

Disclosure and Barring Service (DBS) Policy

Working at Harrow Independent College, will involve tutors and staff having regular contact with students under the age of 18 and therefore DBS checks will be carried out on all prospective employees.

- DBS provides wider access to criminal record information through its checking service.
- There are two levels of DBS disclosure available, one is standard another one is enhanced. Our staff are holding enhanced level, because this is the only level that discloses all relevant information.
- All Tutors and staff are carrying DBS checks.
- All DBSs are renewed every three years.
- The renewal period may be reduced to one year, if management feels that it is necessary to have the check for every year or if the staff are no longer working for more than 3 years at HIC.
- All members of staff at Harrow Independent College are in position of trust.
- In the event of any criminal; record convictions and if the convictions are jeopardising the specific or overall progress of the college, the HIC management may issue the termination notice or may suspend the staff for a period of time.

- This period of time could be decided with the legal advisors or with relevant authorities who are involved with the matters with the particular staff.
- The Principal - Mr Kandiah Kandeepan is having the full responsibility for organising the DBS checks for each and every member of staff or tutor.
- The DBS check fees must be collected from the person and HIC management would not be involve in paying the fees or subsidising the fees for an individuals own interest.



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Review Date: 03rd of August, 2016

Next Review date: On or before 02nd August 2017
