



The Society of Teachers of the
Alexander Technique

STAT DISCLOSURE AND BARRING SERVICE CHECKS POLICY

Policy last updated:	5th December 2023
Policy last reviewed:	2023
Data Protection Officer:	Jenny Maitland

This policy has been reviewed with our DBS Service provider Complete Background Screening Ltd. and revised in 2023

From January 2024 all Society of Teachers of the Alexander Technique (STAT) UK teaching members are required to obtain the correct level of DBS (or equivalent in Scotland and Northern Ireland and the Republic of Ireland) for the teaching activities they are performing.

As a consequence, STAT will be made aware of any disclosures that come to light through the DBS checks, in the first instance through the person of its Data Protection Officer.

In accordance with section 124 of the Police Act 1997, STAT respects that Disclosure information will only be passed to those who are authorised to receive it in the course of their duties and who are detailed below.

Procedures

The Data Protection Officer will inform the Office Manager and Chair of the Society of any disclosures resulting from DBS checks or from member self-declaration of any of the following:

- if they have been charged with a criminal offence, been convicted of a criminal offence, received a conditional discharge, or accepted a police caution which is not spent under the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders (Northern Ireland) Order 1978

Together they will assess the possible and probable risk to members of the public, to colleagues or to the reputation of STAT. *The following provisions will also apply whenever STAT becomes aware of any criminal charges being brought against a member of the Society.*

In making such assessment the Data Protection Officer, Office Manager and Chair will take into account such factors as:

- The seriousness of the offence and its relevance to the safety of others
- The length of time since the offence occurred
- Whether the offence was a one-off or part of a history of offending

- Whether the offence has been decriminalised by Parliament
- Outcome of discussions with teacher in question
- Any other relevant factors.

At the discretion of the Chair a Professional Conduct Coordinator may be consulted and STAT insurers may be contacted to determine whether the information revealed by the DBS check or self-declaration would invalidate insurance cover.

Within the context of DBS checks and self-declaration, the primary responsibility of STAT is to ensure the safety of members of the public and so any disclosure that appears to compromise such safety, whether physical, emotional, financial or other, will be investigated by the Data Protection Officer in consultation with the Office Manager and Chair of STAT and, at the Chair's discretion, with a Professional Conduct Coordinator. If deemed appropriate by them, Rule 8 of the Society, Termination and Suspension of Membership, may be invoked.

Appeals

Appeals will be considered according to the Rules of STAT.

Safeguards

STAT employs the services of Complete Background Screening Ltd., a Registered Umbrella Body to the DBS, the Scottish Criminal Records Office (SCRO) and AccessNI Criminal Records Check (for Northern Ireland). STAT is bound to adhere to the DBS/ SCRO/ AccessNI Code of Practice when accessing the disclosure service. You can find these if you search for them on the relevant Government website.

STAT does endorse portability i.e. the re-use of DBS checks obtained for a position in one organisation and later used for another organisation with the following provisos:

- A scan or digital photo of all pages of the original DBS Certificate must be presented. Scanned photocopies will be deemed unacceptable.
- The DBS check must be acceptable to our insurers.
- If you work from home you'll need a different DBS check, if you are engaged in regulated work delivered at your home address you will need to declare this to the DBS via the agency that handled your application that this is so. If you did not do this then you will need to apply for a new Enhanced Certificate via the STAT appointed agency and declare that you are engaged in regulated work from your home address.

As agreed with our insurers, new teaching members have a period of 6 weeks in which to arrange a DBS check, after which time membership will be lapsed pending receipt of the document.

Existing STAT teaching members will be given an Annual Renewal Declaration to complete in order to renew their membership and within this are asked to confirm the following:

- they have the appropriate DBS check for the work they carry out.
- They have not been charged with a criminal offence, been convicted of a criminal offence, received a conditional discharge, or accepted a police caution which is not spent under the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders (Northern Ireland) Order 1978.

Membership will be suspended if a UK teaching member does not have an appropriate current DBS certificate for the work they carry out and / or cannot confirm they have not been charged with a criminal offence, been convicted of a criminal offence, received a conditional discharge, or accepted a police caution which is not spent under the Rehabilitation of Offenders Act 1974 or the Rehabilitation of Offenders (Northern Ireland) Order 1978. The exception will be if the application is in process and the member and the Data Protection Officer are in correspondence with a view to completion.

Security

STAT complies with its obligations under the Data Protection Act.