

TITLE	REF	VERSION
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This is to ensure that staff are not left alone with students to minimise any risk of potentially harmful situations (or accusations). This means that a third party must be present.

Portability

Portability refers to the re-use of a DBS check (Disclosure), obtained for a position in one organisation and later used for a position in another organisation. Activate Learning does not facilitate portability unless the applicant is subscribed to the DBS update service, and the check is at the same level and workforce as the one they are being appointed to.

Payment for Disclosure Information

The costs of the required Enhanced DBS checks will be met by Activate Learning.

Retaining information

order to verify gaps in employment. If the candidate is not currently working with children then the second reference must be from the relevant employer from the last time the applicant worked with children, if applicable.

Where most recent employment term exceeds 5 years or there is no previous employer or educational referee to which a reference can be made character references may be considered. If it is not possible to obtain 2 references, a missing references risk assessment will be completed and retained on the employee file.

Referees will be approached once an offer of employment has been made and accepted.

References

- Keeping Children Safe in Education, updated September 2022
- Equality and Diversity Act 2010
- Local safeguarding children's board advice and guidance
- Health and Safety Act
- Prevent agenda
- Education Act 1996
- Safeguarding and Child Protection Policy
- Recruitment **Policy**