

BUS SERVICES DPS COTC Schedule 1 (General Specification)

APPENDIX 5

INFORMATION CONCERNING DISCLOSURE & BARRING SERVICE (DBS) CHECKS

Drivers of School Bus Contracts must have an Enhanced DBS Clearance produced by Lancashire County Council.

Drivers providing an acceptable Enhanced DBS Disclosure will be issued with a LCC Identification Badge which must be worn when operating the relevant school or college journey. This means that the badge must be on display and be highly visible.

The Authority does not pay for DBS Clearances.

The Authority will NOT accept Enhanced DBS Clearances produced by other Authorities or Organisations unless subscribed to the Online Update Service. Acceptable workforces for this method are Child or Adult and Child, Other Workforce is not acceptable.

The current cost of producing an Enhanced DBS Clearance and Driver DBS Identity Badge is £59, (£51 for the DBS Clearance and £8 Administration Fee).

The revised definition of Regulated Activity, in respect of School Bus Drivers is 'Unsupervised Activity – Drive a vehicle only for children'.

A revised ID Checking Process with stricter criteria has been introduced.

Since 17 June 2013 a single DBS Disclosure Certificate has been introduced, along with an online 'Update Service' and 'DBS Portability'. From this date the Authority will not receive a copy of the DBS Disclosure Certificate and the applicant will have to provide the certificate to the Authority so that the Applicants DBS status can be ascertained. A revised process has been introduced, whereby the applicant can visit County Hall by appointment, full details have been circulated to all suppliers.

DBS also advise that applicants can subscribe to the 'Update Service'. Upon payment of a £13 annual subscription fee, the applicant can make their DBS Disclosure Certificate portable, taking it with them from role to role, as long as the role is of the same level. The applicant must also give permission to their employer or the Local Authority to view their certificate status online.

The cost for processing an Online Update Service Application is £21.

Until such time that the Authority can confirm that the majority of applicants have subscribed to the Update Service, and that the process is sufficiently robust to ensure that subscriptions and online Access can be monitored and administered accurately and economically, the Authority will continue to utilise the current 'Manual DBS Process'.

This will require the DBS applicant to apply for a 'paper' DBS Disclosure Certificate, which will be renewed every three years, at a current cost of £65.

Service Providers must ensure that they and their employees are fully aware of the legal responsibilities placed upon them, regarding the application, provision and implementation of the DBS process and LCC DBS Identification badges.