

Disclosure and Barring Service Policy Statement

Axcis Education adheres to the DBS Code of Practice which can be viewed at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/143662/cop.pdf

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 both the Child and Adult Workforces. 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. DBS certificates obtained by Axcis will be deemed to have expired 3 years from the date of issue on the certificate. At the conclusion of this three year period, those candidates who work consistently with the company will be asked to obtain a new DBS certificate, unless the current status of the certificate can be verified by the applicant's current and valid subscription to the Update Service. Axcis will accept an enhanced DBS certificate which is valid for the child and adult workforce and which has been obtained for the candidate by another agency or employers if:

- the applicant has subscribed to the Update Service and the date of the disclosure certificate matches the date of issue stated on the Update Service check, OR
- the disclosure certificate was issued within 6 months of the candidate's registration interview with Axcis AND the candidate has a school-based reference for work within the past three months

The original of the DBS certificate must be presented at the candidate's registration interview. These DBS certificates will be deemed to have expired three years from the date of issue on the certificate, unless the candidate has a current and subscription to the Update Service. 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 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. DBS certificates are stored securely in each office in accordance with DBS storage policies, and may now be kept for up to 3 years. The date of issue and unique reference number for DBS certificates are recorded on the secure database. Axcis will co-operate 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.