

## DBS STATEMENT OF PRACTICE

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education.

### Mission Statement

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

This policy has been reviewed in line with the Sustainable Development Goals

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

### Additions/amendments

Author	Senior Deputy Principal
Date Reviewed	January 2025
Approved by SLT	January 2025
Approved by Finance and Physical resources Committee	February 2025
Review interval	3 years
Previous Review Date	January 2023
Policy to be reviewed by or before	January 2028

## **DBS Statement of Practice**

In line with the statutory minimum standards that organisations have to meet, all staff will have to complete a DBS check upon appointment and before they begin working at Notre Dame Catholic Sixth Form College, unless they have a current DBS registered with the DBS Update Service, where a check can be made to ensure there's been no changes to the certificate. For the majority of staff, this check will not be routinely repeated unless they are promoted into a permanent management position; or, there is a break in service of more than three months; or, the College has concerns about a member of staff's suitability to work with young people.

In addition, any member of the College Designated Safeguarding Team (DST), including the link governor for Safeguarding and the Chair of Corporation, will have to repeat the DBS check every three years given the nature of the work that this team does within College.

All Governors will complete a DBS on re/appointment.

The College will also repeat the DBS check on a small random sample of staff in service over 5 years from the last DBS check (approximately 5%) at the College every year. This additional layer to the minimum standards will prevent long serving members of staff from avoiding further checks throughout their service.