

Safeguarding in Outreach Settings: Disclosure and Barring Service (DBS) Guidance and Procedures:

Summary of key points

- As part of their induction to the role, all student ambassadors have appropriate safeguarding training and hold a QMUL safeguarding certificate
- In most instances, our student ambassadors delivering outreach activities must be supervised. The only exceptions to this are when;
 - Queen Mary have provided a school or college with written confirmation that the ambassador has undertaken a DBS check and agreed to an ambassador working in an unsupervised capacity
 - Queen Mary is delivering a structured outreach activity, without the supervision of a school or college staff member
- Under ordinary circumstances, the University is unable to distribute sensitive information about any DBS check including the disclosure number. Exceptions apply in the event a DBS certificate has disclosed any matter or information.

Introduction

Queen Mary employs current undergraduate and postgraduate student ambassadors to support outreach activities within schools, colleges and community settings. Student Ambassadors may undertake a combination of supervised and regulated unsupervised activity*.

In order to comply with government policy, school, college or community group, staff within the outreach setting **must** supervise Student Ambassadors, unless previously agreed, in writing with Queen Mary staff. Queen Mary will only agree to Student Ambassadors working in unsupervised regulated activity once the ambassador has undertaken appropriate safeguarding checks in the form of an enhanced Disclosure and Barring Check.

Ordinarily, Queen Mary will only perform Disclosure and Barring Service checks on Student Ambassadors who:

- support online mentoring
- support summer schools (both residential and non-residential)
- support specific outreach programmes that would constitute regulated activity
- have been successfully appointed as a Band B or Band C Delivery Ambassador, and undertaken appropriate training to support them to deliver regulated activity.

All student ambassadors, regardless of whether they have been subject to a DBS check will have undertaken appropriate safeguarding training and hold a QMUL safeguarding certificate prior to starting work.

For all activity bookings, we request that institutions observe this DBS guidance, which complies with statutory guidance on the safeguarding of children in education.

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*¹', the University does not permit schools or colleges to request to view, photocopy or scan the DBS certificate, unless otherwise agreed in line with the

¹http://www.legislation.gov.uk/ukpga/2018/12/pdfs/ukpga_20180012_en.pdf

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procedure outline below. The University is also unable to routinely distribute sensitive information including the disclosure number.

Where we have agreed to Student Ambassadors engaging in unsupervised regulated activity, we will supply written confirmation of the names of the ambassadors who are due to work so that schools are in a position to check their identity on arrival. To further support identity checking, ambassadors will carry a Queen Mary lanyard and Student ID with them.

Procedure

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

1. In order for student ambassadors to engage in unsupervised activity, permission must be obtained in writing from Queen Mary. The school must write to Queen Mary to request this process, six weeks in advance of the visit.
2. When agreed, students that we employ to work in outreach settings on regulated activity, will all be subject to a DBS check.
3. Where a disclosure indicates that a student has a criminal record or disclosed any other matter or information that does not directly involve the safeguarding of children or vulnerable adults we will take the following steps:
 - a. We will discuss the disclosure with Queen Mary's HR department;
 - b. We will discuss the disclosure with the applicant;
 - c. If the student wishes to proceed with their application to work in schools or colleges, they do so on the basis that they agree to:
 - i. Queen Mary sharing the relevant details of their disclosure with the Headteacher / Head of programme/provision on a confidential basis
 - ii. Provide the school or college with a copy of their DBS form prior to the arrival for the purposes of recording on the Single Central Record
 - d. 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. Where a disclosure indicates that a student has a recorded offence deemed to relate to the safeguarding of children, we will discuss this with Queen Mary's Human Resources department, and the individual.
5. Should a student have any recorded offence that is directly relating to safeguarding of children or vulnerable adults, the individual will NOT be allowed to work in schools, colleges or with vulnerable adults.

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**Keeping children safe in education: statutory guidance for schools and colleges:
September 2023**

The guidance regarding DBS checks on student ambassadors complies with statutory advice regarding the use by schools and colleges of agency and third-party staff. The guidance states (part 3, point 286-271) that:

Schools and colleges must obtain written notification from any agency, or third party organisation, that they have carried out the same checks as the school or college would otherwise perform on any individual who will be working at the school or college (or who will be providing education on the school or college's behalf, including through online delivery) In respect of the enhanced DBS check, schools and colleges must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school or college must obtain a copy of the certificate from the agency.

Where the position requires a children's barred list check, this must be obtained by the agency or third party by obtaining an enhanced DBS certificate with children's barred list information, prior to appointing the individual.

The school or college should also check that the person presenting themselves for work is the same person on whom the checks have been made.

***Regulated activity**

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Regulated activity includes teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children if "it is carried out frequently by the same person" or if "the period condition is satisfied".

Paragraph 10 of Schedule 4 to this Act says the "period condition" is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children.