



DBS & TRA Referral Policy

| Version 1.0|

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1. Introduction

1.1 Staff Power Training (SPT) is committed to conducting its business with the highest standards of integrity, transparency, and accountability. This policy outlines the procedures for making referrals to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA) when concerns arise about staff conduct that may pose a risk to learners or breach professional standards.

2. Scope

2.1 This policy applies to all employees, contractors, volunteers, and agency staff engaged in regulated activity or teaching roles within SPT.

3. Legal Framework

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Education Act 2002 (as amended by the Education Act 2011)
- Teachers' Disciplinary (England) Regulations 2012

4. Referral to the Disclosure and Barring Service (DBS)

4.1 Duty to Refer: A referral must be made to the DBS if:

- An individual is removed from regulated activity (or would have been removed had they not resigned, retired, or been redeployed), and
- The individual has:
 - o *Engaged in relevant conduct (e.g. harm or risk of harm to a child or vulnerable adult)*
 - o *Satisfied the harm test*
 - o *Been convicted or cautioned for a relevant offence*

4.2 Referral Process

Complete the online referral via the [DBS Barring Referral Service](#)

Include:

- Details of the individual
- Nature of the conduct
- Supporting documentation (e.g. disciplinary records, witness statements)

If unable to use the online service, submit a paper referral by post.

4.3 Timing

Referrals should be made after internal investigations are complete, even if the individual has left the organisation.

5. Referral to the Teaching Regulation Agency (TRA)

5.1 When to Refer: A referral should be made to the TRA when a teacher's conduct is serious misconduct that may lead to a prohibition order and includes:

- *Sexual or violent behaviour*
- *Safeguarding failures*
- *Dishonesty or fraud*
- *Discrimination or harassment*

5.2 Referral Process

Use the [TRA referral form for employers](#) and submit via email to:
TRA.Casework@education.gov.uk

The referral must include:

- *Teacher's full name and role*
- *Summary of allegations*
- *Supporting evidence*

5.3 Dual Referrals

If the case involves safeguarding concerns, a referral should be made to both DBS and TRA.

6. Roles and Responsibilities

- Designated Safeguarding Lead (DSL): Oversees referral decisions and ensures compliance.
- HR Manager: Supports documentation and liaises with external agencies.
- Senior Leadership Team: Approves referrals and ensures organisational accountability.

7. Confidentiality and Data Protection

7.1 All referrals must comply with the UK GDPR and Data Protection Act 2018.
Information shared must be:

- *Accurate*
- *Necessary*
- *Lawful*

8. Policy Review

8.1 This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any incidents.