



Dō



Disclosure and Opt-Out Policy

1. Background

- 1.1 Dō University hereinafter the Group (the Group) is commits to safeguard and promote the well-being of children, young people and adults in risk, and expects all staff, agency workers, contractors and volunteers share this commitment.
- 1.2 As part of the recruitment process, a series of tests are carried out verifications, including enhanced verification through the Disclosure and Barring Service (DBS), a check of disqualification (if applicable) and any verification of relevant criminal record abroad.

2. Scope

- 2.1 This policy applies to all staff, agency workers, volunteers, contractors and job seekers.
- 2.2 The policy should be read in conjunction with the recruitment and selection policy, the ex-offender recruitment policy and the data policy of employees.

3. Beginning

- 3.1 The Group uses the online umbrella company Care Check for all DBS checks.

People complete the DBS form online through the Care portal Check and the corresponding Group staff member performs the identity checks. The form is sent to Care Check for endorsement. Once endorsed, it is sent to the DBS for processing. The The Care Check portal will be updated once the DBS certificate has been issued.

3.2 All staff employed by the Group will undergo a DBS check.

advanced level, and this will include a check of the exclusion lists according to the type of the workforce in which the staff member works.

3.3 Personnel employed on fixed-term contracts of less than eight weeks will not automatically be subjected to a DBS check, unless there is a specific reason why this is necessary and has unsupervised access to children, young people and/or adults at risk.

3.4 Volunteers may be subject to a background check

(DBS) if your training period is eight weeks or more. It is

It is the responsibility of the Head of Learning or Head of Business to identify these people and manage the completion of an online form, if necessary, for the cost of... DBS payment will be made if applicable.

3.5 Trainee teachers who join the Group for teaching placements must have DBS clearance from their training organization, but it is the Group's responsibility to verify this. Training managers who employ trainee teachers must verify that they have the appropriate DBS clearance.

3.6 All host families hosting Group students will undergo a criminal record check (DBS). This check is subject to a process independent of the Accommodation Service.

3.7 New employees will be subject to a background check

criminal record (DBS) once they have been offered a place in the Group, unless are registered in the Update Service, in which case it will be required proof of verification. Any DBS linked to the Service Update must match the template required by the Group.

3.8 Students on specific courses, for example, in Care and Early Childhood, PGCE or Sports, require DBS checks and these will be coordinated through the Head of Learning and the relevant department.

3.9 If a DBS certificate has not been issued prior to a member's start date of the staff, the Pre-Risk Assessment process must be followed Authorization, which places the staff member under restrictions labor until the time they are received and verified DBS clearances (including overseas checks) and references. Human Resources. Once the DBS certificate has been issued, the Staff must present their original DBS certificate to the Group for verification on the day of your incorporation or within one week of your reception.

3.10 Contractors who regularly work at the Group's facilities (e.g. catering, security and cleaning) must have a check DBS at the level required by the employing company. It is the responsibility of the Group staff member designated to contact the contractor (e.g. Real Estate, Hospitality, etc.) request confirmation by written that all staff has DBS check and register your DBS disclosure number and the level of verification. This must be confirmed in writing annually. If the Contractors remain on the premises for a short period or not at all have contact with students, a DBS check will not be required, but must be accompanied at all times by a member of the Group staff with DBS verification.

3.11 The Group will request the Agencies to provide evidence of the DBS checks at the level required for any worker of the agency that makes an assignment with the Group.

3.12 Group Governors will be DBS checked, which will be facilitated by the secretary of the Body Rector.

3.13 In addition to the DBS checks described, any person who is employed to provide childcare to children who have not reached the age of eight years, or is directly involved in the management of that childcare, you will need to sign a self-declaration form disqualification to confirm that you have not been disqualified for this type of work, in accordance with the Child Care Act of 2006.

3.14 Any person appointed to perform teaching duties will require additional verification through the Employer Online Access Service to ensure that they are not subject to a prohibition order issued by the Secretary of State.

4. DBS retention

4.1 Pursuant to section 124 of the Police Act 1997, information disclosed is only transmitted to those who are authorized to receive it in the course of their duties.

It is a crime to pass this information on to anyone who does not have right to receive it.

4.2 The information disclosed is only used for the specific purpose for which it was requested and for which full approval has been granted consent of the applicant.

4.3 The Group will not retain photocopies or images of the Declaration. However, The Group shall keep a record of the date of issue of the Declaration, the level of the same requested, the position and the template for which it was requested, as well as your unique reference number.

4.4 In the case of unsuccessful job applicants, Resources

Humans will securely destroy all documentation of

DBS endorsement after the interview/selection process.

4.5 For successful applicants, Human Resources securely retains copies of DBS

supporting documentation during the DBS check process, until Human Resources

issues and verifies the certificate. Any documents not required for other checks,

such as eligibility to work in the UK, will be securely destroyed by Human

Resources.

5. Criminal background check process for new staff

5.1 Job applicants attending an interview must present appropriate

identification. Original identification documents will be verified before

submitting the Disclosure application.

5.2 All successful applicants will also be required to read the Privacy Policy.

standard verification privacy/[improved](#).

[https://www.gov.uk/government/publications/](https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy) standard and enhanced

[dbs-check-privacy-policy](#) before submitting your DBS form through

Care Check, which describes how DBS will process your personal data and

what options are available to them.

5.3 The DBS has a confidential process specifically for applicants

trans, who can contact the applicant line

sensitive to 0151

676 1452

or by

mail

electronic to

sensitive@dbs.gsi.gov.uk for more tips

about how

complete the online form.

5.4 If an applicant has resided outside the UK for 6 months or more in the last

5 years, you will be asked for a Certificate of Good Conduct or equivalent corresponding to that period. If you cannot present it, the Group could be forced to carry out the relevant checks abroad as part of his appointment.

5.5 Care Check will contact the DBS to report any

disclosure that has not been received 60 days after its submission. It is Human Resources' responsibility to ensure that the issue has been made authorization, and it is the employee's responsibility to present the certificate original for verification.

If the new employee has not received DBS clearance (including checks conducted abroad) or references prior to joining, they will be required to follow the Pre-Clearance Risk Assessment process, which will impose work restrictions until these checks are received and verified by Human Resources. The manager will need to conduct a risk assessment on the first day to agree on the control measures to be implemented in the meantime. Both the manager and the new employee must sign the Pre-Clearance Risk Assessment form and submit it to the Safeguarding Manager, who will determine whether the agreed control measures are adequate. This form must be submitted to Human Resources by noon on the first day of work.

Managers should apply control measures until Resources

Humans has received and verified all necessary checks.

The staff working in the housing program for minors

18 years of age in the Group or in the subsidiaries of First Steps of the Group may not join the job until all the documents have been received and verified checks.

5.6 Any reprimand, warning or sentence detected in a criminal background check that is not has communicated prior to the Group will be discussed with the employee. The evaluation will be made information before deciding whether to continue in your employment. Termination of the contract due to lack of results in a verification may be the result of a meeting with a member of the Leadership Team of the Group, since all job offers are subject to the obtaining a satisfactory DBS clearance for the Group.

6 DBS process for continuing staff

6.1 Staff do not need to be re-evaluated after receiving an evaluation. satisfactory at the start of their first employment, unless the Group has doubts about a person's suitability to work with children or adults at risk. However, staff have a contractual obligation to inform Human Resources if you receive a warning or a conviction after the issuance of his employment contract.

6.2 Staff working at Dō University will undergo a DBS check. every 3 years in accordance with the Disclosure and Delisting Code of Practice. Guidance document (on accommodation).

6.3 Personnel changing roles within the Group may be required to undergo a further DBS check.

7 Status of this policy

7.1 The Human Resources Director will periodically review the operation of this procedure. The Human Resources Committee may review and amend it periodically. Its impact on equal opportunities has been assessed to ensure that it does not negatively affect staff.

If you would like to review this policy in a different format, please contact Human Resources.

Reviewed in: March 2025

Date of the next review: March 2030