

## University of Kent DBS Policy and procedures: Students in outreach settings

### Policy

The University of Kent employs current undergraduate and postgraduate student ambassadors to support outreach activities within schools, colleges and community settings. These ambassadors undertake a combination of supervised and regular unsupervised activity.

In order to comply with government policy the University of Kent performs Disclosure and Barring Service checks on all ambassadors.

All schools, colleges and community venues that are in formal partnerships with the University are required to sign a Memorandum of Association which includes the University of Kent DBS policy. Where less formal arrangements exist, the University requests that institutions observe our DBS policy which complies with statutory guidance on the safeguarding of children in education.

By working with the University of Kent the school, college or outreach venue accepts that all visiting ambassadors have undertaken the appropriate safeguarding checks. All student ambassadors are fully screened by the University. Where an offence is disclosed a decision regarding the individual's suitability to work is made on a case-by-case basis following established University procedure.

To avoid contravening legislation and the Data Protection Act 1998 which protects sensitive information including '*the commission or alleged commission of any offence*<sup>1</sup>', the University does not permit schools or colleges to request to view, photocopy or scan the DBS certificate. The University is unable to distribute sensitive information including the disclosure number.

### Procedure

The following outlines our procedure with regard to carrying out DBS checks and the appropriate disclosure of this information to third parties.

1. The students that we employ to work in outreach settings on a regular and unsupervised capacity are all DBS checked.
2. If there is no communication from the University about an individual student the hosting outreach institution can be assured that the individual has been approved for employment.
3. Where a disclosure indicates that a student has a record that **does not** directly involve the safeguarding of children we will take the following steps:
  - 3.1 We will discuss the disclosure with the applicant.
  - 3.2 If they wish to proceed with their application to work in schools we will then gain their consent to share the relevant details of their Disclosure with the Headteacher / Head of programme/provision on a confidential basis.
  - 3.3 The Headteacher/appropriate Head will be asked to use their discretion as to whether they will allow the student to work in their school/other setting. We ask that the decision is put in writing so that the University can maintain an accurate and confidential record.
4. Any student with any recorded offence deemed to relate to the safeguarding of children will NOT be allowed to work in schools, colleges or with vulnerable adults.

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/1998/29/contents>

**Keeping children safe in education: statutory guidance for schools and colleges: September 2016**

The University's policy regarding DBS checks on its student ambassadors complies with statutory advice regarding the use by schools of agency and third-party staff. The guidance states (part 3, point 116) that:

Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform. Where the position requires a barred list check, this must be obtained by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.<sup>2</sup>

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<sup>2</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)