

# The Disclosure and Barring Service Policy Statement

## Introduction

Axcis Education adheres to the DBS Code of Practice which can be viewed on the government's website.

Every contractor accepted for work with Axcis Education must have a current and valid enhanced Disclosure and Barring Service certificate (DBS certificate). This DBS certificate must be valid to the Child workforce. If the contractor is to work with vulnerable adults then it must be valid for the adult workforce.

Every applicant is informed of the requirement for an enhanced disclosure certificate (DBS certificate) in the first vetting conversation, and on the application form which is completed as a mandatory requirement of the registration process.

## Procedures

In line with the requirements of the REC Audited Education accreditation, all DBS certificates are checked every 12 months, via the Update Service, to ensure that the DBS certificate is still current.

We strongly recommend that all contractors have a current subscription with the DBS Update Service.

Axcis Education will accept an enhanced DBS certificate which is valid for the child workforce and adult workforce if applicable as follows:

- Axcis Education has obtained a certificate for you and it will be checked using the Update Service every 12 months from the issue date on the DBS certificate. If an Update Service check cannot be undertaken at the end of the 12 month period from date of issue, a new DBS certificate will need to be obtained.
- Another employer or agency has obtained a certificate for you, and it can be verified by an Update Service check. If an Update Service check cannot be undertaken a new DBS certificate will need to be obtained.

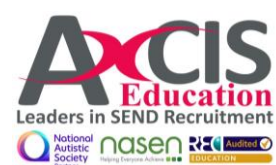
The original of the DBS certificate must be presented at the contractor's registration interview or as soon as they have received it.

DBS certificates become invalid if the contractor has a gap of three months or more in education-based employment. In these circumstances a new disclosure certificate must be obtained if the current certificate cannot be verified by the contractor's subscription to the Update Service.

Axcis Education sights original DBS certificates. A risk assessment is conducted on all DBS certificates which contain information, to ascertain whether or not the contractor is suitable for placement in an education setting. DBS certificates and the information they contain are shared only with those who need to have access to them in the course of their duties and not passed to any third party persons

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not authorised to receive them. Every contractor will be advised to carry the DBS certificate to every assignment to assist the record keeping of clients. Axcis Education recommends that every contractor takes their DBS certificate as well as photo ID to all assignments and will share the date of issue, reference number and any matters of note recorded on the certificate.

As far as possible, Axcis Education will make sure recipients of DBS certificate information do not discriminate against an applicant on the basis of information contained on the certificate. A criminal record will not necessarily be a bar to obtaining a position and applicants can be assured that information contained on the DBS certificate will not be used unfairly. Any matters revealed on the DBS certificate will be discussed with the applicant before full acceptance of registration with Axcis Education. The decision to decline the applicant will be made at senior level and will be handled with the utmost sensitivity. Please see also Axcis Education [Recruitment of Ex-Offenders Policy](#).

DBS certificates are stored securely in each office in accordance with DBS storage policies. The date of issue and unique reference number on the certificates are recorded on Axcis Education's secure database and will appear on the vetting document provided to the client prior to placement. The vetting document confirms all compliance checks carried out on a candidate.

Axcis Education will co-operate with requests from the Disclosure and Barring Service to undertake assurance checks as to the proper use and safekeeping of DBS certificate information and will report to the DBS any suspected malpractice in relation to this Code of Practice.

## Communicating this Policy

- This Policy will be communicated to contractors at their initial induction interview / briefing and thereafter from time to time, as determined appropriate by Axcis Education. This Policy is available on the Axcis Education website and is communicated to all clients.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	020 7580 2956	Use during office hours
Martin Keddie	020 7580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	<a href="mailto:martin@axcis.co.uk">martin@axcis.co.uk</a> <a href="mailto:sara@axcis.co.uk">sara@axcis.co.uk</a>	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 5<sup>th</sup> May 2022

Revision date: Annually

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