



ISTD Voluntary DBS Scheme

- **Scheme Policies**
- **Participation**
- **ISTD Conditions for Participation**

Nowadays it is vitally important that teachers are able to demonstrate that they are cleared to work with children. Not only that, but legally teachers must ensure that any staff employed are fit to work with children and many members working within the state education system, or renting local authority or church premises, have requested the facility of being checked through the Disclosure and Barring Service (DBS).

The clear message from teachers and principals is that child protection is a serious issue and they would like to go through the DBS checking process, ideally with some form of displayable document to recognise the fact.

The ISTD has partnered with Due Diligence Checking (DDC), a DBS Registered Umbrella Body, and has recently launched the ISTD Criminal Records Bureau Vetting Scheme.

Under the scheme the ISTD will act as a regulator and ask the exempted questions, so direct participants need to be ISTD members. However, non-members e.g. volunteer helpers, musicians, indeed anybody who, in the course of their paid or unpaid work with member schools will come into contact with children can still be checked via the schools.

All participants will be required to obtain a Disclosure through DDC and, subject to this being satisfactory, the ISTD will issue a certificate to members (only) to verify that the process has been undertaken. Non ISTD members will be checked on behalf of the associated school, who will decide if they are suitable.

Whilst the Disclosure document itself cannot be publicly displayed, the ISTD certificate can, in the same way that a teaching qualification can. However, unlike a qualification, because the DBS can only check the records as they stand at the time they issue the Disclosure, the scheme requires that the checks are re-run every 3 years at which time the ISTD certificate will be replaced.

Participation in the scheme is voluntary, schools who teach under 18's are strongly encouraged to participate.

Scheme Policies

The ISTD have formal policies to support the scheme which undertake:

- not to treat unfairly any applicant who does have any criminal convictions (these do not include motoring offences other than "Driving with Excess Alcohol" and "Causing Death by Dangerous Driving")
- to assess the relevance and seriousness of any convictions in the context of the applicant's role. Applicants with convictions will need to provide an independent risk assessment from a recognised, independent and professionally qualified body.

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- to ensure that any Disclosure information is only seen by those who need to for the running of the scheme.
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Participation

ISTD members wishing to participate in the scheme should provide their name, address and telephone number to DDC on:

tel 0845 644 3298

fax 0845 644 3299

email ISTD@ddc.uk.net

DDC will supply application forms for both the ISTD scheme and a Disclosure. These should be completed and be returned, with the required documentation, to DDC (envelope provided) enclosing payment as specified by DDC. A VAT receipt will be included when the documentation is returned within 48 hours.

When the process is complete the ISTD will issue up to 5 copies of the certificate (for those that work in multiple locations) based on the number requested on the ISTD application form. These will be invoiced separately at £5.00 each plus VAT (price from 1st April 2014).

Schools wishing to check non-ISTD members will need to open a separate account with DDC (free) and where these are volunteer helpers the fee is reduced.

ISTD Conditions for Participation

Applicants must agree to:

- Notify the ISTD in the event that they are charged with any criminal offence subsequent to the issue of the DBS Disclosure.
- Notify the ISTD in the event that they are the subject of any report made under the Protection of Children Act 2000 and submitted after the issue date of the Disclosure.
- Co-operate fully in the ISTD's process for evaluating the seriousness and relevance of any information shown on the Disclosure.
- Permit the ISTD to retain on file any relevant information about them needed to operate the scheme and any information that may be required to assess their suitability to participate in it, subject to such information being known to the participant and accessible by them.
- Re-new their membership of the scheme every 36 months or sooner at the specific request of the ISTD.
- Return upon request all certificates issued by the ISTD.