

DBS Policy & Procedure

Construction and Plant Assessments LTD are committed to safeguarding learners and staff. Therefore, the following policy and procedures apply:

Any new member of staff will undergo an enhanced DBS check prior to the start of their employment, regardless of the position applied for. Tutors without their DBS check in place, will be required to complete the DBS risk assessment and will be shadowed by a qualified member of staff who have a current up to date DBS in place, up to when the DBS arrives and is received by the DSL, David Russell or DSO, Craig Wordsworth.

Any member of staff, who refuses to submit their DBS information to the centre, will have their employment suspended immediately. From that point, NO contact shall be made with learners or staff until further investigation and outcomes are completed and satisfied.

Tutors/Assessors will undergo a DBS enhanced check, every year which the DBS renew service will be used (organised by umbrella organisation) annually. A staff DBS check could also be subject to an early refresh if there are any concerns or issues raised within the interim period.

Construction and Plant Assessments holds a central register which is monitored quarterly by the DSO, Craig Wordsworth and actioned accordingly.

Construction and Plant Assessments uses the following umbrella organisation to carry out their Enhanced DBS checks:

DBS Services
16 Arden Court
Horbury
Wakefield
West Yorkshire
WG4 5AH
03300577666

DBS application forms must be completed correctly. Proof of identification supplied, then handed to Craig Wordsworth. The ID and information supplied will be verified and then sent to DBS services for the processing of the DBS check. The form reference number is then recorded on the central register against the staff member name. DBS services will then inform Craig Wordsworth/David Russell via e-mail; the DBS reports that have been released. This is identified by numbers only. This will be matched against our central register, then the DBS requested from the staff member. A copy of the DBS report will be obtained and stored securely in the staff development file for 6 months. Information is recorded on single central register. If any members of staff refuse to submit their DBS to the centre the above procedure will apply. Any original DBS checks that are handed into Construction and Plant Assessments will be held no longer than required, up to a maximum term of 6 months.

Craig Wordsworth
Director
01/03/2021