

Norfolk County Council, Adult Learning

Disclosure and Barring Service (DBS) Operating Procedure

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DBS operating procedure statement

Adult Learning is committed to ensuring that people at risk are safeguarded from harm and will ensure that appropriate checks are undertaken when considering employing an individual in a paid or voluntary position who will, or is likely to be, in contact with Learners or who will have access to Learners' information.

The Adult Learning service provides learning opportunities for a wide range of people including families with young children and adults at risk. The purpose of this operating procedure is to ensure that the service is:

- a) Safeguarding its learners
- b) Meeting its statutory obligations in relation to the safeguarding of learners

The Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and adults at risk.

It is responsible for:

- a) processing requests for criminal records checks
- b) deciding whether it is appropriate for a person to be placed on or removed from a barred list
- c) placing or removing people from the DBS children's and adults' barred lists for England, Wales, and Northern Ireland

The list of documents required for a DBS check is on [DBS ID checking guidelines - GOV.UK](https://www.gov.uk/guidance/db-checking-guidelines) (www.gov.uk)

Adult Learning's DBS requirements are as follows:

Pre-employment checks:

Adult Learning will ensure that it takes appropriate actions in respect of any member of staff and potential member of staff, including volunteers, and the staff and volunteers of subcontractors, who in connection with Adult Learning's services will, or are likely to be, in contact with Learners or who will have access to Learner information.

Adult Learning will take the following actions before the relevant or potential staff member, including volunteers, commences any activities in relation to the services provided by Adult Learning:

- a) The potential member of staff or volunteer will be questioned as to whether they have any convictions or ASBOs

The results will be obtained of an appropriate DBS check, in line with statutory regulations, prior to appointment. The DBS check that the candidate is asked to take will depend on the

candidate's proposed role with the Adult Learning service and Government DBS guidance, as indicated in Appendix 1

In respect of potential staff from overseas, Adult Learning will act in accordance with the following guidance:

[DBS checks: guidance for employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/dbs-checks-guidance-for-employers) to the extent permitted by Law, a copy of the results of such a background check will be provided to the Department for Education on request.

In addition:

- b) Adult Learning will carry out appropriate DBS checks, as detailed in Appendix 1, on all applicants for employment where such applicants would be employed to work in regulated activity relating to vulnerable adults (as defined by the Safeguarding Vulnerable Groups Act 2006), if successful, and must seek additional information about an applicant's conduct

On-going employment checks:

Staff and volunteers who are required to secure an enhanced, or enhanced with child barred list, DBS check will be recommended to secure an annual update through the DBS annual update service, so that Adult Learning is able to confirm that there has been no change in circumstances relating to the background checks undertaken through the DBS. Adult Learning will pay for this annual update service check. The original DBS certificate will need to be seen by the recruiting manager or a designated authorised member of Adult Learning staff.

For those staff that were unable to secure the annual update service, Adult Learning will ask all staff and volunteers to provide an annual declaration and to then renew their DBS check after 3 years, at which point these staff and volunteers, will be recommended to move onto the DBS annual update service.

Staff and volunteers who are asked to secure a basic DBS check will be requested to renew their basic DBS check every 3 years. An annual declaration will be requested as the DBS Update Service is not applicable for Basic DBS searches.

Adult Learning will ensure that:

No person who appears on a Barred List following the results of a DBS background check will be employed or engaged in the performance of the services that Adult Learning delivers.

Adult Learning and all its subcontractors will comply with all reporting requirements to the DBS.

In so far as permitted by Law, where Adult Learning has made a referral or provided information to the Disclosure and Barring Service in compliance with duties under the Safeguarding Vulnerable Groups Act 2006, Adult Learning will inform the Department for Education that a referral has been made/information has been provided.

In the event that any Adult Learning staff, including volunteers, or any employee of any

subcontractor is added to a Barred List, Adult Learning will ensure that such member of staff will cease to be engaged in the services provided by Adult Learning.

Pending the receipt by Adult Learning of the results of the background checks referred to in this operating procedure; staff, including volunteers, will not be used in the provision of Adult Learning's services.

Record keeping requirements

DBS checks on staff, including volunteers and subcontractors will be recorded in Adult Learning's single central record in its computer system 'TERMS'.

When the original DBS certificate is seen TERMS will be updated with the appropriate DBS record and DBS Certificate number (DBS applications are processed in the system – Norfolk Disclosures). In Adult Learning, this record will also record the mandatory Safeguarding and Prevent training completed by staff.

Breaks in Service **

If any member of staff who is required to have a DBS check has a break in service that goes beyond 3 months, a new DBS check must be undertaken.

It is the responsibility of the line manager to ensure that a new DBS check is undertaken before the member of staff may start work again.

*** A break in service is where someone leaves their employment and their length of service is impacted.*

Appendix 1

Type of DBS check required by Adult Learning role

| Position/Title | DBS Enhanced only | DBS Child Barred |
|--|-------------------|------------------|
| Admissions Manager | | Yes |
| Admissions Officer | | Yes |
| Apprenticeship Tutor Assessor | | Yes |
| Assessor | | Yes |
| Assistant Head of Service Academic Planning & Service Quality | Yes | |
| Assistant Head of Service Curriculum Development & Academic Quality | Yes | |
| Assistant Head of Service Further Education Funding Strategy & Assurance | Yes | |
| Assistant Head of Service Operations & Learner Services | Yes | |
| Business Development & Learner Recruitment Manager | Yes | |
| Business Development & Learner Recruitment Officer | Yes | |
| Business Development & Learner Recruitment Officer (Multiply) | Yes | |
| Construction Technician | | Yes |
| Course Facilitator | | Yes |
| Curriculum & Course Support Officer | | Yes |
| Curriculum Manager Business | | Yes |
| Curriculum Manager Construction | | Yes |
| Curriculum Manager Creative & Personal Learning | | Yes |
| Curriculum Manager Digital Skills | | Yes |

| Position/Title | DBS Enhanced only | DBS Child Barred |
|---|-------------------|------------------|
| Curriculum Manager Early Years | | Yes |
| Curriculum Manager Education | | Yes |
| Curriculum Manager English for Speakers of other Languages (ESOL) | | Yes |
| Curriculum Manager English Qualifications | | Yes |
| Curriculum Manager English Skills for Progression | | Yes |
| Curriculum Manager Health & Wellbeing | | Yes |
| Curriculum Manager Independent Living Skills | | Yes |
| Curriculum Manager Maths Qualifications | | Yes |
| Curriculum Manager Maths Skills for Progression | | Yes |
| Curriculum Manager Provision for Refugees | | Yes |
| Curriculum Manager Public Services | | Yes |
| Examinations Administrator & Invigilator | | Yes |
| Examinations Officer | Yes | |
| Further Education Business & Curriculum Efficiency Officer | Yes | |
| Further Education Funding & Assurance Manager | Yes | |
| Further Education Funding & Assurance Officer | Yes | |
| Further Education Funding & Projects Manager | Yes | |
| Further Education Governance and Quality Officer | | Yes |

| Position/Title | DBS Enhanced only | DBS Child Barred |
|---|-------------------|------------------|
| Further Education Operations Manager | | Yes |
| Further Education Safeguarding Officer | | Yes |
| Further Education Systems Development Officer | Yes | |
| Further Education Technical Development Officer | Yes | |
| General Assistant | | Yes |
| Head of Service - Adult Learning | Yes | |
| Internal Quality Assurer | Yes | |
| Lead Internal Quality Assurer | Yes | |
| Learner Information & Recruitment Co-ordinator | Yes | |
| Learner Information Officer | Yes | |
| Learner Services Manager | | Yes |
| Learning Support Manager | | Yes |
| Learner Support Co-ordinator | | Yes |
| Learning Support Assistant | | Yes |
| Life Model | | Yes |
| Multiply Support Officer | Yes | |
| Quality Improvement Manager | | Yes |
| Quality Improvement Officer | | Yes |
| Safeguarding Lead | | Yes |
| Special Educational Needs Co-ordinator (SENCo) | | Yes |
| Technician | | Yes |
| Tutor Accredited Level 2 | | Yes |
| Tutor Non Accredited | | Yes |
| Tutor Accredited Level 3 | | Yes |
| Tutor Accredited Level 2 (Sessional) | | Yes |

| Position/Title | DBS Enhanced only | DBS Child Barred |
|---|-------------------|------------------|
| Tutor Accredited Level 2 (Annualised) | | Yes |
| Tutor Accredited Level 2 - FTE | | Yes |
| Tutor Accredited Level 3 (Sessional) | | Yes |
| Tutor Accredited Level 3 - FTE | | Yes |
| Tutor Accredited Level 3 (Annualised) | | Yes |
| Tutor Non Accredited - FTE | | Yes |
| Tutor Non Accredited (Sessional) | | Yes |
| Tutor Non Accredited (Annualised) | | Yes |
| Assessor - Annualised | | Yes |
| Assessor - Sessional | | Yes |
| Internal Quality Assurer (Annualised) | Yes | |
| Internal Quality Assurer (Sessional) | Yes | |
| Lead Internal Quality Assurer (Annualised) | Yes | |
| Lead Internal Quality Assurer (Sessional) | Yes | |
| Apprenticeship Tutor Assessor (Annualised) | | Yes |
| Apprenticeship Tutor Assessor (Sessional) | | Yes |

If a new recruit to Adult Learning has had a DBS check carried out by Norfolk County Council in the last 12 months and is the correct Type of DBS according to appendix one, we can accept seeing this original.

If a new recruit to Adult Learning has had a DBS certificate issued and is subscribed to the Update Service and is the correct type of DBS according to appendix one the original DBS and update service can be used. The original DBS certificate must be seen.