



# SENnections DBS & Vetting Procedure

**Version:** 1.0

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Policy Owner:** SENnections Management

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## Purpose

This procedure outlines the process SENnections follows to ensure all candidates placed into educational settings are safely and appropriately vetted in line with statutory safeguarding requirements and best practice guidance.

SENnections is committed to ensuring that all individuals working with children and young people are suitable, safe, and compliant.

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## Scope

This procedure applies to:

- All candidates registered with SENnections
- All temporary, permanent, and supply staff
- Any individual undertaking work in educational settings through SENnections

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## Legal and Regulatory Framework

This procedure is aligned with:

- Keeping Children Safe in Education (KCSIE)
  - Safeguarding Vulnerable Groups Act 2006
  - Rehabilitation of Offenders Act 1974 (Exceptions Order)
  - Data Protection Act 2018 and UK GDPR
  - Conduct of Employment Agencies and Employment Businesses Regulations 2003
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## DBS Requirements

SENnections requires all candidates working in regulated activity with children to hold an **Enhanced DBS certificate with barred list checks** where applicable.

Candidates must not begin work in educational settings until appropriate vetting checks are completed and deemed satisfactory.

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## DBS Application Process

### 5.1 Identity Verification

Candidates must provide valid identification in line with DBS requirements, typically including:

- Passport or driving licence
- Proof of address (e.g. utility bill, bank statement)
- National Insurance number

All documents must be original or verified copies.

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### 5.2 DBS Application Submission

Where a candidate does not already hold a valid DBS, SENnections will:

- Initiate a DBS application via an approved umbrella body
  - Verify candidate identity before submission
  - Ensure all forms are completed accurately and truthfully
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### 5.3 DBS Update Service

Where candidates are registered with the DBS Update Service, SENnections will:

- Check original certificate details
- Perform an online status check with candidate consent
- Record and store confirmation of status

Candidates must ensure their subscription remains active and notify SENnections of any changes.

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## Vetting Checks

Before placement, SENnections will carry out the following checks where applicable:

- Right to work in the UK
  - Identity verification
  - Enhanced DBS check
  - DBS Update Service check (if applicable)
  - Two satisfactory references covering relevant employment history
  - Verification of qualifications
  - Employment history checks, including explanation of gaps
  - Professional registration checks (if applicable)
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## Risk Assessment and Clearance to Work

A candidate will only be cleared for work once:

- All mandatory vetting checks are complete
- DBS status is satisfactory
- References have been received and approved
- No safeguarding concerns are identified

Where checks are incomplete, a candidate may only be placed following a documented risk assessment approved by SENnections management and the receiving school.

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## Ongoing Compliance

Candidates are required to notify SENnections immediately if:

- They are subject to any criminal investigation, caution, or conviction
- Their DBS status changes
- They are barred from working with children or vulnerable adults

- Any information provided during registration changes

SENnections may carry out periodic re-checks in line with safeguarding requirements.

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## **Confidentiality and Data Handling**

All DBS and vetting information will be:

- Treated as strictly confidential
- Stored securely in compliance with UK GDPR
- Accessible only to authorised SENnections personnel

DBS information will not be shared except where legally required or with relevant placement settings.

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## **Failure to Disclose Information**

Failure to disclose relevant information relating to suitability to work with children may result in:

- Immediate removal from assignments
  - Termination of registration with SENnections
  - Referral to relevant safeguarding authorities where appropriate
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## **Record Keeping**

SENnections will maintain accurate records of:

- DBS certificate details
- Vetting documentation
- Identity verification records
- Reference checks
- Right to work documentation
- Clearance decisions

Records will be retained in accordance with legal and regulatory requirements.

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## **Responsibilities**

SENnections is responsible for ensuring all vetting checks are completed before placement.

Candidates are responsible for:

- Providing accurate and truthful information
  - Supplying valid documentation promptly
  - Maintaining up-to-date DBS status where applicable
  - Notifying SENnections of any changes affecting suitability
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## **Policy Review**

This procedure will be reviewed annually or sooner if required due to changes in legislation or safeguarding guidance.

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## **Policy Acknowledgement**

By registering with SENnections, candidates confirm that they understand and agree to comply with this DBS & Vetting Procedure.