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DBS POLICY

1.0 Marvellous History visitors and office staff DBS status:

- 1.1 Marvellous History visitors and office staff hold enhanced DBS Certificates with Barred List checks.
- 1.2 Marvellous History visitors and office staff all carry Marvellous History ID cards which show their DBS number.
- 1.3 Marvellous History asks all its visitors and staff to register with the DBS update service and confirm this at least once annually.
 - 1.3.1 Marvellous History can provide information to the client so they are able to confirm for themselves that the visitor is on the update service (subject to visitor permission to share DoB – see section 4)
 - 1.3.2 In the case where a visitor is not on the update service, Marvellous History requires them to get a new DBS check at least every two years

2.0 Marvellous History visitors' responsibilities on site:

- 2.1 Marvellous History visitors are one-off visitors to the school and are not carrying out a regulated activity.
- 2.2 **Marvellous History visitors do not expect to be left in charge of children unsupervised in any circumstances.**

3.0 Government Guidelines

- 3.1 Full Government guidelines can be found here <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
 - 3.1.1 As per these guidelines, as Marvellous History Visitors are not carrying out a regular activity the DBS certificate is not required.
- 3.2 Full DBS codes of practice can be found here <https://www.gov.uk/government/publications/dbs-code-of-practice>
 - 3.2.1 As per these codes, the DBS certificate contains personal information and it is an offence to share this information unnecessarily.

4.0 DBS certificate as personal information

- 4.1 As per the above DBS codes of practice, the DBS certificate contains personal information
- 4.2 The DBS certificate and information contained in it must not be shared without the individual's explicit permission except where there is a legal requirement
- 4.3 As Marvellous History visitors are not carrying out a regulated activity, and there is no legal requirement to hold a DBS certificate, Marvellous History cannot require our visitors to show the original certificate to the client.
 - 4.3.1 Clients may request to see the DBS certificate. This request will be passed on to the visitor who may show this at their discretion.

4.4 Information provided to the client to confirm a visitor's DBS status via the update service is re-obtained each time Marvellous History provide this to a client.

5.0 Marvellous History procedures relating to DBS ahead of an individual visit

5.1 Marvellous History's booking form and contract asks the person booking the visit to confirm their DBS procedures.

5.1.1 The Marvellous History team will follow up on any of these that are above and beyond our usual practice as soon as this form is received.

5.2 If a client has any safeguarding policies or procedures that require more than the DBS number or ID they are urged to contact Marvellous History as soon as possible before the visit.

5.3 In the days preceding the visit (usually the Thursday or Friday before the visit) Marvellous History will email the office or reception of the client's site with

5.3.1 The visitor's name

5.3.2 The visitor's DBS number

5.3.3 The name and DBS details of any additional Marvellous History staff or representatives who will be on site e.g. trainees or office staff there to observe

5.3.3.1 Attendance of additional Marvellous History staff or representatives will always be agreed with the client before the visit

5.3.4 A copy of Marvellous History's Letter of Assurance regarding our visitors.

5.3.5 A request for the client to confirm if any additional information is required for their safeguarding policies

5.4 If a client requests to see the original DBS certificate the Marvellous History office staff will relay this request to the visitor and explain to the client that this is at the visitor's discretion as per section 4.

5.5 If a client requests confirmation that the visitor is on the DBS update service the Marvellous History office staff will confirm with the visitor that we may pass on their date of birth for this purpose, then contact the client with relevant visitor details and a link to the update service for convenience.