



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

DISCLOSURE AND BARRING SERVICE AND CENTRAL RECORD POLICY

Rationale

The safety of children and young people is paramount, and we are committed to implementing the Disclosure and Barring Service (DBS) procedures and arrangements. We will comply with the DBS Code of Practice and relevant safeguarding guidance regarding the correct handling, use, storage, retention, and disposal of certificates.

The DBS (formerly known as the CRB) was set up by the Home Office to improve access to criminal record checks for employment-related purposes and to help organisations make safer recruitment decisions. This applies to staff with access to children under 18 years of age, vulnerable adults, or other positions of trust that fall within the Rehabilitation of Offenders Act 1974. The DBS and the Independent Safeguarding Authority (ISA) both became part of the Disclosure and Barring Service (DBS) in December 2012.

The DBS Code of Practice requires organisations to have a written policy and procedure on the recruitment of staff with a criminal record and to ensure anyone applying for the role receives a copy. We are committed to the principle of equal opportunities and, subject to the overriding consideration of protecting children, we will endeavour to prevent unfair discrimination against those with a criminal record.

Aims

- To ensure the safety of all students in our care
- To ensure that all tutors are suitable to work with students
- To fully implement DBS procedures and arrangements as required by law
- To protect staff and tutors within our organisation
- To safeguard documentation and ensure the security of sensitive materials
- To not apply for a DBS check without the knowledge and consent of the individual concerned
- To only engage tutors who hold an enhanced DBS certificate (or are subject to appropriate checks pending clearance)
- To review DBS status in line with safer recruitment requirements

Practice

Single Central Record

As part of safeguarding requirements and the School Staffing Regulations, schools are required to maintain a Single Central Record (SCR). The School Staffing (England)



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved. Regulations 2009 require maintained schools to keep a register showing, in relation to each member of staff appointed after 1 January 2007 or before that date but still in post on 1 April 2007, whether various checks have been carried out and the date on which each such check was completed.

The Single Central Record must show:

- Identity check
- Professional qualifications check
- Prohibition from teaching check (where applicable)
- Barred list check
- Enhanced DBS certificate check
- Right to work in the UK check

Enhanced Certificates

All tutors will be expected to hold an enhanced DBS certificate. Enhanced DBS checks include checks with local police force records in addition to the Police National Computer and relevant barred list information held by the Disclosure and Barring Service.

Safer recruitment guidance requires that all staff working with children are subject to appropriate enhanced DBS checks.

DBS Update Service

DBS certificates will be renewed in line with safer recruitment guidance unless the individual is registered on the DBS Update Service.

The DBS Update Service allows individuals to keep their certificate up to date and enables employers to check the status online with consent. We will encourage tutors to join this service.

There is no requirement for an organisation to accept a previously issued DBS certificate, and we will make risk-based decisions where relevant.

Prohibition Order

Teacher Services checks shall be used before appointing a tutor to confirm Qualified Teacher Status (where applicable), completion of induction, and any prohibitions, sanctions, or restrictions preventing individuals from undertaking regulated activity.



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.
Where an individual is prohibited, their details will appear on the relevant barred/prohibited lists. A prohibition order represents a statutory restriction on employment in regulated activity.

Storage and Access

The Single Central Record and DBS information will be stored securely in a locked cabinet or secure digital system with access limited to authorised personnel only.

It is a criminal offence to share DBS information with anyone not entitled to receive it.

Usage

DBS certificate information is used only for the specific purpose for which it was requested and with the individual's consent.

Retention

DBS certificate information will normally be retained for no longer than six months, unless there is a lawful reason to retain it for longer.

Disposal

Once the retention period has expired, DBS certificate information will be destroyed securely (e.g. shredding or secure deletion).

We will not retain copies of DBS certificates unless explicit consent has been given. However, we may retain a record of:

- Name of the individual
- Date of issue
- Certificate reference number

Proof of Identity

Applicants must provide appropriate identity documentation as part of the DBS application process (Appendix 2).



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Checklist

ID checking guidelines:

- ☐ We must only accept valid, current, and original documentation.
- ☐ We must not accept photocopies.
- ☐ We must not accept documentation printed from the internet e.g., internet bank statements.
- ☐ We must verify and validate the applicant's name, date of birth and address recorded in section A and B of the application form.
- ☐ We shall in the first instance, seek documents with photographic identity (Appendix 1) and compare this against the applicant's likeness.
- ☐ We must ensure that the applicant declares all previous name changes and provides documentary proof to support the change of name. If the applicant is unable to do so, we shall hold a probing discussion with the applicant about the reasons why before considering validating their identity.
- ☐ We shall crossmatch the applicant's address history with any other information the applicant has provided with as part of the recruitment, such as their Curriculum Vitae (CV). The applicant must provide a full and continuous address history covering the last five years. Where possible, we shall seek documentation to confirm this.

NB: A DBS check does not provide evidence of a person's right to work in the UK. We must therefore perform a separate check to make sure that an applicant is allowed to work in the UK which also includes roles for voluntary work.

Qualifications

Evidence will only be held for qualifications that are a regulatory requirement for the role concerned.

Referees

A minimum of two references will be obtained directly from referees provided by the applicant.



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Safeguarding Introduction

Our acknowledgement form (Appendix 3) will be signed and dated by all staff to confirm that organisational policies have been read, understood, and agreed.

References

- Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- School Staffing (England) Regulations 2009
- Department for Education: Keeping Children Safe in Education (2024)
- Disclosure and Barring Service (DBS) Code of Practice

Appendices

Appendix 1: Single Central Register (Page 6)
Appendix 2: Primary Identity Documents (Page 7)
Appendix 3: Policy Acknowledgement Form (Page 8)
Appendix 4: Applicant Checklist (Page 10)
Appendix 5: Positive DBS Guidance – LBC (Page 12)

Review

N K Jones
September 2026

Review Date
September 2027



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Appendix 1

Single Central Register Template

IDENTIFICATION				QUALIFICATIONS			PROHIBITION			DBS CHECK			RIGHT TO WORK IN UK			REFERENCES		TRAINING		COMPANY POLICIES	START DATE
FULL NAME	EVIDENCE SEEN	DATE CHECKED	CHECKED BY	QUALIFICATIONS REQ'D?	DATE CHECKED	CHECKED BY	PROHIBITION REQ'D?	DATE CHECKED	CHECKED BY	DBS NUMBER	DATE ISSUED	UPDATE SERVICE?	EVIDENCE SEEN	DATE CHECKED	CHECKED BY	DATE OBTAINED	DATE OBTAINED	SAFEGUARDING	P-LEARNING PREVENT	DATE SIGNED	



1. Identification
2. Qualifications
3. Prohibition
4. DBS check
5. Right to work in UK
6. References
7. Training
8. Policies
9. Start date



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Appendix 2

Primary Identity Documents

Current and valid passport

Current UK, Isle of Man, Channel Islands and EEA driving licence photocard (full or provisional)

Original UK, Isle of Man and Channel Islands birth certificate issued within 12 months of the date of birth

UK and Channel Islands adoption certificate

Immigration document, visa or work permit issued by a country outside the EEA

UK and Channel Islands marriage certificate

Utility bill issued within the last three months (gas, electric, council tax)

Bank or Building Society statement dated within the last three months



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Appendix 3

POLICIES ACKNOWLEDGEMENT FORM

In effect: September 20XX until further notice.

I confirm that I have read and understood the content, requirements and expectations of the policies applicable to my role at Educ8 (Luton) Ltd. I have been given access to copies of all relevant policies and understand that I am expected to comply with the requirements and procedures outlined within them.

I understand that if I have any questions or require clarification regarding any of the policies, I should contact the Company Director, Nigel Jones.

Please ensure that you have read the following policies carefully before signing this document:

- ✓ ALLEGATIONS AGAINST STAFF POLICY
- ✓ ANTI-BULLYING POLICY
- ✓ ASSESSMENT AND REPORTING POLICY
- ✓ ATTENDANCE POLICY
- ✓ BEHAVIOUR MANGEMENT POLICY
- ✓ COMPLAINTS POLICY
- ✓ DATA PROTECTION POLICY
- ✓ DISCLOSURE AND BARRING SERVICE AND CENTRAL RECORD POLICY
- ✓ DRUG AND ALCOHOL POLICY
- ✓ EQUAL OPPORTUNITIES POLICY
- ✓ HEALTH AND SAFETY POLICY
- ✓ HOME LEARNING POLICY
- ✓ INTERNET AND EMAIL POLICY
- ✓ LONE WORKER POLICY
- ✓ LOOKED AFTER CHILDREN POLICY
- ✓ LUTON MODEL SAFEGUARDING POLICY
- ✓ MOBILE PHONE POLICY
- ✓ MONITORING, EVALUATION AND PERFORMANCE MANAGEMENT POLICY
- ✓ OFFENSIVE WEAPONS POLICY
- ✓ PHYSICAL RESTRAINT POLICY
- ✓ RISK ASSESSMENT POLICY
- ✓ SAFER RECRUITMENT POLICY
- ✓ SPIRITUAL, MORAL, SOCIAL AND CULTURAL POLICY
- ✓ SPECIAL EDUCATIONAL NEEDS POLICY
- ✓ STAFF CODE OF CONDUCT POLICY
- ✓ STAFF INDUCTION POLICY
- ✓ TRAVEL POLICY
- ✓ WHISTLEBLOWING POLICY



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Name: _____

Signature: _____

Date: _____



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Appendix 4

Applicant Checklist

Date:

Completed By:

SECTION 1 – IDENTIFICATION	
Title	
Forename	
Middle Name	
Surname	
Evidence	
Date Checked	
Home Address	
Telephone No.	
Email Address	
SECTION 2 – QUALIFICATIONS	
SECTION 3 – PROHIBITION FROM TEACHING CHECK	
Date Completed	
SECTION 4 – DBS ENHANCED CHECK	
Date of Issue	
Certificate No.	
SECTION 5 – RIGHT TO WORK IN UK	
Evidence	
SECTION 6 – REFERENCES	



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Referee 1:	
Name	
Job Title	
Organisation	
Date	
Referee 2:	
Name	
Job Title	
Organisation	
Date	
SECTION 7 – SAFEGUARDING	
Date of Safeguarding Training	
Level	
Location	
Date of PREVENT Training	
SECTION 8 – POLICIES	
Policies Acknowledgement Form Signed	
SECTION 9 – EMPLOYMENT	
Start Date	



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

Appendix 5

POSITIVE DBS GUIDANCE - LUTON BOROUGH COUNCIL

When a DBS disclosure reveals information, this will be reviewed confidentially by the Company Director / Safeguarding Lead and Recruiting Manager.

In all cases, a meeting must be held between the Company Director / Recruiting Manager and the applicant, and a risk assessment must be completed. A brief record of the discussion must be made during the meeting. This record must not replicate the DBS certificate but should summarise relevant information disclosed and discussed.

Suggested Questions:

1. Do you dispute the accuracy of the information disclosed?
If yes, the applicant must be advised to contact the DBS.
2. Can you tell me about the offence(s)?
3. How did you feel about them at the time?
4. How do you feel about them now?
5. What has changed to demonstrate that you are no longer a risk?
6. How is your life different now?

Both the applicant and the Company Director / Recruiting Manager must sign the declaration.

The Company Director / Recruiting Manager must then complete the following risk assessment after the meeting.

Points to Consider:

Relevance – whether the conviction or other matter is relevant to the role being applied for

Seriousness – the seriousness of any offence or other matter revealed

Age of offences – the length of time since the offence or other matter occurred

Pattern of behaviour – whether there is a pattern of offending behaviour or other relevant concerns

Changed circumstances – whether the applicant's circumstances have changed since the offending behaviour, the circumstances surrounding the offence and the explanation(s) offered by applicant.



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.
The Company Director / Recruiting Manager must make a decision based on the meeting, risk assessment, and recorded outcome.

If the decision is that the applicant is not suitable, appropriate advice should be sought before confirming the outcome.

All decisions must be clearly recorded and retained securely in line with data protection and DBS Code of Practice requirements

In Strictest Confidence

Risk Assessment for Positive DBS Disclosures

Name of applicant:	Service area/school:
Position applied for:	Headteacher/Head of Service
Date of disclosure:	Tel number:
Disclosure number:	Recruiting Manager:
Repeat DBS check?	Tel number:

Brief note of discussion detailing information contained on disclosure:

(Record a summary of relevant information discussed. Do not copy or retain the DBS certificate itself.)

We confirm that the information noted above is an accurate record of our discussion.



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

I am aware that a copy of my DBS disclosure and this assessment will be sent to our DBS umbrella body in Human Resources at Luton Borough council, where it will be retained in accordance with the DBS Code of Practice.	
Applicant's Signature: 	Company Director / Recruiting Manager Signature:
Date:	Date:

POSITIVE DBS RISK ASSESSMENT

1. Did the applicant inform you about the offences when they applied for the position? • Was a full job/volunteering application completed? • Did applicant complete criminal history section? • Did applicant sign and state all details were correct? • Did applicant declare convictions on DBS application?	
2. Does their account of the offences reflect the information on the disclosure?	
3. Does the applicant agree that information held on the disclosure is correct?	
4. What bearing does it have on his/her suitability to work in the role?	
5. Are there any mitigating circumstances? (i.e., age at the time, when it happened.)	



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

6. Have full references been taken. Has <i>anything</i> else of concern come out of employment references?	
7. If an existing worker - has there been any related work performance issues including any history of workplace allegations?	
8. Any additional comments/details:	

OUTCOME

Positive ☐	Positive Reject ☐ <u>CONTACT HR</u>
Signed	Signed

Authorisation Decision by Head of Service / Divisional Director/ Company Director:

Signed: Date:

Name:

LEAD COUNTER SIGNATORY APPROVAL:

Signed: Date:

(To be kept on HR file)