



Enhanced Disclosure and Barring Service (DBS) Policy for Mulberry Academy Shoreditch

Approval Body:	Mulberry Academy Shoreditch
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Review Date:	Spring Term 2027
Status:	Approved
Policy Version:	4

Version	Reviewed	Changes since last version
1		Existing
2	May 2024	No updates, part of annual review
3	May 2025	Melissa Gibson, Principal
4	May 2026	No updates, part of annual review

Our safeguarding practices and procedures are essential to the well-being of all of our students and we pride ourselves on the rigour of our checking procedures and the quality of our Single Central Record. We continuously review all of the aspects of safeguarding in Mulberry.

As you are all aware, an enhanced DBS disclosure is only accurate up to the date on which it is issued. For that reason, it was asked that all staff renew their Disclosures on a three-yearly basis. This requires all staff to provide the requisite forms of identification and complete a DBS form on-line. The process is time-consuming for everyone concerned.

From September 2020, we adopted a new approach.

- (1) We will ask you to sign an annual declaration that there has been no change to the information contained on your current enhanced DBS.
- (2) To ensure that we are fully safeguarding compliant, we shall combine this annual declaration process with a randomised selection of staff who will be expected to complete an on-line disclosure.
- (3) All new staff will be asked to join the DBS checking service and the cost will be reimbursed by the school.
- (4) Finally, I ask you to remember that if there is any change to the information contained in the DBS declaration after you have received it, you must notify the Principal immediately with the nature of the change. A failure on your part to declare any change in the information to the Principal will be treated as very serious and may be dealt with via the school's disciplinary procedure. This has always been an implicit requirement for all staff working in schools, but we are now making it explicit as an indication of our policy of thoroughness in safeguarding.
- (5) I am sure you will all understand our reasons for making this change and am grateful for your understanding and co-operation. If you have any concerns please do you raise them with me.

Melissa Gibson
Principal

May 2026