



Centre of English Studies DBS/PVG Policy

General principles

As an organisation using the Disclosure and Barring Service (DBS) (England)/ Protection of Vulnerable Groups Service (PVG) (Scotland) to help assess the suitability of applicants for positions of trust, Centre of English Studies complies fully with all requirements regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. Furthermore, we undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed if not pertinent to his or her proposed role within the organization.

Why do we perform DBS/PVG checks?

CES has a duty of care towards all staff and students, especially those under the age of 18. We want to provide the safest and most secure environment possible in which to work, study and learn and to this end DBS/PVG checks form an integral part of a suite of measures designed to ensure we provide such an environment.

Type of DBS/PVG check and checking process

- CES will conduct an **Enhanced DBS/ PVG** check on all teachers and administrative staff. CES pays for such checks
- CES will ask all homestay hosts accepting students under the age of 18 to undergo an enhanced check. All other adult members in a homestay will be checked by ticking the appropriate box on applications.
- CES will ask every adult member in a homestay to will complete the CES Child Declaration form on an annual basis.
- References will be followed up for homestays and such references will specifically ask if the referee knows of any reason why a particular host is not suitable to host people under the age of 18. The host will be responsible for the costs of any such check but CES can organize for the check to happen.
- Wherever possible we will advise people to use update services

Staff will not be allowed to take part in 'regulated' activity (unsupervised) while a DBS/PVG is pending. If a member of staff is deployed prior to receiving a DBS/PVG that person will be supervised by someone who does have a clear and current DBS/PVG. He or she will also be risk assessed by their line manager and it will be demonstrated in the risk assessment how that person will be kept out of unsupervised regulated activity. No student under the age of 18 will be placed in a homestay that has not been appropriately DBS/PVG checked. In addition to this, before employment or placing a student under 18 with a host we check that:

- The suitability to work with children declaration form has been read and signed
- References have been received outlining their suitability to work with U18s
- Prospective employees have read the safeguarding policy, had the training from the Designated Safeguarding Lead and signed agreement to these

Candidates are not entitled to withhold information about convictions which for other purposes are 'Spent' under the provisions of the act and in the event of employment, any failure to disclose such convictions, could result in dismissal or disciplinary action by CES. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

In addition the CES Safer Recruitment policy will be followed whereby:

- Candidates will have to complete a CES application form
- Gaps on CVs will be rigorously investigated
- References will ask about a candidate's suitability to work with people under the age of 18
- Candidates will have to complete a CES Declaration of Suitability
- All employment advertising will make reference to the fact that CES follows a policy of safer recruitment

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Method of obtaining clearance

CES will engage the services of an online service providing safe and secure DBS/PVG checks. A record of all checks made and the results received will be kept in a secure on line archive, accessible only by the person initiating the check (i.e. normally the Principal and or Accommodation Officer)

Retention

CES does not retain physical copies of any DBS/PVG clearance results. All such information is stored securely on the umbrella organisation's database. We will retain a copy of the email from the umbrella organization confirming (or otherwise) that the check was clear. This will be placed in the relevant staff or host file.

Handling

Clearance information is only seen by those who are authorised to receive it in the course of their duties.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.