

Rockley Watersports DBS Policy

General Policy Principles

As an organisation assessing applicants' suitability to work children & vulnerable adults, and in keeping in line with Rockley's child protection policy all employees are required to hold an Enhanced Disclosure and Barring service (DBS) Check, dated within 5 years of the employees start date.

Recruitment

As an organisation using the Disclosure & Barring Service (DBS) checking service to help assess the suitability of applicants Rockley complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information (for further information on Data Protection please go to www.rockley.org)

Full Time Employees

As of 1st January 2019 all full time employees of Rockley Watersports working in direct contact of our students require a valid DBS check dated within 5 years.

New Employees

Rockley Watersports will accept a DBS certificate from a previous employer as long as it is dated within 3 years of the employees start date & are signed up to the Government DBS Update service.

Should a new member of staff require a DBS check, Rockley can arrange this on your behalf. A charge of £35.00 towards the cost of the check is charged to the employee. **This is payable in advance or for UK employees can be deducted from your first months' pay.** Rockley will covering the remainder of the cost of the check.

Returning Staff

As a returning member of Rockley Watersports staff, with an existing, valid Rockley DBS, we require the employee to be checked against 'Children's Barred List', following a gap in employment. A gap in employment is a period in time of over 8 weeks where you have not worked for Rockley Watersports. Rockley can arrange this check on your behalf at a charge of £12.50 to the employee.

For those without a valid Rockley Watersports Check, a full Enhanced Disclosure and Barring service (DBS) Check can be arranged at a charge of £35.00.

Storage and access

ONLY certificate numbers are kept in on applicants / employees personnel file. Certificate copies & information is never kept on an applicant's personnel file and is always kept separately and securely online with access strictly controlled and limited to those who are entitled to see it as part of their duties.