



**SZKOŁA PRZEDMIOTÓW OJCZYSTYCH
IM. MIKOŁAJA REJA
MIKOŁAJ REJ POLISH SCHOOL
P.O. BOX 57919, LONDON W4 3RW
REGISTERED CHARITY: 1181738**

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Disclosure and Barring Service (DBS) Procedure

updated November 2019

Parent's association of the Mikolaj Rej Polish School take the safety and wellbeing of its pupils very seriously. Therefore, in line with The Department of Education directive, every individual whether employed, volunteering or a trustee member undergoes a Disclosure Barring Service (DBS) Check.

The role of DBS is to reduce the risk of abuse by ensuring that those who are unsuitable are not able to work with children and vulnerable adults. Those working or involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults will undergo Enhanced checks.

Individuals who work at the school, but who do not work directly with children will undergo the standard check.

The school has appointed the company DDC Ltd (Due Diligence Checking Ltd), UK Company Reg. no. 4466929 as its agent to carry-out the checks.

Process

Joanna Dancewicz, a Trustee is responsible for co-ordinating the DBS process and will be called the DDC co-ordinator in the process below.

The process is as follows:

1. Full name, contact telephone number, email address and date of birth are requested by the DDC co-ordinator from the incumbent;
2. The DDC co-ordinator then sends these details to DDC Ltd;
3. DDC Ltd issues an invoice to Mikolaj Rej school;
4. On receipt of payment, DDC Ltd sends instructions, a username and password to the incumbent;
5. The incumbent enters details of three documents into the system which confirm identification and permanent address;
6. DDC co-ordinator is alerted when DDC Ltd has received the information;
7. DDC co-ordinator checks that the documents submitted to DDC Ltd are genuine through a thorough confirmation procedure;
8. DDC Ltd carry out the DBS check and sends the results to DDC co-ordinator as well as sending the DBS certificate to the incumbent;
9. DDC co-ordinator checks the details on the DBS certificate.

Issues

1. Should the DBS reveal that there are issues relating to the incumbent, they will contact the DDC co-ordinator and provide details of the issue.
2. The DDC co-ordinator will discuss the issue with Head of HR and the Chair.
3. The incumbent will be called for a meeting to discuss the issue.
4. Depending on the issue, the incumbent can either work at the school, or not be offered the position.

Mikolaj Rej school has taken the decision to renew DBS checks every three years.