

# DBS Policy

## 1. Introduction

Musical Mayhem London CIC is committed to ensuring a safe, inclusive, and nurturing environment for all children and young people involved in our musical theatre programs. As part of our safeguarding practices, we require appropriate vetting, including Disclosure and Barring Service (DBS) checks, for all staff, freelancers, and volunteers who work with children.

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## 2. Purpose of this Policy

This policy outlines our approach to:

- Determining who requires a DBS check.
  - Ensuring the correct level of check is carried out.
  - Managing and storing DBS check information responsibly.
  - Promoting safe recruitment and safeguarding protocols.
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## 3. Scope

This policy applies to:

- All employees, freelance practitioners, volunteers, and directors of Musical Mayhem London CIC who work with, or may come into contact with, children (under 18s).
  - Anyone involved in teaching, supervising, chaperoning, or supporting workshops, classes, performances, or events involving children at Musical Mayhem.
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## 4. Legal Framework

This policy adheres to:

- The Children Act 1989 and 2004
- The Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children (last updated 1st September 2025)

- DBS Code of Practice

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## **5. Who Requires a DBS Check**

We assess all roles to determine the appropriate level of DBS clearance:

<b>Role</b>	<b>Contact Level</b>	<b>Check Required</b>
Artistic Directors, Teachers	Regular unsupervised contact with children	Enhanced + Barred List
Workshop Leaders, Choreographers, Musical Directors	Supervised/unsupervised regular contact	Enhanced
Assistants, Volunteers, Interns	Regular contact under supervision	Enhanced
Chaperones, Performance Supervisors	Responsibility for supervising children	Enhanced + Barred List
Admin/Office Staff (no child contact)	No contact	No check required

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## **6. Frequency of Checks**

- DBS checks are required every 3 years, or sooner if:
  - There is a significant change in role or responsibility.
  - There is a safeguarding concern raised.
- We encourage staff and freelancers to register for the DBS Update Service to allow for ongoing status checks.

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## **7. Safer Recruitment**

- Job and volunteer role descriptions will clearly state if a DBS check is required.
- Roles involving work with children will only be offered subject to:
  - A satisfactory DBS check.
  - Receipt of two professional references.
- No one will begin unsupervised work with children until the necessary DBS clearance is confirmed.

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## **8. Positive Disclosures**

If a DBS certificate contains disclosures:

- A confidential risk assessment will be carried out by the Designated Safeguarding Lead (DSL)
- Decisions will be based on the nature of the offence, relevance to the role, time elapsed, and evidence of rehabilitation.
- The individual may be asked for further information and may be prevented from working with children if deemed unsafe.

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## **9. Storage and Handling of DBS Information**

- All DBS certificate numbers and dates are recorded securely.
- Information is held in line with the Data Protection Act and GDPR.
- Only those with safeguarding responsibilities will have access to DBS records.
- We do not retain copies of certificates, in line with DBS guidance.

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## **10. Safeguarding Lead**

Our Designated Safeguarding Lead (DSL) is responsible for:

- Overseeing DBS compliance and renewals.
- Providing advice and support on safeguarding matters.
- Receiving and responding to safeguarding concerns.

**DSL Contact:**

Mrs. Lyndsey Rogerson  
Email: [info@musicalmayhem.org](mailto:info@musicalmayhem.org)  
Phone: 07842259387

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## **11. Policy Review**

This policy will be reviewed annually or:

- In response to changes in legislation.
- Following a safeguarding incident or audit.



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- If there is a significant change to the company structure or delivery.

**Policy Adopted On: 04/02/2026**  
**Policy Review Date: 01/09/2027**

**Signed:** .....

Lyndsey Rogerson, Executive Director of Musical Mayhem London CIC





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