

23 February 2015

Disclosure and Barring Service (DBS) checks

Leeds Community Healthcare NHS Trust requires **all** practitioners working with children and their families to undergo Disclosure and Barring Service (DBS) checks. For the Leeds School Nursing Service this includes School Nurses, Community Staff Nurses, students, School Nurse Locality Managers, Professional Lead, Healthcare support workers and administrative and clerical staff.

The DBS check is initially done as part of the recruitment and selection process and then repeated every 3 years. The process is managed and led by Human Resources with practitioner's line managers confirming DBS status as part of the annual appraisal process. Confirmation of a DBS is kept within the staff personnel file.

All practitioners are required to have their organisation identity badge on display while on duty. Practitioners can and should be challenged on identity and denied entry to a home or health, social or educational setting if the badge is not visible. Confirmation of the validity of a practitioner can be sought by contacting 0845 166 2564. The identity badge provides confirmation of a current DBS check.

Students e.g. school nurse or general nurse are required to undergo DBS checks. The process is managed by the relevant university. Assurance that DBS checks are in place is through the clinical placement agreement with the trust. Students can and should be challenged on identity and denied entry to a home or health, social or educational setting if the badge is not visible.

You may also be aware that it is a breach of the DBS Code of Practice, for registered bodies (i.e. Leeds Community Healthcare) to share copies of DBS checks or any information contained in an employee's disclosure with a third party. Leeds Community Healthcare staff should not be asked to produce their individual documentation

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