



# **Contractor DBS Requirements Policy**

**Created November 2024**

**Next Review: Autumn 2025**

# Contractor DBS Requirements Policy

## 1. Purpose

The purpose of this policy is to outline the requirements for contractors who use Trust school facilities and provide services to parents that bring their employees into direct contact with pupils outside of school hours, ensuring that all necessary checks are conducted to safeguard the welfare of pupils.

## 2. Scope

This policy applies to all contractors, subcontractors, and third-party service providers who use Trust school facilities and provide services to parents that bring their employees into direct contact with pupils in a regulated activity outside of school hours.

## 3. Definitions for this policy

- **Contractor:** Any individual or organisation or umbrella organisations providing services to parents on the school site that incorporates regulated activity with children. [Contractors that provide services to the school directly fall outside the scope of this policy and fall under Trust and the School's Safeguarding and Child Protection Policy]
- **DBS Check:** A background check conducted by the Disclosure and Barring Service to identify any criminal records or information that may affect an individual's suitability to work with children.
- 

## 4. Policy Statement

The Trust and its Schools are committed to safeguarding and promoting the welfare of pupils. All contractors working with pupils outside of school hours must comply with the requirements of the current Keeping Children Safe In Education (KCSIE) guidance and the Disclosure and Barring Service (DBS) guidance to ensure they, or their employees, do not pose a risk to the safety and well-being of pupils.

## 5. DBS Check Requirements

### 5.1 Enhanced DBS Checks

- Contractors who will be engaging in regulated activity with pupils (e.g., teaching, training, instructing, caring for, or supervising) must obtain an enhanced DBS check for each employee, which includes information from the children's barred list.
- Regulated activity is defined as work that involves regular contact with children or is carried out in a specified establishment

### 5.2 Basic DBS Checks

- For contractors whose work does not involve regular contact with pupils or is not classified as regulated activity, a basic DBS check may be considered appropriate.

## **6. Responsibility of Contractors**

- It is the responsibility of the contractors to ensure that they meet the requirements set out in the latest KCSIE guidance and the latest DBS guidance. This includes obtaining the necessary DBS checks for their employees and providing written assurance to Beyond Schools Trust that these checks have been completed.
- Self-employed individuals must obtain their DBS through the Beyond Schools Trust or through professional bodies or umbrella organisations who can provide evidence of these checks to the Trust before commencing regulated activity.

## **7. Verification of DBS Checks**

- Contractors must provide written confirmation to the school that they have carried out the necessary DBS checks on their employees prior to commencing work with pupils. This ensures that the Contractor are informed by the Disclosure and Barring Service if an individual should be prohibited from regulated activity.
- The school reserves the right to request copies of the DBS certificates for verification purposes.

## **8. Service Provision**

- While service provision is with the parents of the pupils, the Trust and its school have a responsibility to ensure that contractors act responsibly while on the Trust premises. This includes ensuring that contractors comply with safeguarding policies and procedures.

## **9. Supervision Requirements**

- Contractors who have not made the necessary DBS checks on their employees must not allow them to work unsupervised with pupils.

## **10. Training and Awareness**

- Contractors will be made aware of the Trust and school's safeguarding policies and procedures before any contract commences.
- The contractor should ensure that ongoing training is provided to staff to ensure that their employees understand their responsibilities regarding pupil safety and safeguarding.

## **11. Compliance and Monitoring**

- The Trust will regularly review this policy to ensure compliance with statutory guidance and best practises.
- It is the responsibility of the contractor to alert the Trust and the school if an employee's access to the school site should be removed.
- Any breaches of this policy will be addressed promptly, and appropriate action will be taken and could lead to the companies' contract for the use of the facilities being terminated immediately.

## **12. Review and Amendments**

This policy will be reviewed annually or sooner if there are changes to legislation or guidance from the Department for Education (DfE) or the Disclosure and Barring Service (DBS).

### **Relevant Guidance for Contractors:**

- Keeping Children Safe in Education (KCSIE) Guidance
- Disclosure and Barring Service (DBS) guidance