

5th October 2023

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. Instructors and mechanics who must all

- Have an enhanced DBS check, including against the Children's Barred List which is dated within the last three years or be on the DBS Update Service
- 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

When we onboard new instructors and mechanics we check and record their DBS original information. Any existing instructors and mechanics whose last DBS check was three years ago is required to have a new check. For those who are also on the Update Service, this is checked at least every three years. In addition, we undertake a Right to Work check on all employees.

We align our Safer Recruitment Policy and DBS Policy to guidance published 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 July 2022
2. "Keeping Children Safe in Education 2023" issued by the Department for Education, the last main update was in September 2023

In line with the Department for Education's statutory guidance, Keeping Children Safe in Education 2023, our instructors and mechanics are not required to bring their original DBS documentation with them to the schools. The DfE guidance specifies that for visitors who are in the school in a professional capacity, schools must obtain written confirmation that appropriate DBS checks have been carried out by the company that supplies the staff. It does not permit schools to ask to see original certificates. The relevant paragraph is 302 in the Keeping Children Safe in Education guidance (September 2023).

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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