



## **Disclosure and Barring Service Checks (DBS) Policy (Students, NQNs and Norlanders)**

### **1. Introduction**

In order to be placed through Norland Agency, Norlanders must have an up to date (less than 3 years old) \*enhanced (childcare workforce) DBS check and preferably be a subscriber to the DBS Update Service.

Students must have an enhanced DBS check at the start of their degree course and Newly Qualified Nannies (NQNs) must have an enhanced DBS check at the end of their degree course before going out into their NQN role.

### **2. POLICY**

#### **2.1. How checks are made**

Norland Agency staff can make a DBS check through an approved third-party provider, on behalf of the Norlander. Norlanders can choose to arrange this check independently with another third-party provider should they wish.

Norland students and NQNs obtain DBS checks through the Admissions or NQN teams at Norland who use an approved third party, to process the checks.

#### **2.2. If a criminal record appears on your disclosure**

Norland takes any criminal record seriously and will consider each case individually. When a disclosure is made, the following process will be followed:

- **Student/NQN** - The Vice Principal will be notified of the disclosure and the Fitness to Practice process will be followed. A thorough consideration of the criminal record will be undertaken and a decision made as to whether the student/ NQN can continue working with children as a student or NQN. Advice may be sought from appropriate authorities, for example OFSTED or safeguarding experts within the local authority.
- **Norlander** - The Vice Principal will be notified of the disclosure and the Cause for Action Process will be followed. Advice may be sought from appropriate authorities, for example OFSTED or safeguarding experts within the local authority.

A thorough consideration of the criminal record will be undertaken and a decision made as to whether the Norlander can be placed through Norland Agency and/or is fit to practice.

The outcome of these processes will lead to one of the following decisions:



- whether the student / NQN can continue with their studies and, if so, how the criminal record will be notified to placements or NQN families.
- whether the Norlander can apply for positions through Norland Agency and, if so, how the criminal record will be notified to agency clients.
- whether the criminal record should be noted on the College/Agency Customer Relationship Management (CRM) or Student Record (SRS) systems.

In accordance with clause 14.1 of The Norland Code of Professional Responsibilities, students, Norlanders and NQNs must 'immediately inform both Norland College and the employer if circumstances change which might affect a Disclosure and Barring Service check or Disqualification by Association Declaration status. In this respect Norlanders / NQNs / students should immediately inform their employer and the Vice-Principal at Norland College who will instigate the processes as outlined in 2.1.

### **3. Criminal Records checks for Norlanders living overseas**

For Norlanders who live overseas and wish to apply for positions through Norland Agency either overseas or in the UK, a criminal records check for that country should be obtained and provided to Norland Agency. Details of the process to obtain a criminal records check for each country can be found here:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

For applicants living overseas prior to their application to Norland College, a criminal records check for that country should be obtained and provided to the Admissions Department.

Details of the process to obtain a criminal records check for each country can be found here:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.

### **4. Storage of information**

For a DBS processed through the Agency or NQN team, a record confirming that the DBS has been processed along with the effective date, expiry date and the disclosure number will be placed on the Agency's Customer Relationship Management (CRM) database. A copy of the DBS certificate check cannot be saved on the Agency CRM database.

For a DBS processed through the Admissions team, a copy of the DBS check cannot be saved on the student's record but a record of dates and the disclosure number should be retained.

The lawful basis under which this data, and information regarding any entries on a DBS, is stored, is in accordance with Article 9 condition of the GDPR for vital interests. Please view [here](#).



\*An 'enhanced' disclosure will reveal convictions regarded as 'spent' under the Rehabilitation of Offenders Act 1974. It may identify other information e.g. youth or military offences, a police caution or other relevant data.

<b>3. ROLES AND RESPONSIBILITIES</b>
As above.
<b>4. RELATED POLICIES, PROCEDURES AND GUIDANCE</b>
Admissions Policy Cause for Action Procedure Norland Code of Professional Responsibilities
<b>5. ANNEXES</b>
N/A



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