



**SOLIHULL**

# Criminal Records Policy

**Owner:** HR Manager

**Reviewer:** HR Manager & Assistant HR Manager

**Last Reviewed:** August 2025

**Version 4**

A M B I T I O N - O P P O R T U N I T Y - C O M M U N I T Y

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the school will accept a check from another educational institution which are as follows:

This is where the new member of staff (“M”) has worked in: –

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons;  
or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M’s appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

### **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A children’s barred list check will still be required (if relevant to the role).

### **If receipt of a DBS disclosure is delayed**

A short period of work is allowed under controlled conditions, at the Headmaster’s discretion. However, if an ‘enhanced disclosure’ is delayed, the Headmaster may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the children’s barred list if the person will be engaging in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Headmaster / Bursar and member of staff;
- The person in question is informed what these safeguards are.

### **Retention, Security of Records and Data Protection Obligations**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice. Copies of DBS certificates will not be retained for longer than 6 months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Staff Privacy Notice and Recruitment & Selection Policy.