

Policy Statement - Disclosure & Barring Service (DBS) Disclosure

BLC International has responsibility to provide a safe learning environment for all students and staff, especially for students under the age of 18 studying with us.

DBS disclosure is used as part of a range of options for assessing the suitability of those who have contact with students under the age of 18.

BLC International makes and obtains decisions based on information provided on DBS disclosures in accordance with the Data Protection Act, GDPR and the DBS Code of Practice.

All people who work for or on behalf of the school and who are likely to have unsupervised access to under-18s at any time should be subject to checks as to their suitability for this type of access.

BLC International obtains an enhanced DBS disclosure for all types of roles that involve 'regulated activity' of a 'specific nature' (e.g., teaching, training, care, or supervision) or in a 'specified place' (e.g., school) with those under 18-year-olds.

These checks will cover Brighton Language College International staff, home-stay providers of accommodation for under-18-year-olds and service providers (e.g., taxi companies, coach/bus companies, tour providers), as part of our commitment to safer recruitment.

Brighton Language College International will exercise its discretion to accept the re-use of a DBS disclosure obtained by another organisation on a case by case and risk-assessed basis (i.e., in conjunction with other evidence presented).

There is no period of validity for a DBS disclosure. Brighton Language College International requires a DBS disclosure that is less than 3 years old from commencement of work date in such circumstances.

BLC International will deduct the fee for the DBS check from the initial pay of a paid employee where required to commence a check.

Brighton Language College International requires service providers to provide written evidence that their staff have undergone satisfactory DBS disclosure within the last 3 years.

BLC International will not hire teachers without a valid DBS disclosure certificate, admin staff who do not have a valid DBS disclosure certificate on appointment will not be permitted to have unsupervised access to under 18s until the certificate is validated.

As part of the hiring process DBS checks are initiated on written acceptance of the position at the college which is under normal circumstances 2 weeks prior to start date thus mitigating the risk.

Homestay providers who are not DBS checked can only host students aged 18+, BLC International asks that DBS checks for hosts are updated on a 3 year cycle and in the scenario that a DBS check has passed the 3 year limit evidence of a new application should be confirmed in writing and students aged under 18 should not be placed with the homestay and a risk assessment should be carried out should there be a situation where under 18s are placed there within a 4 year expiry period.

Brighton Language College International complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS disclosures and disclosure information.

DBS disclosure information is passed only to those who are authorised to receive it.

Information disclosed as part of a DBS check will be treated as confidential.

Brighton Language College International maintains a record of those to whom disclosures or disclosure information has been revealed.

The photocopying of any DBS / CRB Disclosure is strictly forbidden by the DBS.

Brighton Language College International does not keep disclosure information for any longer than is necessary.

Brighton Language College International will keep a record of the date of issue of a disclosure, the name of the subject and the type requested on the password protected Single Central Register.

Non-DBS (Disclosure and Barring Service) staff are not permitted unrestricted access to children to ensure their safety and well-being, maintaining a secure environment free from potential risks.

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GF/LK