

10 September 2021

**Re: DBS Checks of Cycle Training Instructors and Mechanics Working in Schools**

To Whom It May Concern,

I am writing to confirm Cycle Confident's policies and procedures for safeguarding children taking part in our cycle training in schools, particularly relating to DBS checks for our instructors and mechanics

As detailed in our Safeguarding Children and Vulnerable Adults policy, all Cycle Confident instructors, mechanics or ride leaders must:

- Have an enhanced DBS check, including against the Children's Barred List, dated within the last three years or be on the DBS Update Service
- Have Emergency First Aid at Work, Level 2
- As a minimum, instructors will have completed the Safeguarding Children and Vulnerable Adults module of the Department for Transport accredited National Standard Instructor course or the Educare Child Protection in Sport and Active Leisure course. In addition, instructors are required to take part in Safeguarding refresher training once a year.

When we onboard new instructors we check and record their DBS original information. We require all instructors coming onboard with us to be on the Update Service. Any existing instructor whose last DBS check was three years ago is required to have a new check and to be on the Update Service. We check the Update Service on a rolling basis, and all instructors are checked at least every three years.

In line with the Department for Education's Keeping Children Safe in Education Policy guidance, our instructors are not required to bring their DBS documentation with them to the schools. As a provider of a regulated activity, we are required to send written notification that we have carried out Enhanced DBS with Child Barred List checks, which we do along with the DBS numbers of each instructor and mechanic prior to the beginning of each course. Schools should verify that the instructor presenting themselves at the school is the same person on whom the checks have been made, but are not permitted to ask them to present their original DBS documentation.

We keep our Safer Recruitment Policy and DBS Policy up to date, to be in line with guidance provided both by the Home Office and Department for Education. The two documents that currently guide our policy are:

1. DBS Checks: Guidance for Employers issued by the Home Office, most recently updated in December 2020
2. Keeping Children Safe in Education issued by the Department for Education, the last main update was in September 2021

The DfE guidance requires that schools must obtain written confirmation that relevant checks have been carried out and appropriate certificates obtained by the company that supplies the staff. It does not permit schools to ask to see original certificates. The relevant paragraphs are 273 and 277 in the Keeping Children Safe in Education guidance (September 2021).

Cycle Confident complies with the DBS Code of Practice when carrying out DBS checks. We have strong systems in place around Safer Recruitment and a robust risk assessment process around disclosures for both new instructors coming on board and for existing instructors should any changes occur.

I hope this answers any questions you may have had regarding Cycle Confident's policies and procedures relating to DBS checks and safeguarding children in schools. Please feel free to contact me if you have questions or need any additional information.

Yours faithfully,



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