**Disclosure and Barring Service Policy (Formerly the Criminal Records Bureau) Policy**

All successful applicants who register with Supply Personnel must have a current Enhanced DBS disclosure on the update service and must be valid to the Child Workforce. If an applicant is unable to provide a valid DBS, they must be willing to undertake a new check performed by Supply Personnel before being placed into an assignment.

All our staff are fully vetted prior to their registration with Supply Personnel, where the DBS requirements are fully explained.

Our DBS provider is the East Midlands Shared Services who provide an online DBS service. We provide a link to all applicants who need assistance in applying for their DBS certificate. The applicant will also receive a hard copy of their DBS and be required to present this on every assignment. We advise all candidates to subscribe to the DBS update Service within the 30-day time frame for us to perform a yearly check.

Supply Personnel are required to sight all original DBS disclosures, whether these have been obtained by another organisation and are on the update service as well as certificates that have been processed through our provider (East Midland Shared Services)

As well as providing their original disclosure to the school, Supply Personnel will also include their DBS disclosure number, issue date, and expiry date on our booking confirmation form prior to arrival.

We will only share information on a DBS with those that need to have access to them on the course of their duties, this information will not be shared with a third party.

Where information is contained on the DBS certificate, we will not discriminate an applicant based on this information instead we will conduct a risk assessment for all applicants and get a detailed account of the events before a management decision is made. We have an obligation to all our clients to disclose that there is information on the applicants DBS prior to any assignment and will do this fairly.

All DBS disclosures that we obtain or sight via a third party are kept in a secure place within our office and will be stored for 3 years in accordance with the DBS security policy.

**To conclude Supply Personnel will:**

Only provide work-finding service to applicants with a valid (child workforce) DBS on the update service where the certificate has been obtained by another organisation **or** process a new DBS through our DBS provider (East Midlands Shared Services) and advise that applicants subscribe to the update service.

Yearly update checks will be carried out for all Supply Personnel’s applicants ensuring that the DBS is still valid.

Risk Assessments and explanations of any DBS information are treated sensitively

DBS certificates are kept in a safe and secure place