**PROPERTY SERVICES GROUP (PSG) DBS AGREEMENT WITH CONTRACTORS ENTERING SHROPSHIRE SCHOOLS**

There is statutory guidance in relation to the safeguarding of children in schools. The Department of Education (DFE) provide a guidance document called Keeping Children Safe in Education (KCSIE) which provides that it is the school’s responsibility to ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check.

In order to be able to work in Shropshire schools, Shropshire Council requires all registered contractors complete this DBS agreement to demonstrate checks have been undertaken by the contractor and its employees.

Contractors and/ or self-employed contractors wishing to register with Shropshire Councils DBS Service can do so by contacting Shropshire Employment Services; [hrcontact@shropshire.gov.uk](mailto:hrcontact@shropshire.gov.uk)

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| --- |
| **Expectations of Contractors with regards to DBS** |
| The contractor must hold their own DBS Record as set out in Appendix A (Notes for completion can be found in Appendix B) to record the date and level of DBS check undertaken by the contractor and all employees of the contractor. This will be inspected by PSG. |
| The contractor will confirm the suitability of any ‘positive’ DBS checks with Shropshire’s Schools HR Team (via PSG) |
| The contractor will notify PSG of any employee of the contractor who is being investigated for any criminal activity whilst in their employment. |
| The contractor must ensure that no employees of the contractor will arrive at school without wearing identification badges which includes their DBS number. (Schools can refuse to allow any Contractor on site that are not displaying this identification badge). |
| The contractor signs the DBS Record at given intervals to confirm the data on the DBS record is correct. |

I agree to Shropshire Council’s PSG DBS Agreement and will provide on inspection a DBS Record to demonstrate DBS checks undertaken by *name of contractor*……………………….on behalf of its employees.

Signed ………………………………………………………………….Date……………

APPENDIX A

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DBS RECORD FOR CONTRACTORS WORKING IN SHROPSHIRE SCHOOLS** | | | | | |
| **CONTRACTORS NAME:**  **CONTRACTORS ADDRESS:** | | | | | |
| **A** | **B** | **C** | **D** | **E** | **F** |
| Name of contractor  Employee | Date DBS Enhanced check | Date DBS Enhanced check issued **with**  barred list check | DBS number | Date contractor approved positive disclosure with Schools HR contact –include name of HR contact. | The Employee has been continuously employed since the DBS issue date Y/N  or if casual when they last worked in Shropshire schools –include name of school |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

This schedule will need to be kept up to date by the contractor and a revised copy sent to [contractorslist@shropshire.gov.uk](mailto:contractorslist@shropshire.gov.uk) when new members of staff are added or there has been a change in circumstance. Failure to do so will mean you will be excluded from working on school sites.

APPENDIX B

Notes to completing the DBS Record for Contractors Working in Schools

**A:** Complete full name of the contractor or the employee of contractor who will work in school

**B & C:** There are 2 types of criminal record check for schools; **Enhanced** and **Enhanced with children or adults barred list check**. The differences in these checks is explained below. Complete the date the relevant check is issued.

**B**: An **Enhanced check** looks at Police National Computer records **plus** other information held by the police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate. Contractors are most likely to have this check as they will not be considered by the school to be working in regulated activity \***see regulated activity definition below.**

**C:** An **Enhanced check with barred list** **check** involves a check of the Police National Computer records plus other information held by police plus check of the DBS Children’s Barred List plus check of the DBS Adults’ Barred List. This check will only be necessary if the school decide that the contractors work has or is likely to involve them working in **regulated activity\*.** This will be the school’s decision.

**D**: Complete the **Enhanced DBS** or **Enhanced DBS with barred list check** number here.

**E**: where an **Enhanced DBS** or **Enhanced DBS with barred list check** is ‘positive’ (in that it contains a caution, conviction or other information that may inhibit the applicant form working with children) the contractor should discuss the information with the Council’s Schools HR Team. Please contact [steve.carpenter@shropshire.gov.uk](mailto:steve.carpenter@shropshire.gov.uk) in PSG who will direct the contractor to a Schools HR Business Partner. Contractors do not need to share any personal information (e.g. name) only the conviction in order to establish the contractor’s suitability.

**F**: Shropshire Council’s policy is that the DBS check becomes void if allowed to elapse. **A new DBS check will be necessary if the employee has not been continuously employed by the contractor within the last 3 months or if employed on a casual basis, has not been in a Shropshire school within the last 3 months.** The contractor should record the name of the school and last date of work in that school in this column.

\****Regulated Activity Definition***

*In terms of contractors, regulated activity would include working for limited range of establishments (schools) with the opportunity for contact with children, but not including work done by supervised volunteers; and done regularly. The safeguarding Vulnerable Groups Act 2006, provides that the type of wok referred to will be regulated activity ‘if it is carried out frequently by the same person’ or if the ‘period condition is satisfied; The period condition is satisfied if the person carrying out the activity does so at any time on more than 3 days in a period of 30 days and, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children. ‘Frequency’ is not defined in the act but the guidance ‘Regulated Activity in relation to Children; scope describes ‘frequency’ as doing something once a week or more.*

*In considering whether the contract is regular, it is irrelevant whether the contractor works on a single site or across a number of sites. Ultimately schools have the responsibility in deciding if the work (and location in school) will be supervised and to what extent there will be opportunity for contact with children. Further advice can be sought from Schools HR Business Partner/Officer.*