



SCARBOROUGH SIXTH FORM COLLEGE DISCLOSURE AND BARRING SERVICE POLICY (DBS) – GOVERNORS

1. Introduction

- 1.1 This document sets out the Disclosure and Barring Service (DBS) Policy for Scarborough Sixth Form College Governors and was originally approved at a meeting of the full Corporation on 7th October 2004 since when the Policy has been periodically revised to reflect changes in the College's Safeguarding Policy and a change to the name of the regulatory body.
- 1.2 It describes the procedures to be followed and identifies the persons responsible for implementing the policy.

2. Policy Statement and Confidentiality

- 2.1 In accordance with the provisions of the College Safeguarding Policy the Corporation requires an enhanced Disclosure and Barring Service check to be carried out and the provisions of this Policy fully complied with in respect of all prospective governors over the age of 18 years prior to their appointment to the office of governor by the Corporation.
- 2.2 If for whatever reason it is not possible to carry out an enhanced Disclosure and Barring Service check in respect of a prospective governor before the date of the Corporation meeting the Corporation shall approve the appointment on condition that the enhanced Disclosure and Barring Service check is carried out and the provisions of this Policy are fully complied with before the term of office of the new governor can commence.
- 2.3 The type of disclosure to be obtained from the Disclosure and Barring Service is an "Enhanced Disclosure" and the costs (if any) of obtaining the disclosure shall be met by the College.

- 2.4 It is a strict requirement of the Disclosure and Barring Service that all recipients of disclosure information must keep the information disclosed secure and protect it against loss or unauthorised access. Disclosure information will therefore only be reviewed by the named person authorised to receive it on behalf of the College, unless, the information disclosed includes any spent or unspent convictions or cautions in which event for the purposes of paragraph 2.6 the information disclosed shall be further disclosed by the authorised recipient to the Chair of the Corporation and the Principal (unless the information disclosed relates to the Chair or the Principal in which event the information disclosed shall not be further disclosed to the Chair or the Principal to which it relates and instead shall be further disclosed to the Vice Chair of the Corporation and either the Chair or the Principal to whom the information does not relate). The Disclosure information shall only be disclosed in accordance with this paragraph pursuant to an express recommendation from the authorised recipient following completion of the necessary risk assessment.
- 2.5 Not all spent or unspent convictions or cautions shall result in the appointment of a governor being declined or revoked. Each disclosure shall be considered on its merits, but as a general rule it is envisaged that minor offences, such as road traffic offences shall not normally have a bearing on any appointment.
- 2.6 The Chair of the Corporation and the Principal (or the Vice Chair of the Corporation as the case maybe) shall consider whether the spent or unspent convictions or caution are relevant in accordance with the provisions of paragraph 2.5 and having determined whether an appointment should be declined, revoked or approved in the light of the convictions or cautions shall confirm their recommendation to the Corporation. The disclosed information shall remain confidential and shall not be included in the recommendation made to the Corporation by the Chair and the Principal (or the Vice Chair)
- 2.7 All governors over 18 years of age will be subject to Disclosure and Barring Service enhanced checks prior to their re-appointment and the provisions of this Policy will apply accordingly.
- 2.8 All governors over 18 years of age shall on appointment or their re-appointment as soon as practicable thereafter complete safeguarding training as required by the College's Safeguarding Policy.

3. Procedure and Responsibilities

- 3.1 Human Resources determine the procedures to be followed for obtaining Disclosure and Barring Service information disclosures for all appointments to the College and these procedures shall be followed in obtaining information disclosures for the appointment of governors as appropriate.
- 3.2 This policy will be reviewed on an annual basis by the Search and Conduct Committee with any changes being approved by the Corporation at its next meeting before implementation.

<i>Last Reviewed by Search and Conduct Committee</i>	<i>27 June 2023</i>
<i>Last Approved by the Corporation:</i>	<i>11 July 2023</i>