and child Workforce – as stated above, a new DBS solely relating to child workforce will be required.
* Disclosures 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 Disclosure to each assignment in a new school so that the school may confirm the details therein for their single central records.
* Anyone applying to work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the supporting regulations. This means every applicant must give written details of all criminal convictions, including those that would normally be regarded as “spent”. Risk Assessments are conducted when a DBS Check contains any filterable information, to determine that candidate's suitability for registration. The DBS for all candidates who have a filterable minor offence will be sent to a client in the first instance to obtain consent that they are willing to accept the candidate to work in their setting.
* As far as possible, Moore Teachers will make sure recipients of Disclosure information do not discriminate against an applicant based on conviction or other details revealed. A criminal record will not necessarily be a bar to obtaining a position and applicants will be assured that disclosure information will not be used unfairly.
* Moore Teachers will co-operate with requests from the Disclosure and Barring Service to undertake assurance checks as to the proper use and safekeeping of Disclosure information and will report to the Bureau any suspected malpractice in relation to this Code of Practice or any suspected offences in relation to the misuse of Disclosures.

**Available on request:**

A copy of Moore Teacher’s policy on the recruitment of ex-offenders

A copy of Moore Teacher’s policy on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information