



DBS POLICY AND VETTING PROCEDURES

<b>POLICY INTENDED FOR:</b>	Staff & Volunteers
<b>CATEGORY:</b>	Staff
<b>PUBLISHED:</b>	Server, Policy Folders at College and Students Accommodations, Staff Handbook
<b>POLICY IMPLEMENTED BY:</b>	Principal
<b>POLICY MONITORED BY:</b>	Principal and Deputy Principals
<b>REVIEWED BY:</b>	Principal
<b>REVIEWED DATE:</b>	August 2021
<b>CONSULTATION WITH:</b>	Senior Leadership Team (SLT)
<b>RECORD OF CHANGES &amp; ADDITIONS:</b>	Jan 2020: Removed Proprietor and amended Way Gate to Student Accommodation, Amended cost of DBS
<b>NEXT REVIEW:</b>	August 2022

Reports investigating the abuse of children (e.g. Hunt Report, Clothier Report, and Health and safety Circular HSC 1998/212 Children's Safeguards Review: Choosing with Care) have recommended the need for more rigorous selection procedures for both students and staff undertaking roles involving substantial access to children and other vulnerable groups. There is also a need to ensure the selection of applicants who can fulfil the professional/statutory requirements associated with the respective programmes.

Oxford International College actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcomes applications from a wide range of applicants. The College selects all candidates for interview based on the skills, qualifications and experience.

The Disclosure and Barring Service (DBS), an executive agency of the Home Office, has been set up to help organisations make safer recruitment decisions. By providing access to criminal record information the DBS helps educational institutions identify candidates who may be unsuitable for certain work, especially that involving contact with children or other vulnerable members of society.

A Disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate, details of those who are banned from working with children. The DBS will carry out a criminal record check for an individual drawing on four primary sources of information:

- Police National Computer (PNC)
- Local Police Force Records
- Department of Health
- Department for Education and Skills

According to the nature of the employment or the course and its placement requirements information will be drawn from the PNC alone or from every source. This defines 'Disclosure' and constitutes a national standard throughout England and Wales.

For a student query regarding the DBS policy and procedures or your Disclosure please contact the DBS Co-ordination Team (e.g. if student wishes to gain voluntary experience in the medical area).

The College currently uses Atlantic Data Ltd with regard to the checking and issuing of DBSs.

Contact details:

Atlantic Data Limited  
PO Box 5531  
Milton Keynes  
MK7 6YD  
Phone: 08718 724 123 or 08718 072 70 800

The authorising officers within the College are

- Melanie Bloor
- Candice Gregory
- Marianne Thompson-Hill

The College pays for these for teachers and staff.

All teachers and staff must hold a current enhanced DBS. All DBS certificates are renewed every 3 years. A central register of DBS information is kept.

Prohibition from teaching and S128 (Prohibition from Management) checks are also completed where appropriate and relevant. Staff who have recently arrived from within the EU undergo a European Economic Area Check (EEA) and any member of staff whose DBS is delayed for a legitimate reason undergoes a List 99 check. Tutors with Qualified Teacher Status (QTS) undergo a QTS check. These checks are carried out through the Access Personal Checking Services (APCS). In addition, where new staff are coming from overseas, a certificate of good conduct is usually sought.

Contact details for the Access Personal Checking Services:

APCS Ltd  
46 Seaview Road  
Wallasey  
CH45 4LA  
Tel: 08456431145  
Email: [jennifer.joynson@accesspcs.co.uk](mailto:jennifer.joynson@accesspcs.co.uk)

Marianne Thompson-Hill liaises with Jennifer Joynson for these checks.

With regard to host family arrangements, if a student is below 16 years of age then both heads of the house will be subject to a DBS check.

The College is aware that if the host family has family members who are resident and over the age of 16 and there are hosted children under the age of 16, all family members over the age 16 will be DBS checked.

In line with new guidance while the Central DBS record is kept, the copies of the certificates or the actual certificates are either returned or destroyed.

A letter is written to the Principal recording the DBS date of issue, DBS number and confirming that the DBS contains no information or no relevant information.

### FURTHER INFORMATION

For further information about DBS and Vetting at OIC please speak with Marianne Thompson-Hill.

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