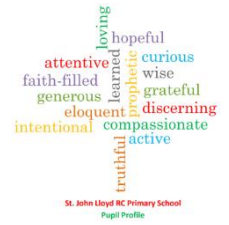




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DBS Policy & Procedures – 2026 (Whole School & Fun Five Club)

1. Purpose of this Policy

This policy sets out the school's approach to obtaining, recording, and renewing Disclosure and Barring Service (DBS) checks for all individuals who work or volunteer within the school. Its purpose is to ensure robust safeguarding practices in line with Welsh Government guidance, Estyn expectations, and the school's duty to protect children.

2. Legal Framework

This policy is informed by:

- Safeguarding Children: Working Together under the Children Act 2004 (Wales)
- Keeping Learners Safe (Welsh Government)
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- DBS Code of Practice

There is no statutory requirement for DBS checks to be renewed every set number of years. The Local authority processes all DBS checks for all staff. All new staff / new DBS issued, are advised to subscribe to the update service within 14 days (ESTYN good Practice guidance)

3. Scope

This policy applies to:

- All employees
- Supply staff
- Volunteers
- Governors
- Contractors working on site
- Trainee teachers and students on placement
- Any individual engaged in regulated activity with children

4. Enhanced DBS with Barred List Check

Required for:

- All staff engaged in regulated activity
 - Supply teachers
 - One to one support staff
 - Volunteers in unsupervised roles
- *Lead Governors for Safeguarding/ Chair & Vice Chair

5. Safer Recruitment Checks for All New Appointments

In addition to the required DBS check, all new appointments to the school will undergo full Safer Recruitment checks, including:

- Verification of identity
- Verification of right to work in the UK
- Verification of professional qualifications
- References, including one from the most recent employer
- Employment history check, including explanation of any gaps
- Prohibition from teaching check (for teaching roles)
- EWC registration check (where applicable)
- Overseas criminal record checks where relevant
- Medical fitness declaration
- Online/social media screening where appropriate and proportionate

No appointment will be confirmed until all required checks have been completed and assessed as satisfactory.

6. Breaks in Service

A new DBS check is required if an individual has a break in service of 3 months or more, excluding:

- Maternity leave
- Long term sickness
- School holidays

6.2 DBS Update Service

The school strongly encourages all staff to subscribe to the DBS Update Service when new DBS are issued

** Additional Note – From 2026 all staff in GB run Fun Five will have renewed DBS & placed on Update Service **

7. Volunteers

- Regular volunteers in regulated activity require an Enhanced DBS with Barred List.
- Occasional or supervised volunteers may not require a DBS check, subject to a risk assessment.
- Volunteers must not begin unsupervised work until clearance is confirmed.

8. Contractors and Visitors

- Contractors with unsupervised access to children require an Enhanced DBS.
- Contractors supervised at all times may not require a DBS, subject to risk assessment.
- Visitors (e.g., parents, guest speakers) do not require DBS checks but must be supervised at all times.

9. Recording and Storage

- All DBS information is recorded on the Single Central Record (SCR).
- The school complies with data protection legislation and the DBS Code of Practice.
- DBS certificates are not photocopied or stored; only the certificate number and relevant details are recorded.

10. Recruitment

No individual may start work in regulated activity until:

- A valid DBS certificate has been seen, or
- A risk assessed supervised start has been authorised by the Headteacher (exceptional circumstances only)

11. Policy Review

This policy will be reviewed annually

- Legislation changes
- Welsh Government guidance is updated
- Estyn & CIW recommendations