

The Disclosure and Barring Service Policy Statement

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

Every candidate accepted for work with us 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 candidate 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.

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 candidates 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 candidate's registration interview or as soon as they have received it.

DBS certificates become invalid if the candidate has a gap of three months or more in education-based employment (excluding the 6 week summer break for schools). In these circumstances a new disclosure certificate must be obtained if the current certificate cannot be verified by the candidate's subscription to the Update Service.

Axcis sights original DBS certificates. A company risk assessment is conducted on all DBS certificates which contain information, to ascertain whether or not the candidate 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 not authorised to receive them. Every candidate will be advised to carry the DBS certificate to every assignment to assist the record keeping of clients. Axcis recommends that every candidate 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 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

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acceptance of registration with Axcis. The decision to decline the applicant will be made at senior level and will be handled with the utmost sensitivity. 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](#).

Axcis Education will be required to fax a copy of the DBS to the client if the certificate contains any cautions or convictions.

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. Axcis will cooperate 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 or any suspected offences in relation to the misuse of DBS certificate information.

This policy is valid from 15th May 2018

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