



Dear Chairs, Heads & Clerks

24 February 2020

## **Ref: Safeguarding and DBS checks for Foundation Governors**

As you are aware, it is a legal requirement that governors have a satisfactory enhanced DBS certificate (that covers Section 128). Therefore, as the person who appoints Foundation Governors, it is Bishop Declan who carries the ultimate responsibility for ensuring that DBS compliance is fulfilled and mitigating any risks that may come to light.

In order to fulfil his responsibility and in line with his diocesan safeguarding policy it is essential that that DBS compliance is undertaken immediately and is renewed every 4 years. We appreciate that other organisations may request renewal every 3 or even 5 years, however, the Bishop has set 4 years to link with the period of governors' terms of office.

Up to now, the Bishop has allowed a Foundation Governor to commence their governor duties as soon as they have been appointed and for the school to then undertake the DBS process. However, following a review of current practice by the Diocesan Safeguarding Department, Foundation Governors will **no longer** be able to commence being a governor until the Diocese receives confirmation that a satisfactory DBS clearance has been received from the Clerk. I appreciate that this change may not be welcomed by everyone, however, safeguarding is of paramount importance. This new process will take immediate effect for all new **and** renewing governor appointments. Emails from the Diocese notifying people of their governor appointment, will now make it clear that they will **not** be able to commence duties until DBS clearance has been confirmed.

Please find attached a copy of the new DBS Protocol that has been agreed with the Safeguarding Department that provides full details of the new procedures. I've also attached a flow-chart of the new process.

This new protocol will unfortunately mean some delay in new Foundation Governors joining a governing body. However, if schools have procedures in place to enable the DBS check to be actioned as soon as they are notified of a new appointment, delays should be kept to a minimum. For governors being reappointed for another term of office, the school should be able to notify the Diocese of up-to-date DBS clearance (i.e. it was



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issued within the last 4 years) at the time they reapply for another term of office. This should therefore mean that there should be no break between their appointments.

Please would you share this letter and attachments with all relevant staff and let me know if you've any queries.

Yours sincerely

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