

Disclosure & Barring Service (DBS) Policy

1. Introduction

Part V of the Police Act 1997, alongside the **Police Act 1997 (Part V) Code of Practice**, provides employers with access to criminal record information to make safer recruitment decisions for positions of trust involving vulnerable groups. This includes Basic, Standard and Enhanced DBS checks.

This policy ensures that Disclosure Information is used properly, fairly and in line with current UK legislation, including the **Rehabilitation of Offenders Act 1974 (Exceptions) Orders 2013–2023, KCSIE 2025** and **DBS Code of Practice**.

This policy applies to:

- Recruitment of all candidates by LTS Group
- Voluntary positions or other roles with access to children, young people, or vulnerable adults
- All LTS Group personnel who handle or have access to Disclosure Information.

2. Purpose

The purpose of this policy is to:

- Assist LTS Group in protecting vulnerable children and adults by making safer recruitment and employment decisions
- Ensure Disclosure Information is used properly, fairly and in compliance with legislation
- Provide assurance to applicants that their information will be handled confidentially and appropriately
- Outline procedures for the storage, access and disposal of Disclosure Information.

3. Basis for Requesting a Disclosure

- All candidates who successfully complete the recruitment process for roles involving regulated activity will be required to obtain an Enhanced DBS certificate
- For roles with children, the certificate must be valid for the Child Workforce. For roles with vulnerable adults, the certificate must cover both Child and Adult Workforce
- All applicants will be informed of the requirement for an Enhanced DBS and subscription to the DBS Update Service
- LTS Group will conduct Update Service checks **every 12 weeks** to ensure the continued validity of DBS certificates
- **Where candidates have prior overseas work with children, an overseas criminal record check will be requested. (Karen, please can you put the proper criteria in here – e.g. have worked out of the country etc etc)**
- LTS Group will accept Enhanced DBS certificates obtained by another employer if the applicant is subscribed to the DBS Update Service and the certificate is current
- Certificates become invalid if there is a **gap of three months or more** in child-related employment (excluding the 6-week summer break), unless the Update Service is maintained.



4. Handling of DBS Checks

- LTS Group uses a certified external provider, Access Personal Checking Services, to process DBS checks
- Any DBS certificate containing cautions, reprimands or convictions triggers a robust risk assessment to determine suitability
- The client school will be informed if there are relevant entries, including issue date, reference number and necessary details, while maintaining confidentiality
- DBS information must only be accessed by authorised personnel and not shared with third parties without consent
- Candidates are encouraged to carry their DBS certificate to each assignment and to show it to the school as appropriate.

Verification of Original DBS Certificate

Original DBS Certificate – Conditional Placement

All candidates must present their original Enhanced DBS certificate to LTS Group's compliance team for in-person verification.

A candidate may be permitted to commence placement before the original DBS certificate has been physically seen, provided that:

- A valid Enhanced DBS certificate has been issued and received
- The certificate has been **verified via a clear digital copy or reference number**
- The candidate is registered on the DBS Update Service,
- A risk assessment has been completed and authorised by Compliance

In such cases, the original DBS certificate must be seen in person within 5 working days of the placement start date.

Failure to present the original DBS certificate within this timeframe will result in:

- Immediate **suspension from placement**, and
- Escalation in line with the DBS Escalation Policy.

Under no circumstances may a candidate continue working without the original DBS certificate being verified in person.

5. Ex-Offenders

- LTS Group ensures that DBS information is not used to unfairly discriminate
- A criminal record does not automatically prevent employment; decisions are made based on relevance to the role
- Any DBS findings are discussed with the candidate prior to final employment decisions
- Decisions to decline a candidate due to DBS information are made at senior management level and are not the responsibility of individual consultants.

6. Confidentiality and Record Keeping

- Disclosure Information is treated as highly confidential



- Certificates and related information are securely stored and disposed of following DBS Code of Practice guidance
- Only those with a legitimate need to know may access this information.

7. Policy Communication and Review

- This policy is communicated to all contractors during their initial interview and registration
 - The policy is reviewed annually or whenever legislation changes
 - The policy is available on the LTS Group website and internal secure systems for staff access.
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This updated policy aligns with:

- Rehabilitation of Offenders Act 1974 (Exceptions Orders 2013–2023)
- Keeping Children Safe in Education (KCSIE) 2025
- DBS Code of Practice 2020
- Working Together to Safeguard Children 2018/23

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POSITION: DIRECTOR

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