



DBS CHECKS POLICY

School Workforce

All staff, appointed at EMVA Ltd, who come into regular contact with, or have unsupervised access to students have been subject to DBS disclosure and other designated recruitment checks. This is updated every three years.

Enhanced disclosures are obtained for all permanent staff at EMVA Ltd. For any work placement staff, a DBS Enhanced check is carried out by their college/university and a copy given to EMVA Ltd. It is EMVA's policy that volunteers/work placement staff are not left unsupervised with students at any time.

Visitors to EMVA Ltd

For any visitor entering EMVA's premises they will need to give details of their DBS check if they wish to see students. If they are unable to comply with this they will be denied access to the students.

If visitors are unable to produce the relevant documentation requested they will be asked to return with the DBS details.

Agency Staff

Supply teaching agencies are required to ensure they obtain or apply for enhanced disclosure for all supply staff they recruit, before placing them in a school. Schools must have confirmation in writing from the agency that the correct checks have taken place. The school does not have to see these checks unless there is information contained in the DBS disclosure. The school has entered on the Single Central Record confirmation of relevant checks from the supply agency. The school carries out an identity check to confirm that the individual who arrives at the school is the person whom the agency intends to arrive there. If supply staff are employed directly by the school they are checked in the same way as employees.

Building Contractors

Students are not allowed in areas where builders are working so these workers should have no contact with students. If any of the contractor's staff are likely to come into contact with a student on a one to one basis EMVA Ltd will ensure that they have been DBS checked.

Contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised do not need a DBS check.

Work Experience

For any employer taking students for work experience and are working closely on a one to one basis (e.g. builders) a DBS Enhanced check will be carried out by EMVA Ltd prior to the student starting placement. For students working in areas with a

number of staff a DBS Enhanced check will not be required as there should never be a time when the student is left alone one to one with employers.

Variations to the above may take place depending on individual situations and work placements.

EMVA work closely with Disclosureservices.com to ensure all DBS checks are carried out using an online system. Details of each DBS are given to the nominated person at EMVA and details shared with Directors.