

DBS Re-Check Policy and Procedure – September 2026

Policy Title:	DBS Re-Check
Effective Date:	September 2025
Review Date:	September 2027 (reviewed annually)
Version:	2
Policy Lead:	Edward Thatcher
Authorised by:	Jane Haywood
Role:	Safeguarding Lead, Board of Trustees
Authorised:	September 2026

Ed Thatcher

CEO



September 2026

Dave Poulson

Chair of Trustees



September 2026

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Endeavour Training is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. In line with this, we adhere to a rigorous and thorough process of Disclosure and Barring Service (DBS) checks to ensure that all individuals working with us are suitable for their roles and do not pose any risk to our beneficiaries.

Policy Statement:

DBS Re-Checks: Endeavour Training aims to undertake a DBS re-check all its staff, casual workers, freelancers and regular volunteers (those volunteering for more than three days in any 30-day period) annually and after a break in service of 3 months.

If a DBS re-check reveals information that may indicate a risk to children or vulnerable adults, the Designated Safeguarding Lead will undertake an immediate safeguarding risk assessment in consultation with the individual's line manager, HR, and the Local Authority Designated Officer (LADO) if appropriate. This may result in suspension pending investigation and outcome.

DBS Update Service: Endeavour Training expects all staff, casual workers, freelancers and regular volunteers to subscribe to the DBS Update Service (see appendices below). Endeavour Training will reimburse the annual subscription cost. Where there has been a break in service of three months or more, Endeavour Training will complete a DBS Update Service check before any further work or volunteering is offered. If an individual is not subscribed to the DBS Update Service, they may be required to undergo a new Enhanced DBS check before further work or volunteering can commence.

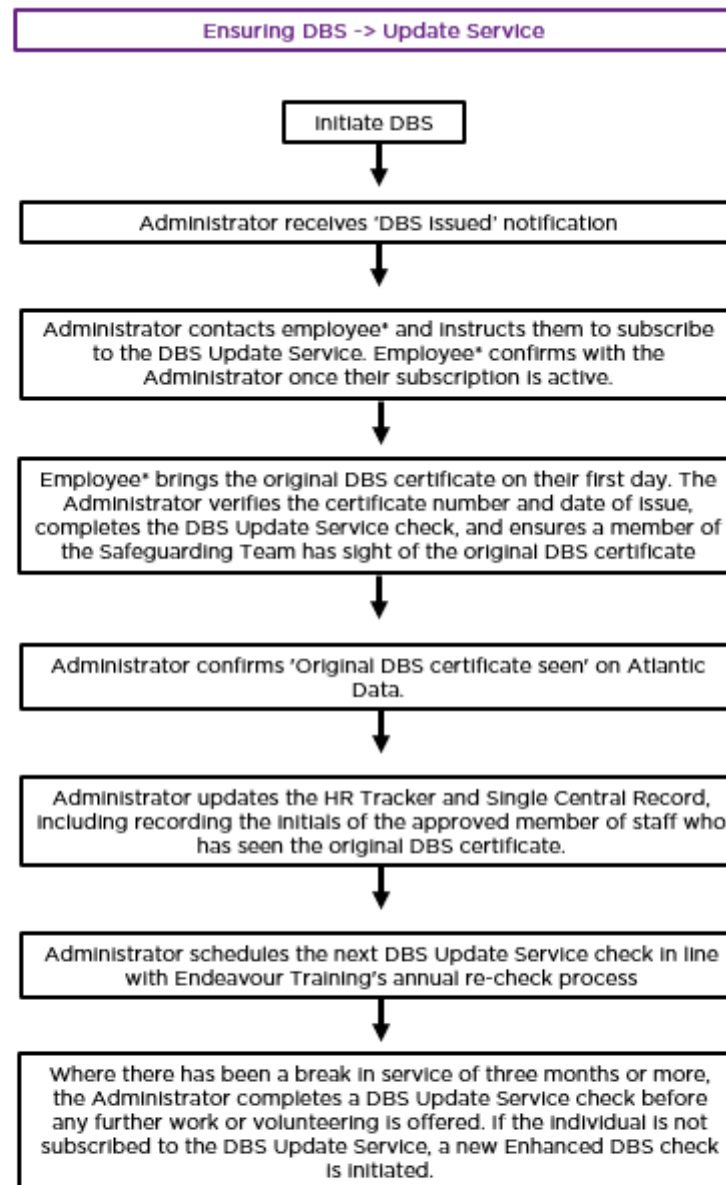
Furthermore, where we have knowledge of:

- A criminal caution or conviction
- A concern raised by a member of the public, of staff or by a young person
- Any other situation that gives cause for concern

we will seek additional advice and may initiate a re-check.

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Appendices



* In addition to employees this covers casual workers, freelancers, volunteers, placement students

If a DBS re-check, Update Service check or any safeguarding concern identifies information that may indicate a risk to children or vulnerable adults, the matter is referred immediately to the Designated Safeguarding Lead for a safeguarding risk assessment. Further action will be taken in accordance with Endeavour Training's Safer Recruitment Policy, including consultation with HR and the Local Authority Designated Officer (LADO), where appropriate.