

**DBS CONSENT FORM**

(TO BE COMPLETED BY ALL PREFERRED CANDIDATES/VOLUNTEERS/EMPLOYEES)

**Full Name:**

**For new appointees;** I acknowledge that in order to process my application to be employed / engaged / by Southend High School for Girls an enhanced DBS check will be undertaken.

I confirm that I will produce the original DBS certificate to the school within 5 working days following my receipt of it, in order for the school to proceed with my application/engagement. I acknowledge that if I fail to produce my original DBS certificate within this timeframe, the school may not proceed with my application/engagement. I understand that if I commence work before I receive my DBS certificate and/or produce it to the school that this will be on a conditional basis as set out in my conditional offer letter/conditional contract/volunteer agreement. If my DBS check is unsatisfactory to the school, I acknowledge that my employment/engagement will not be confirmed/will not continue.

**For existing teachers;** I confirm that I will produce the original DBS certificate to the school within 5 working days following my receipt of it, in order for the school to ensure that I am still able to work with children. I acknowledge that if I fail to produce my original DBS certificate within this timeframe, the school will take appropriate action.

I acknowledge that in order to undertake the necessary safeguarding checks on staff by Southend High School for Girls an enhanced DBS check will be undertaken.

**For All Staff**

I confirm that I have no objection to SHSG registering my DBS on the update service and give permission for the school to carry out a status check with the DBS online update service.

I confirm that I give my consent for Southend High School for Girls to take a copy or image of my original DBS certificate and hold the copy/image for as long as is necessary to complete the recruitment process or to complete other checks. At the end of this period, I acknowledge that the school will remove the copy from their records and destroy it.\*

You acknowledge that the school may require a new DBS check to be obtained if the certificate you have presented is not at an appropriate level or for an equivalent role. A new check may also be required if the online status check indicates that your certificate is no longer current.

I further acknowledge that the school may share the information contained on the DBS certificate with a third party for the purposes of seeking guidance on the recruitment / employment decision, where appropriate.

The school confirms that it will comply with the DBS Code of Practice at all times. A copy of the school's policy on the recruitment of ex-offenders can found in the Recruitment Policy which is available from the Clerk to the Governors.

Signed.....

Date.....

\*Safeguarding issues outweigh data protection therefore some data may be kept for safeguarding reasons.