



DBS Checks and the use of the Update Service Policy

REVIEWED: September 2024
DATE OF NEXT REVIEW : September 2025

- An Enhanced DBS is taken out before any assignment begins
- All DBS that are undertaken by Bay Resourcing are Enhanced.
- When a work seeker registers with already has a DBS check and is subscribed to the Update Service, we first confirm its originality, whether it is Enhanced and whether it has been undertaken for a Child Workforce, we will then seek permission to obtain this check.
- If a work seeker registers with us who already had a DBS but is not subscribed to the update service we will undertake a new DBS as we are unable to verify.
- We undertake repeat DBS status checks every three months or as required. Copies of these are recorded.
- A signed consent form is obtained from the individual and is recorded before a status check is undertaken.
- If the worker has any convictions or cautions, we will ensure the client school is able to view a copy of the DBS.
- We will not place a worker in an assignment while the DBS is in progress.
- If information becomes unsuitable, we will remove the worker from the assignment and inform the client immediately.
- If a worker applies to us who has been barred from working with children, we will immediately make a referral to the DBS.