

Enhanced DBS Policy

POLICY INTENDED FOR:	Staff
CATEGORY:	Human Resources
POLICY IMPLEMENTED BY:	Managing Director
POLICY MONITORED BY:	Operations Team
REVIEWED BY:	Managing Director
EFFECTIVE DATE:	03/02/2025
REVIEW DATE:	03/02/2026 or as required

ProEd is committed to promoting equality of opportunity and ensuring a fair and inclusive recruitment process that values the right mix of talent, skills, and potential. We welcome applications from a diverse range of candidates and select individuals based on their skills, qualifications, and experience, in line with our commitment to safeguarding and legal compliance.

Purpose of the DBS

The Disclosure and Barring Service (DBS) is a non-departmental public body of the UK Home Office that assists organisations in making safer recruitment decisions. The DBS provides access to criminal record information to help educational institutions identify candidates who may be unsuitable for roles involving contact with children or other vulnerable individuals.

A DBS disclosure is an impartial and confidential document that provides details of an individual's criminal record and, where applicable, indicates whether they are barred from working with children or vulnerable groups.

Types of DBS Checks

DBS checks are conducted by drawing on various sources of information, including:

- Police National Computer (PNC) – Records of convictions, cautions, and reprimands.
- Local Police Force Records – Additional relevant local information.
- Disclosure and Barring Service Lists – Information about individuals barred from working with children or vulnerable adults.
- Other Relevant Government Sources – Where applicable (e.g., Department for Education checks).

ProEd's DBS Screening Process

ProEd partners with Atlantic Data Ltd to facilitate the processing and issuing of DBS checks.

Contact details for Atlantic Data Ltd:

Atlantic House, Snowdon Drive, Winterhill, Milton Keynes, MK6 1BU

Phone: 03333 207 300

Website: www.atlanticdata.co.uk

The following ProEd personnel are authorised to oversee DBS applications and compliance:

Rafael Peters – Managing Director

Tania Pieta – Operations Director

DBS Requirements for Staff and Tutors

All tutors and staff working with ProEd must hold a current, valid Enhanced DBS certificate, which includes a check against the Children's Barred List.

ProEd requires DBS checks to be renewed every 3 years, and a central record of all checks is maintained for compliance and inspection purposes.

ProEd covers the cost of DBS checks for tutors and staff.

Acceptance of Existing DBS Certificates

ProEd may accept current and relevant DBS certificates from tutors and staff who are actively working with other recognised educational providers, subject to verification and confirmation that the check meets the required standards.

Additional Safeguarding Checks

In addition to DBS checks, ProEd will conduct the following safeguarding checks where applicable:

Prohibition from Teaching Check – Conducted via the Teaching Regulation Agency to ensure individuals are not prohibited from teaching.

Section 128 Prohibition from Management Check – For those in senior leadership roles, ensuring they are not barred from managing an educational setting.

International Applicants and Overseas Background Checks

For tutors and staff who have recently arrived from overseas ProEd will require to provide a police clearance certificate or certificate of good conduct from their home country as part of the reference process.

Central Record Keeping

A Single Central Record (SCR) is maintained by ProEd to document all DBS checks, including renewal dates and additional safeguarding verifications.

The SCR is subject to regular audits to ensure compliance with safeguarding regulations and inspection readiness.

Confidentiality and Data Protection

ProEd ensures that all personal data related to DBS checks is handled in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, ensuring confidentiality and secure storage of sensitive information.