**Property Services Group (PSG) Disclosure & Barring Service (DBS) Contractors Agreement**

PSG require all registered contractors to complete this DBS agreement to demonstrate that appropriate checks have been undertaken by the contractor and its employees. This will then allow them to undertake work within all Shropshire Council establishments including Children’s homes, Adult Social Care establishments and schools/academies.

The Department of Education (DfE) provide a statutory document called Keeping Children Safe in Education (KCSIE) which provides school’s with responsibilities for checking contractors, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check.

The DBS also provides additional advice to employers to help determine the level of DBS check required. This is centred around the contractor’s contract with children, how well the area of work be can be safely cordoned off for children’s protection and the frequency of work carried out.

The highest level of check recommend by the DBS for contractors is an enhanced check (without barred list check). This is where it is determined the contractor will have contact with children as a consequence of their role or it is not clear or possible to determine if the area can be safely cordoned off to ensure there is no incidental contact with children, or the contractor is expected to work for more than 3 days or more on a 30 day period across one or more schools.

This agreement requires all contractors to undertake an enhanced DBS check (without barred list check) as a minimum given that the factors determining the level of check may change with each assignment.

Contractors and/ or self-employed contractors wishing to register with Shropshire Council’s DBS Service can do so by contacting Shropshire Employment Services; hrcontact@shropshire.gov.uk

Contractors should complete box A below and then sign the declaration in box B.

|  |  |  |
| --- | --- | --- |
| **BOX A** | **What are the expectations of contractors with regards to this Contractors DBS Agreement?** | **Tick** |
| **1** | The contractor has agreed with the terms of the PSG Contractors DBS agreement (if unsure they can discuss work arrangements with the PSG team (Helen Hale 01743 281096, helen.hale@shropshire.gov.uk)  |  |
| **2** | The contractor will consider the Council’s DBS Service where they are unable to arrange for a contractor to be checked in accordance with this agreement. hrcontact@shropshire.gov.uk  |  |
| **3** | The contractor must evidence they hold the required level of DBS check and record this for PSG as set out in Appendix A (Notes for completion can be found in Appendix B)  |  |
| **4** | The contractor will confirm the suitability of any ‘positive’ DBS checks with Shropshire’s Schools HR Team (via Premises Services). This is where the DBS certificate details any cautions and convictions or other information that may inhibit the applicant from working with children.  |  |
| **5** | The contractor will notify PSG if any employee of the contractor is being investigated for criminal activity whilst in their employment.  |  |
| **6** | The contractor will ensure that the DBS remains valid. Shropshire Council’s policy is that the DBS check remains valid as long as the contractor remains in employment with the contractor. For independent contractors, a new DBS check will be necessary if the contractor has not been into any Shropshire schools within a period of more than 3 months since the last visit. The contractor can discuss the validity of the latest DBS checks with Shropshire Council if they are unsure whether a new check is necessary. Please call Helen Hale 01743 281096 |  |
| **7** | The contractor must ensure that no employees of the contractor arrives at a Shropshire School without wearing an identification badge. (Schools can refuse to allow any contractor on site who are not displaying this identification badge).  |  |
| **8** | The contractor signs the DBS Record at given intervals to confirm the data on the DBS record is correct.  |  |

|  |  |
| --- | --- |
| **BOX****B** | I, ( *name of Contractor* ……………………….agree on behalf of all employees working for the contractor to adhere to Shropshire Council’s PSG DBS Contractors Agreement. I will provide on inspection a DBS Record to demonstrate appropriate DBS checks have been undertaken and refreshed as necessary.  |
| Signed ………………………………………………………….Date…………… |

**APPENDIX A**

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| **SHROPSHIRE COUNCIL PSG DBS CONTRACTORS AGREEMENT** **CRIMINAL CHECK RECORD**  |
| **CONTRACTORS NAME:****CONTRACTORS ADDRESS:****DATE FORM LAST CHECKED:**  |
| **A** | **B** | **C** | **D** | **E** |
| Name of contractoremployee | Date **Enhanced DBS check without**  barred list check carried out | DBS certificate number | Date contractor approved positive disclosure with Schools HR contact –include name of HR contact. | Date independent contractor last worked in Shropshire schools –include name of school |
|  |  |  |  |  |
|  |  |  |  |  |

**APPENDIX B**

Notes to completing the Shropshire Council PSG DBS Contractors Agreement

Criminal Check Record

Complete:

**CONTRACTORS NAME:**

**CONTRACTORS ADDRESS:**

**DATE FORM LAST CHECKED:** we recommend this is every 3 months.

**A:** Complete full name of the employee or independent contractor who will work in school(s), children’s homes and /or adult services establishments.

**B:**Complete the date that the **Enhanced DBS** (without children or adults barred list check) was carried out. (An Enhanced DBS check (without barred list check) looks at Police National Computer records plus other information held by the police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate).

**C**: Complete the **DBS** certificate number here.

**D:** Where **DBS** certificate is ‘positive’ (in that it contains a caution, conviction or other information that may inhibit the applicant from working with children) the contractor should discuss the information with the Council’s Schools HR Team. Please contact Helen Hale on 01743 281096 in PSG who will direct the contractor to a Schools HR Business Partner. Contractors do not need to share any personal information (e.g. name) only the conviction in order to establish the contractor’s suitability.

**E**: Shropshire Council’s policy is that the DBS check remain valid so long as the contractor remains in employment with the contractor. For independent contractors, a new DBS check will be necessary if the contractor has not been into any Shropshire schools within a period of more than 3 months since the last visit. The contractor can discuss the validity of the latest DBS checks with PSG Helen Hale on 01743 281096. In this column the contractor should also record the name of the school worked and the last date of work in that school.