

DISCLOSURE AND BARRING SERVICE PROCEDURES

Introduction

The purpose of this policy is to ensure that Path Hill Outdoors has a robust process in place that ensures all employees, volunteers and contractors who have been recruited, and working for us, are suitable for working with young people.

The Disclosure and Barring Service is an executive agency of the Home Office. The system implemented through the DBS has been designed so that relevant information about applicants, who may have an unsuitable background, can be made available to the recruiting organisations. This helps the organisation to make safer and more informed recruitment decisions.

The DBS offers two levels of disclosure, Standard and Enhanced. Path Hill Outdoors will undertake the Enhanced Disclosure for all posts. All new Enhanced DBS checks will now include a check of the Children's Barred List.

Policy Statement

Path Hill Outdoors has a clear responsibility to ensure that it does not put the users of its services at risk by employing unsuitable candidates. As an employer we therefore have a duty when making appointments to carry out thorough DBS checks on candidates.

Failure to reveal information that it is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Following the recruitment process, if it is later found that an employee has misled Path Hill Outdoors regarding their DBS Application/Disclosure it may result in summary dismissal and the individual may also be subject to criminal proceedings. Path Hill Outdoors also has a legal obligation to inform the DBS of any member staff that is dismissed for anything that is criminal/safeguarding in nature.

Path Hill Outdoors is committed to equal opportunities and complies fully with the DBS Code of Practice

All staff, contractors and volunteers working at Path Hill outdoors will be subject to an Enhanced DBS check with Barred List check. This Enhanced DBS with Barred List check will be renewed every three years

No member of staff, contractor or volunteer will be allowed to work with our students without a valid DBS check

Path Hill Outdoors will accept previously issued DBS checks from other organisations if identity details match those of the applicant. A Path Hill Outdoors DBS check will be carried out within one year of the applicant starting work with Path Hill Outdoors.

Where relevant, Path Hill will carry out a Prohibition from Teaching Check. Staff applying for senior management positions will be subject to a Section 128 Prohibition from Management Check.

Information regarding the outcome of DBS checks will be dealt with confidentially and sensitively.

Disclosure Application Procedure

- On selection of the applicant, the blank disclosure application form will be given to the applicant with the letter offering employment/volunteer role for completion.
- The recruitment panel will verify the applicant's proof of identification by checking the original documents as detailed by the DBS in the booklet "An applicant's guide to completing the Disclosure application form".
- The Disclosure application form signed by the applicant and countersigned by an established counter signatory will be sent to the DBS for processing.

Processing the Application

- The DBS will validate the identity of the applicant by checking the information included on the form.
- The DBS will access the government and police records to produce the disclosure document.

Receiving the Disclosure

- The DBS will send a copy of the Disclosure to the applicant and a copy to the Lead Signatory within the Registered Body.
- If there is cause for concern the Lead Signatory will contact the Directors
- Until DBS clearance is received a new employee will not be able to work with students unsupervised.

Making the Recruitment Decision

Disclosures are an important tool in helping safer recruitment practices to ensure student safety. Although a criminal conviction does not prevent anyone from working for Path Hill Outdoors, some types of offences may indicate that an applicant is unsuitable to have access to students and should not be employed.

The Disclosure is just one element in the pre and post employment checks. It should be considered in the light of all relevant circumstances including:

- the nature of the offence;
- the age of the applicant at the time of the offence;
- the applicant's subsequent record;
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

After consideration of the Disclosure and other pre-employment checks, the job offer / volunteering post will either be confirmed or the candidate will be invited for further discussion before deciding whether or not to confirm the offer.

Where Path Hill Outdoors is not satisfied with the information issued on the disclosure document, the organisation can decline to make a job offer explaining to the candidate the reason for doing this.

Checking Periods of Employment Abroad

The DBS website will be checked for a candidate's status when coming from abroad. Candidates must have a certificate of Good Standing from their country's police department. The original, must be seen by the Directors, before the successful candidate commences employment. If the candidate does not have a Certificate of Good Standing, they are responsible for obtaining it together with any translation that is necessary and all costs involved in this.

References must be taken which cover the necessary employment and/or educational periods abroad. Referees will be asked to provide any information on previous convictions and the appropriate foreign embassy will also be contacted for any details on convictions in that country.

Undertaking these checks may extend the pre-recruitment-checking process.

Supporting Documents

Path Hill Policies

- Safeguarding Children and Young People Policy and Procedures
- Recruitment and Selection Policy
- Induction Handbook
- Data Protection and Confidentiality Policy
- Complaints Policy
- Whistle Blowing Policy
- Transporting Students – Guidelines
- Anti-Bullying Policy
- On-line Safety Policy
- Substance Misuse Policy
- Use of Physical Restraint Policy
- Behaviour Policy

The Government Website www.gov.uk provides a wide range of guidance which is easily accessed from the search box. The following are particularly useful for Path Hill Outdoors;

- Keeping Children Safe in Education 2025
- Working together to safeguard children - July 2018
- Ofsted safeguarding Policy
- The Children Act 2004
- The Education Act 2011
- Education and Training (Welfare of Children) Act 2021
- Criminal Exploitation of Children and Vulnerable Adults
- Preventing youth violence and gang involvement
- Schools Transenders Guidance

Reviewed by Julia Warwick – Director

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