

1. Introduction

Heart Teaching is committed to maintaining the highest standards of safeguarding and promoting the welfare of children and vulnerable adults. This policy outlines the procedures and practices associated with obtaining, verifying, and maintaining Disclosure and Barring Service (DBS) certificates for individuals seeking registration as Temporary Workers with Heart Teaching.

2. Compliance with DBS Code of Practice

Heart Teaching adheres to the DBS Code of Practice, which can be accessed at [DBS Code of Practice](#).

3. Mandatory Requirement for DBS Certificate

Every candidate applying for registration as a Temporary Worker with Heart Teaching must possess a current and valid enhanced DBS certificate. The certificate must be valid for the Child Workforce. If the candidate is to work with vulnerable adults, the DBS certificate must be valid for both the Child and Adult Workforces.

4. Communication and Notification

Applicants are informed of the requirement for an enhanced DBS certificate during the initial vetting conversation and through the mandatory application form. This ensures transparency in the registration process.

5. Certificate Validation and Update Service Checks

In accordance with APSCO Compliance + accreditation, all DBS certificates are checked annually. For certificates on the Update Service, checks are conducted every 12 weeks to ensure currency. If a certificate is not on the Update Service, a new DBS certificate must be obtained after 12 months.

6. Acceptance Criteria for DBS Certificates

Heart Teaching accepts enhanced DBS certificates valid for the child workforce (and adult workforce, if applicable) under the following conditions:

Certificates obtained by Heart Teaching within the last 12 months, subject to regular Update Service checks.

Certificates obtained by another agency or employer, verifiable through the Update Service.

7. Presentation and Verification

Original DBS certificates must be presented at the candidate's registration interview. Certificates become invalid after a gap of three months or more in education-based employment unless verified through the Update Service.

8. Acceptable Formats

Heart Teaching does not accept scanned or photocopied copies of DBS certificates. However, a photograph of the DBS certificate is acceptable if the interview is conducted online and the original certificate is shown to the camera.

9. Risk Assessment and Confidentiality

A company risk assessment is conducted on all DBS certificates to assess candidate suitability. DBS information is shared only with personnel requiring access for their duties and is not disclosed to unauthorized third parties.

10. Non-Discrimination and Fair Use

Recipients of DBS certificate information are urged not to discriminate based on the information contained therein. A criminal record does not necessarily bar an applicant from a position, and information will not be used unfairly.

11. Discussion of Matters Revealed

Any matters revealed on the DBS certificate will be discussed with the applicant before a decision is made on registration. Decisions to decline an applicant will be made at a senior level with utmost sensitivity.

12. Secure Storage and Cooperation with DBS

DBS certificates are stored securely, following DBS storage policies, in each office. Heart Teaching cooperates with requests from the DBS for assurance checks on proper use and safekeeping of DBS certificate information, reporting any suspected malpractice or offenses.

This policy is subject to periodic review to ensure compliance with legal and regulatory requirements.