DBS (DISCLOSURE AND BARRING SERVICE) GUIDANCE

Policy Owner: Head Office
Applies to: All staff, examiners, committee members, contractors and any individual working on behalf of I-PATH
Review Cycle: Annual or following legislative or regulatory change

1. Purpose

This guidance sets out how International Performing Arts & Theatre Limited (I-PATH) ensures that individuals working on its behalf are appropriately vetted through the Disclosure and Barring Service (DBS).

It ensures that:

- safeguarding of children and vulnerable adults is prioritised
- I-PATH meets its safeguarding and governance responsibilities
- assessment integrity and public confidence are protected
- arrangements are consistent, auditable and proportionate
- requirements align with Ofqual expectations and I-PATH safeguarding policies

2. Who Requires a DBS Check

An Enhanced DBS Disclosure is mandatory for all individuals who:

- act as I-PATH Examiners
- are employed by or contracted to I-PATH
- undertake roles involving contact with learners or access to sensitive learner information
- hold governance or oversight roles where safeguarding risk may arise

There are no exemptions from this requirement.

3. DBS Update Service Requirement

All DBS Disclosures must:

- be registered with the DBS Update Service, and
- remain active and current for the duration of engagement with I-PATH

This allows I-PATH to:

- carry out ongoing status checks
- ensure continuous safeguarding assurance
- meet audit and awarding organisation requirements

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Failure to maintain Update Service registration may result in suspension of duties until compliance is restored.

4. Obtaining a DBS Check

4.1 Applying Independently

Individuals may obtain an Enhanced DBS Disclosure independently, provided that:

- it is at the correct level (Enhanced)
- it is registered with the DBS Update Service
- details are provided to I-PATH as set out in Section 5

4.2 DBS Applications via I-PATH

I-PATH can apply for an Enhanced DBS Disclosure on behalf of staff, examiners or contractors, at a cost payable by the individual (unless otherwise agreed).

I-PATH uses an approved umbrella body to process applications securely and efficiently.

5. Information Required by I-PATH

For safeguarding, audit and compliance purposes, all individuals must ensure that Head Office holds the following information:

- DBS Certificate Number
- Date of Birth
- Legal Surname (as it appears on the DBS certificate)
- Confirmation of DBS Update Service registration

This information is recorded securely as part of I-PATH's Single Central Record.

6. Single Central Record

I-PATH maintains a Single Central Record which:

- records DBS details for all relevant individuals
- is stored securely in line with data protection requirements
- is reviewed regularly
- is made available to awarding organisations during annual audit and monitoring

I-PATH does not retain copies of DBS certificates unless legally required.

7. Timing and Compliance

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- DBS checks must be completed before any duties commence
- Where a role is offered subject to checks, engagement is conditional upon:
    - receipt of DBS details, and
    - confirmation of Update Service registration

Individuals must notify Head Office immediately if:

- their DBS status changes
- they are removed from the Update Service
- new information becomes known that may affect safeguarding suitability

8. Positive Disclosures

Where a DBS Disclosure contains information:

- the matter will be reviewed confidentially by senior management
- decisions will be made on a case-by-case basis
- relevance, seriousness and safeguarding risk will be considered
- outcomes will be documented

A positive disclosure does not automatically result in exclusion but may affect eligibility for certain roles.

9. Data Protection and Confidentiality

I-PATH:

- processes DBS information in accordance with data protection legislation
- restricts access to authorised personnel only
- uses DBS data solely for safeguarding and compliance purposes

10. Failure to Comply

Failure to comply with this guidance may result in:

- suspension of duties
- withdrawal of examiner or staff status
- termination of contract or engagement

11. Related Policies

This guidance should be read alongside:

- Safeguarding Policy
- Examiner Policy
- Code of Professional Standards and Conduct
- Cyber Security Policy

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- Data Protection Policy

12. Appendix

DBS Disclosure - Standard Letter

Date: [Insert date]

Dear Colleague,

As part of our safeguarding and quality assurance arrangements, International Performing Arts & Theatre Limited (I-PATH) requires all staff, examiners and individuals working on our behalf to hold a current Enhanced DBS Disclosure, registered with the DBS Update Service.

This requirement supports our safeguarding responsibilities and ensures compliance with regulatory and awarding organisation expectations. What you need to do

You have two options:

Option 1 - Existing DBS

If you already hold an Enhanced DBS Disclosure registered with the DBS Update Service, please provide Head Office with:

- your DBS Certificate Number
- your date of birth
- your legal surname (as shown on the certificate)

Option 2 - DBS Application via I-PATH

If you do not currently hold a suitable DBS Disclosure, I-PATH can apply on your behalf using our approved DBS umbrella provider (a fee applies).

The process is as follows:

1. Provide consent for I-PATH to share your details with the DBS provider
2. Complete the online application when contacted
3. Provide required identification documents
4. Pay the applicable fee
5. Register the completed DBS Disclosure with the DBS Update Service
6. Provide I-PATH with your DBS Certificate Number

Important information

- Engagement with I-PATH is conditional upon DBS compliance
- Duties must not commence until checks are complete
- DBS details are recorded securely within I-PATH's Single Central Record

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If you have any questions or need support, please contact Head Office as soon as possible.

Thank you for your cooperation in helping us maintain the highest safeguarding standards.

Kind regards,
International Performing Arts & Theatre Limited

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