

Disclosure and Barring (DBS) Policy

Version: 1.1, effective from April 2025

Policy Summary: This Disclosure and Barring Service (DBS) policy is a critical component of our safeguarding framework. It outlines the procedures for conducting appropriate background checks on all those involved with learners on our programmes, particularly those aged under 18 and vulnerable adults, ensuring compliance with legal requirements, and the protection of vulnerable groups.

1. Introduction

- 1.1 As an apprenticeship training provider, Cheynes Training is committed to safeguarding the welfare of all apprentices and ensuring a safe learning environment. This policy outlines our approach to conducting DBS checks for staff, in accordance with legal requirements and best practices in the sector.

2. Purpose

- 2.1 The purpose of this policy is to:
- Ensure compliance with relevant legislation and safeguarding regulations
 - Establish clear guidelines for determining which roles require DBS checks
 - Define the types of DBS checks required for different roles
 - Outline the process for conducting and reviewing DBS checks
 - Provide guidance on handling and storing DBS information securely

3. Scope of DBS Checks

- 3.1 Cheynes Training has determined that certain roles will require checks:
- All Cheynes Training RTAs and educators who have regular, unsupervised contact with apprentices under 18 or vulnerable adults will undergo an Enhanced DBS check.

4. Timing and Frequency

- 4.1 DBS checks will form part of the recruitment process for new Cheynes Training team members and any offer of employment is subject to a satisfactory DBS check. To join the Cheynes Training team and teach apprentices, a successful candidate must be prepared to undergo a full DBS disclosure. This involves completing the required application form and providing the necessary identification documents. Any educator who is unwilling to participate in this process will not be eligible to join the team or teach Cheynes Training apprentices.
- 4.2 Pending the completion and clearance of the Enhanced DBS check, RTAs and / or educators may assess or teach; however, they must be chaperoned by a Cheynes Training colleague a full DBS in place.
- 4.2 Upon receiving clearance for the Enhanced DBS check, RTAs and educators must apply for the DBS Update service on an annual basis. This allows for ongoing monitoring and ensures that Cheynes Training safeguarding measures remain current and effective. For those who have cleared a DBS check but have not registered for the update service, will need their DBS renewed after three years, with a view to registering for the update service after receipt of the DBS certificate. In the meantime, applicants will be required to sign a safeguarding declaration annually.

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- 4.3 Upon receiving their DBS certificate, all RTAs and educators must send the original DBS document to the Cheynes Training Designated DBS checker at db@cheynestraining.com for verification. If the certificate notes any convictions, cautions, reprimands, or final cautions, these will be reviewed by the Cheynes Training Safeguarding, Prevent, and Reasonable Adjustments Lead. The Lead will contact the RTA or educator concerned to discuss the findings and, in consultation with the Cheynes Training managing director, determine whether employment can commence or continue. Cheynes Training retains the right to reject employment offers or terminate existing employment based on the noted convictions, cautions, reprimands, or final cautions.
- 4.4 All team members are required to immediately inform the designated DBS lead at db@cheynestraining.com of any criminal convictions that occur during their employment.

5. Responsibility and Process

- 5.1 The Cheynes Training designated DBS lead will oversee the DBS check process and ensure compliance with this policy.

The DBS process involves several stages:

- 5.2 Firstly, the applicant completes the DBS application form (See Appendix A), providing personal details, address history and documentation. We will then verify the applicant's identity documents. The completed form is submitted to the DBS via Atlantic Data, by the designated DBS Lead.

- 5.3 Once received by the DBS, the application goes through up to five stages:

Stage 1: Validation

The DBS receives and validates the application, checking for any errors or omissions.

Stage 2: Police National Computer Search

Key data from the application is compared against the Police National Computer (PNC) to search for any matches.

Stage 3: Barred Lists Check (if applicable)

For Enhanced DBS checks, the relevant barred lists are searched.

Stage 4: Local Police Records Check (Enhanced checks only)

For Enhanced DBS checks, local police records are searched for any additional relevant information.

Stage 5: Certificate Issuance

The DBS certificate is printed and mailed directly to the applicant's home address. Most checks are completed within 14 days, though some may take longer.

- 5.4 Only the applicant receives the full physical certificate. Cheynes Training is notified of the check's completion and will request to see the certificate to see the full results. At the point of certificate receipt, the applicant must apply for the renewal service

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6 Handling of DBS Results

- 6.1 All DBS results will be handled confidentially by the Cheynes Training designated DBS Lead
- 6.2 A criminal record will not automatically disqualify an individual. Each case will be assessed individually, considering factors such as the nature of the offense and its relevance to the role.

All Regional Training Advisors (RTAs) and educators involved in apprenticeship training and/or assessment are required to undergo a full enhanced DBS check. This is a mandatory requirement for their roles. Cheynes Training exclusively requires enhanced DBS checks and does not provide or process applications for basic or standard DBS checks

- 6.5 If an applicant is registered with the DBS Update Service:
- We will check the applicant's status online, but this only indicates if there have been changes to the criminal record.
 - We must still see the original certificate in person before using the Update Service.

7 Record Keeping

- 7.1 A copy of a DBS certificate may only be retained by Cheynes Training for a maximum of six months. Additionally, we will document specific details regarding the DBS check, including the date of issue, the type of disclosure, and the DBS certificate number.
- 7.2 The data we retain will be recorded securely.

8 Cost Management

- 8.1 Cheynes Training will cover the costs of DBS checks for Regional Training Advisors. Educators must initially pay for the update service themselves, following which Cheynes Training will reimburse the cost via the educator expenses claim process.

9 Safeguarding Integration

- 9.1 Our DBS policy plays a crucial role in the broader safeguarding framework of Cheynes Training. Here's how the DBS policy integrates into the overall safeguarding structure:
- 9.2 The DBS policy serves as a critical tool for preventing those who pose a risk to vulnerable groups from working in certain roles. By conducting appropriate background checks, we can make safer recruitment decisions and protect the public. This aligns with the broader safeguarding goal of mitigating risks and ensuring the safety of vulnerable individuals.
- 9.3 We have legal obligations regarding DBS checks for certain roles, especially those involving regulated activity with those under the age of 18 and vulnerable adults. Integrating DBS policies into the safeguarding framework ensures compliance with statutory requirements and demonstrates commitment to legal and ethical standards.
- 9.4 DBS services, such as the Update Service, allow for ongoing monitoring of an individual's status. This aligns with the broader safeguarding principle of maintaining vigilance and regularly reassessing potential risks.

- 9.5 Our DBS checks are just one component of a comprehensive safeguarding strategy. They are used in conjunction with other safeguarding measures such as training, clear policies and procedures, and ongoing supervision. This multi-faceted approach creates a more robust safeguarding framework.

10 Policy Review and Updates

- 10.1 We shall review and update the DBS policy on an annual basis to ensure it remains compliant with current legislation and best practices.

Reviewed: March 2025
Next Review: March 2026

Melanie Mitchell, Managing Director
March 2025

APPENDIX A

DBS DISCLOSURE INFORMATION REQUEST - *information will be treated in confidence*

First name				
Middle name(s)				
Surname				
Title please highlight or tick	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms

Other FIRST names you have used on official documents	date used <u>from</u> month/year	date used <u>to</u> month/year
1.		
2.		
Other MIDDLE names you have used on official documents	date used <u>from</u> month/year	date used <u>to</u> month/year
1.		
2.		
Other SURNAMES you have used on official documents	date used <u>from</u> month/year	date used <u>to</u> month/year
1.		
2.		

Date of Birth	
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Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Transgender
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Are you British?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Nationality if you are NOT British	
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Born in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Place of birth	Town	County/State/Province	Country

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CURRENT ADDRESS	
House name/number	
Street name	
Town	
County	
Post code	
Telephone	
E-mail	

WHEN DID YOU START LIVING AT THIS ADDRESS?		If you have lived at this address for LESS THAN FIVE YEARS, you need to complete the 'ADDRESS HISTORY' on the next page.
Month		
Year		

ADDRESS HISTORY You must list ALL the places you have lived (with post codes) to create a continuous 5-year address history with no gaps. You must state the month and year you began and stopped living at the address.

PREVIOUS ADDRESS (1)			
From (month)		From year	
To (month)		To year	
House name/number			
Street name			
Town			
County/State/Province			
Post code			
Country if NOT in UK			

PREVIOUS ADDRESS (2)			
From (month)		From year	
To (month)		To year	
House name/number			
Street name			
Town			
County/State/Province			
Post code			
Country if NOT in UK			

PREVIOUS ADDRESS (3)			
From (month)		From year	
To (month)		To year	
House name/number			
Street name			
Town			
County/State/Province			
Post code			
Country if NOT in UK			

EMPLOYMENT DETAILS									
Employer name (e.g. ITS or The Hair Salon)									
Job title/position									
Building name/number									
Street name									
Town									
County									
Post code									
Work telephone									
Work email									
National Insurance No.									

WORK ROLE		
For the purposes of this DBS Disclosure, your work role and contact with those under 18 years will be MAINLY as:	<input type="checkbox"/> Trainer/Assessor	<input type="checkbox"/> Internal Quality Assurer
	<input type="checkbox"/> Manager	<input type="checkbox"/> Mentor/Coach
	<input type="checkbox"/> Administrator	<input type="checkbox"/> Learning Support Tutor

From 29th May 2013, the DBS removed certain specified old and minor offences from criminal record certificates issued from this date. That means, certain convictions, cautions, reprimands or warnings will be removed. The list of offences that will never be filtered can be seen [here](#)

Do you have any convictions, cautions, reprimands or final cautions which would not be filtered in line with current guidance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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EVIDENCE

If you do not have THREE of the following pieces of evidence, you should seek advice from Tricia Barnes calling 0131 478 4619 or sending an email to tricia@cheynestraining.com

UK PASSPORT must be in your <u>current name and be in date</u>										
EXACT name on passport										
Passport number										
Date of issue										
Date of expiry										

NON-UK PASSPORT must be in your <u>current name and be in date</u>										
EXACT name on passport										
Country of issue										
Passport number										
Date of issue										
Date of expiry										

PHOTOCARD DRIVING LICENCE must be in your <u>current name and state your current address</u>																
EXACT name on licence																
Licence number including the last 2 digits at the end																
Date of issue																
Date of expiry																

ORIGINAL BRITISH BIRTH CERTIFICATE to have been issued within 12 months of birth	
Name on certificate	
Birth date stated on certificate	
Date certificate was issued	
Place where birth was registered	

Your application will be submitted and uloaded to Atlantic Data who process our DBS checks. They will then pass it to the DBS for processing. If you need to find out about the progress of your application, contact the DBS on 03000 200 190. When the DBS have completed your Disclosure check they will send you a certificate in the post to your current address. The amount of time taken to complete a Disclosure certificate varies but a large number of checks come back within fourteen days. Sometimes applications can take longer and might be because further information is requested by local Police.

[Click the link to find more information about the Update Service from the DBS website.](#)