

University of Kent DBS Policy and Procedures : Working with Schools and Colleges

Policy

The University of Kent employs current undergraduate and postgraduate student ambassadors to support activities within schools, colleges and community settings. These ambassadors undertake a combination of supervised and regular unsupervised activity.

In order to comply with government policy, the University of Kent performs the following checks on all employed ambassadors and members of staff within the Outreach and Schools & Colleges Teams:

- An enhanced DBS check¹
- A barred list check
- An identity check
- A right to work in the UK check

Please note that we cannot guarantee this process has been undertaken for the wider University community.

All schools that are in formal partnerships with the University are required to sign an Outreach Agreement which includes the University of Kent DBS policy. Where less formal arrangements exist, The University requests that institutions observe our DBS policy which complies with statutory guidance on the safeguarding of children in education.

By working with the University of Kent Outreach and Schools & Colleges Teams, the school, college or community venue accepts that all visiting ambassadors and staff members from these teams have undertaken the appropriate safeguarding checks.

All student ambassadors and Outreach and Schools & Colleges Teams staff are fully screened by the University, as a condition of employment. Where an offence is disclosed a decision regarding the individual's suitability to work is made on a case-by-case basis following established University procedure.

In line with legislation and the Data Protection Act 2018 which protects sensitive information including '*the commission or alleged commission of an offence by an individual*²', the University does not permit schools or colleges to request to view, photocopy or scan the DBS certificate. The University is unable to distribute sensitive information including the disclosure number.

Procedure

The following outlines our procedure with regard to carrying out DBS checks for Student Ambassadors and the appropriate disclosure of this information to third parties.

1. The students that we employ to work in school/college/community settings on a regular and unsupervised capacity are all DBS checked.
2. If there is no communication from the University about an individual student, the hosting institution can be assured that the individual has been approved for employment.
3. Where a disclosure indicates that a student has a record that **does not** directly involve the safeguarding of children we will take the following steps:

3.1 We will discuss the disclosure with the applicant.

3.2 If they wish to proceed with their application to work in schools/colleges we will then gain their

¹ Please note, for international ambassadors, DBS checks only cover their time in the UK

² http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf (p.52)

consent to share the relevant details of their Disclosure with the Headteacher / Head of programme/provision on a confidential basis.

3.3 The Headteacher/appropriate Head will be asked to use their discretion as to whether they will allow the student to work in their school/other setting. We ask that the decision is put in writing so that the University can maintain an accurate and confidential record.

4. Any student with any recorded offence deemed to relate to the safeguarding of children will **not** be allowed to work in schools, colleges or with vulnerable adults.

Keeping children safe in education 2025: statutory guidance for schools and colleges

The University's policy regarding DBS checks on its student ambassadors and Outreach & Widening Participation staff complies with statutory advice regarding visitors to a school/college in a professional capacity. The guidance (part 3, point 306, p.83) states that:

For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances³.

³ [Keeping children safe in education 2025](#)