



# THE PORTSMOUTH GRAMMAR SCHOOL

## The Disclosure and Barring Service (DBS) Procedure and Pre-Employment Checks

In order to ensure the safety and security of all pupils at the school, all employees are registered for Enhanced Status with the Disclosure and Barring Service. The school seeks to obtain this status for employees with the minimum amount of paperwork and effort.

Accordingly, all those summoned for interview will be asked to bring with them their **passport, photo and counterpart driving licence** and confirmation of their **National Insurance number**, documentary proof to support any change of name, and at least two documents from the following list which confirm their current address, and a document to confirm their address history for the previous five years:

- Recent bank statement – this cannot be an internet statement
- Recent mortgage statement – issued within the last 12 months
- Recent credit card statement – less than 3 months old
- Current Council Tax bill – issued within the last 12 months
- Recent utility bill (not mobile phone) – less than 3 months old

The documents must be from different sources, e.g. one bank statement and one Council Tax bill, **not** one bank statement and one credit card statement from the same provider.

Photocopies of these documents will be retained by the school only so that clearance of the successful applicant can take place without further travel or postage of irreplaceable documents. The papers of all unsuccessful candidates will be shredded.

The DBS has a website explaining its rationale and procedures and this can be found at <https://www.gov.uk/disclosure-barring-service-check>

In light of the Government's decision to reconsider the ISA Vetting and Barring Scheme, applicants should refer to the guidance on the completion of the revised DBS application form that can be found at the DBS webpage.

In common with other schools, and as a general policy, offers of permanent positions at PGS must always be conditional in the first instance, dependent on receipt of satisfactory references, verification of identity and qualifications, DBS and any other appropriate legal checks, and verification of medical fitness (as required by DFES Circular 4/99 for teaching staff). If appropriate, checks may be sought from other countries in accordance with DBS guidelines. In the interests of all parties, not least the candidates themselves, PGS attempts to carry out the majority of these checks prior to any offer being made.

Candidates will be asked to provide evidence of permission to work in the UK in accordance with government guidelines. : <https://www.gov.uk/check-an-employees-right-to-work-documents>.

<b>Disclosure and Barring Service (DBS) and Pre-Employment Checks</b>	
<b>Internal</b>	External
<b>Report:</b>	Safeguarding and Pastoral Report
<b>Approval Body:</b>	SMT
<b>Date Revised:</b>	05.06.15
<b>Date Reviewed:</b>	06.10.15
<b>Date Approved:</b>	01.12.15
<b>Review Schedule:</b>	Annually
<b>Next Review Due:</b>	Autumn Term 2016