



**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 as originally approved at a meeting of the full Corporation on 7th October 2004. It was subsequently revised and approved by the full Corporation on 23 March 2010 to reflect the college's Safeguarding Policy. This version reflecting a change to the name of the regulatory body was approved by the Corporation on 9 July 2013.
- 1.2 It also describes the procedures to be followed and identifies the persons responsible for implementing the policy.

2. Policy Statement and Confidentiality

- 2.1 At a meeting of the Corporation on 13th July 2004 it was agreed that in order to meet the obligations of the Protection of Children Act 1999, CRB (DBS from 2013) declarations would be obtained from all new governors over the age of 21 appointed from the date of that meeting. At the 23 March 2010 Corporation meeting it was further agreed that all governors appointed from the date of that meeting and those appointed prior to 2004 would be required to obtain the requisite disclosure.
- 2.2 The type of disclosure to be obtained is the "Enhanced Disclosure" and the costs (if any) of obtaining the disclosure shall be met by the College.
- 2.3 It is a requirement of the CRB (DBS from 2013) that all recipients of Disclosure Information must keep it 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 in which event the information disclosed will be further disclosed to the Chair of the Corporation and the Principal (unless the information disclosed relates to either the Chair or the

Principal in which event the information disclosed will not be further disclosed to the Chair or the Principal to which it relates and instead will be further disclosed to the Vice Chair of the Corporation and either the Chair or the Principal to whom the information does not relate) for the purposes of paragraph 2.5. Such Information would only be disclosed following a specific recommendation from the authorised recipient following completion of the necessary risk assessment.

- 2.4 Not all spent or unspent convictions or cautions will result in an appointment being revoked or declined. Each disclosure would be considered on its merits, but as a general rule it is envisaged that minor offences, such as road traffic offences would not normally have a bearing on any appointment.
- 2.5 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 are relevant and having determined whether an appointment should be revoked or declined in the light of the convictions shall confirm their recommendation to the Corporation. The disclosed information shall remain confidential and shall not be included in the recommendation
- 2.6 All current and newly appointed governors should complete the requisite training as laid down in the college's Safeguarding Policy.
- 2.7 All governors will be subject to DBS renewal checks upon re-appointment.

3. Procedure and Responsibilities

- 3.1 HR set out the procedures to be followed for obtaining DBS declarations for all appointments and this will also be followed for new governors.
- 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.

This version Approved by the Corporation:

3 July 2018

Reviewed By Search Committee

20 March 2018