

St John Lloyd RC Primary school - Policy for Governors Without a Current DBS Clearance

School: St John Lloyd RC Primary School

Date: 14.10.25 (CP training & CP policy update)

Review Date: Annually or upon change in legislation

Purpose

This policy sets out the arrangements for managing safeguarding risks where a member of the Governing Body has not yet received a Disclosure and Barring Service (DBS) clearance or where clearance is in process.

It ensures the school continues to meet its duty to safeguard and promote the welfare of children while enabling effective governance.

Legal and Statutory Context

This policy is informed by:

- *Keeping Learners Safe* (Welsh Government)
- Safeguarding and Safer Recruitment guidance for education settings in Wales
- Estyn inspection framework expectations for safeguarding
- Disclosure and Barring Service requirements
- Safeguarding is everyone's responsibility, including all governors regardless of DBS status.

Scope

This policy applies to:

- Newly appointed governors awaiting DBS clearance
- Governors whose DBS has been applied for but not yet returned
- Any exceptional circumstance where DBS clearance lapses and is being re-requested

Principles

- All governors to apply for an enhanced DBS check (good practice)
- No governor without DBS clearance will have unsupervised access to pupils.
- Risk will be managed through clear supervision and restricted duties.
- All arrangements are time-limited until DBS clearance is confirmed, checked and GB records updated.

Interim Safeguarding Arrangements

Until DBS clearance is confirmed, the following controls apply:

Access to Pupils

Governors without DBS clearance must not:

- Be alone with pupils
- Enter classrooms or pupil areas unsupervised
- Participate in activities involving direct pupil contact without supervision.
- Movement on Site
- Visits to school must be:
 - Pre-arranged
 - Signed in and out

Conducted while accompanied by the Headteacher, Deputy Headteacher, or a DBS-cleared member of staff

Meetings and Activities

Governors without DBS clearance may:

- Attend Governing Body meetings/ sub committees
- Participate in strategic discussions
- Engage in training
- Governors' days
- Recruitment

Confidentiality and Conduct

Governors are required to:

- Agree to the above safeguarding confidentiality expectations
- Declare any safeguarding or suitability concerns immediately

Monitoring and Record-Keeping

The school maintains a Governor DBS Register recording:

- DBS enhanced/barring check & date
- Status (e.g. "In Process")
- The Clerk to the Governors monitors progress in liaison with the Headteacher.
- Any delay beyond a reasonable timeframe is reviewed, and additional controls applied if necessary.

Responsibility

Headteacher: Overall safeguarding responsibility and risk management

- Chair of Governors: Oversight of compliance and assurance
- Clerk to Governors: Record-keeping and DBS tracking
- Individual Governor: Compliance with safeguarding arrangements

Review and Compliance

This policy will be:

- Reviewed annually
- Reviewed immediately following:
- Safeguarding guidance updates
- Estyn inspection recommendations
- Any safeguarding incident or concern