



Disclosure & Barring Service (DBS) Policy

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Created: 18.05.2023	Review Date: 17.05.2024	
Owner: Quality and Compliance Manager	Location: Shared Drive: WREC Documents\Policies and Procedures 2023	

1. Principle

1.1. Whitehead-Ross Education and Consulting (WREC) is committed to safeguarding and promoting the welfare of everyone associated with the organisation and expects all staff to share this commitment. WREC has a responsibility to ensure that anyone who is involved in delivering provision or supporting young people or vulnerable adults is safe and has an enhanced Disclosure and Barring Service (DBS) check. DBS for overseas applicants who would be working in regulated activity relating to children or vulnerable adults are defined in the Safeguarding Vulnerable Groups Act 2006.

2. Background Information on DBS checks

- Checks are legally required on those working with children and young people under the age of 18, and with vulnerable adults.
- Vulnerable adults are people aged 18 and over who have a learning or physical disability; a physical or mental illness including an addiction to alcohol or drugs; or a reduction in physical or mental capacity.
- There are two categories of DBS check; standard and enhanced.
- 'Portability' is the term used to describe the re-use of a DBS disclosure, obtained in one organisation and later used in another organisation.
- Individuals are unable to apply for a DBS check on their own behalf. DBS checks will be carried out by the Registered DBS Umbrella Body UKCRBS (a Mitie Group plc company) on behalf of WREC.
- There is a cost of £58.50 per enhanced DBS.
- DBS checks will be processed in 2-4 weeks. A member of staff may not work with young people or vulnerable adults until an enhanced DBS is in place.

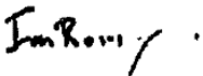
3. Requirements

- Where DBS checks are required, they must be enhanced and current (less than 3 years old).
- Those working with under 18's must have a current enhanced check. Those working with vulnerable adults in an unsupervised setting must have a current enhanced check.
- Portability: the DBS check must relate to actual working situation.

4. Procedure for checking DBS disclosures

- The umbrella body will receive a copy of the disclosure as will the person on whom the check has been made.
- WREC is responsible for ensuring that those it requires to be checked, have received an appropriate disclosure.
- The Managing Director will maintain a staff DBS log for all staff, including the DBS number and date of issue.
- WREC staff contracts will include a requirement to provide evidence of an appropriate DBS disclosure where such a requirement is relevant.

Signed:



Ian Ross
Managing Director

Date: 18th May 2023

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