

17 January 2019

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, particularly relating to DBS checks for our instructors and mechanics

As detailed in our Safeguarding Children and Vulnerable Adults policy, all Cycle Confident instructors, mechanics or ride leaders must:

- Have an enhanced DBS check, including against the Children's Barred List, dated within the last three years or be on the DBS Update Service
- Have Emergency First Aid at Work, Level 2
- As a minimum for instructors, they 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 we check and record their DBS original information. Instructors are also required to renew DBS checks every three years or be on the Update Service.

In line with Department of Education's Keeping Children Safe in Education Policy guidance, our instructors are not required to bring their DBS documentation with them to the schools. As a provider of a regulated activity, we are required to send written notification that we have carried out Enhanced DBS with Child Barred List checks, which we do along with the DBS numbers of each instructor and mechanic prior to the beginning of each course. Schools should verify that the instructor presenting themselves at the school is the same person on whom the checks have been made, but are not permitted to ask them to present their original DBS documentation.

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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