



From Deputy Head (Pastoral, Designated Safeguarding Lead (DSL): Mark Hindley

20 May 2019

Dear Parents/Guardians

Safeguarding requirements for families hosting exchange students

Abingdon School is required to obtain a criminal record check for all supervising adults (in most cases this will be parents or guardians) who will be resident at the address where the exchange student is to stay at the time of the exchange.

The checks will be made through the Disclosure and Barring Service (DBS) and will be at an enhanced level. Checks will show unprotected convictions, cautions, reprimands and warnings and can also include intelligence held by the police and/or the DBS that relates to the individual and their suitability to undertake a particular role.

In order to inform the school of the relevant persons requiring checks in your household we would be most grateful if you could complete the attached "Host Families Information Form". This should be returned as soon as possible to Heather Campbell, Training and HR Administrator at heather.campbell@abingdon.org.uk.

Following receipt of your Host Families Information Form, Heather will contact each supervising adult in order to arrange a convenient appointment to complete an online DBS application. Appointments are expected to take 15-20 minutes. The normal working hours of the HR team are 8.30am - 5.30pm Monday-Friday.

Each applicant will need to present evidence of their identity and current address in person, or, if there are exceptional circumstances, provide certified copies. A certified copy is a copy of a primary document that has a certificate that it is a true copy of the original. Usually certification is done by a solicitor or notary public.

The enclosed "DBS List of Valid Identity Documents" gives further information. Typically, where it is possible to do so, most applicants provide their passport, driving licence and utility bill/bank statement (dated within three months). Care should be taken to ensure that any documents provided meet the validity requirements.

Typically, most host family DBS checks are processed within 4-6 weeks of application, however, there can be significant delays and therefore our advice is to begin the process as soon as practicably possible. Once processed, the DBS certificate will be issued to the applicant and the School will require sight of the original copy.

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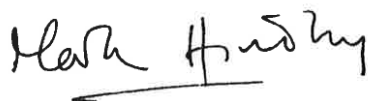
www.abingdon.org.uk

We've tried to anticipate any questions you might have and hope you will find the enclosed Q&A document helpful.

Finally, I would like to take this opportunity to advise you that the DBS Update Service allows applicants to keep their DBS certificate up to date and take it with them from role to role, within the same workforce, where the same type and level of check is required. The Update Service is free for volunteers so we would encourage you to sign up as part of your application. This is especially important if you are likely to be involved in hosting exchange pupils again in the future as, without signing up to the Update Service, a further DBS check would be required.

If you have further questions, or if you would like a discussion in confidence before undertaking a DBS check, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink that reads "Mark Hindley". The signature is written in a cursive style and is underlined with a single horizontal line.

Mark Hindley
Deputy Head (Pastoral)
Designated Safeguarding Lead (DSL)