



## The NCDTA Vetting and Barring Scheme – have you joined yet?

For some years the NCDTA have been working closely with Due Diligence Checking Limited (DDC) to offer the NCDTA Vetting and Barring Scheme. This Scheme is available to any NCDTA member who wishes to obtain a Certificate of endorsement for working with children.



To run the Scheme we have partnered with Due Diligence Checking Limited (DDC) and you can contact them directly to join, providing your contact details and membership number:

Phone 0845 644 3298 / 0116 260 3055  
Email [contact@ddc.uk.net](mailto:contact@ddc.uk.net)  
Web [www.ddc.uk.net](http://www.ddc.uk.net)

### Why are the NCDTA running this Scheme?

To request a DBS check or a PVG Scheme Record for working with children, two key conditions must be met

1. The role being offered must match the DBS and Disclosure Scotland requirements for 'Regulated Activity' with children (<https://www.ddc.uk.net/help-advice/what-is-regulated-activity/>)
2. There must exist some sanction that an employer or endorsing body can apply to prevent the individual from gaining access to children (with their endorsement) if the results of the check prove to be unsatisfactory.

Generally speaking teaching children is classed as Regulated Activity however the second factor becomes a problem for self-employed people and organisation principals for whom there is no endorsing body or employer who can apply a sanction.

To facilitate this and meet the second criteria for checking school principals, the NCDTA have partnered with DDC, a DBS Registered Umbrella Body, to create the NCDTA DBS Vetting and Barring Scheme.

### Who should join the Scheme?

The NCDTA recommend that any teacher working with under 18's should join the NCDTA Scheme and certainly any teacher working in Scotland must have joined the PVG Scheme to ensure that your employer or endorsing organisation have 'registered an interest' in you. This will become a legal requirement in July 2016 (subject to proposed law changes).

### How does the NCDTA Scheme work?

Under the scheme the NCDTA will act as a regulator and ask the 'exempted questions'. Participants can be teachers, school principals, volunteer helpers, or anybody who meets the definition of Regulated Activity.

Participating NCDTA members will be required to obtain a DBS check or join the PVG Scheme through DDC and subject to this being satisfactory, the NCDTA will issue a certificate through your online account, to verify that the process has been undertaken.

Whilst the Disclosure document itself should not be publicly displayed, the NCDTA certificate can be printed and made available to interested parties in the same way as a qualification document. The

information contained on DBS Certificates or PVG Scheme Records are only accurate at the time of printing therefore the Scheme requires that the checks are re-run every 3 years at which time the NCDTA certificate will be updated. For PVG members in Scotland the NCDTA will be informed if that member is 'considered for barring' but not if additional information is added to the record. This means the NCDTA will seek a PVG Scheme Update to be run prior to the issue of a new display certificate.

### **What are the conditions of the Scheme?**

A Scheme Applications Form (SAF) will be sent to you when you request to join, and this will outline the following requirement which you must agree to:

- Notify the NCDTA in the event that I am charged with any criminal offence subsequent to joining the Vetting Scheme.
- Notify the NCDTA in the event that I am the subject of any report made to Disclosure Scotland or the DBS and submitted after the date of my joining the Scheme.
- Co-operate fully in the NCDTA's process for evaluating the seriousness and relevance of any information shown on the Disclosure or PVG Scheme Record.
- Permit the NCDTA to retain on file any relevant information about me needed to operate the Scheme and any information that may be required to assess my suitability to participate in it, subject to such information being known to me and accessible by me.
- Re-new my membership of the scheme every 36 months or sooner at the specific request of the NCDTA.
- Return all NCDTA certificates issued to the NCDTA upon request.

### **How much does the Scheme cost to join?**

DDC will supply application forms for both the NCDTA Scheme and a DBS Disclosure or PVG Scheme Record. These should be completed and be returned, with the required documentation, to DDC (envelope provided) enclosing a cheque for £64.40 for a DBS Disclosure, £79.40 to join the PVG Scheme or £38.40 for a PVG Scheme Update. DDC can also take card payments over the phone.

When the process is complete the NCDTA will make available digital certificates that can be downloaded as required. There is no charge for these Certificates

### **Can non-members join the Scheme?**

Unfortunately only NCDTA members can join the scheme however School Principals can set-up their Dance Schools directly with DDC to requests checks on additional staff, volunteers or student teachers who are not yet members.

### **Want more information?**

There is a great deal of information on the DDC website if you wanted to read more about DBS or PVG checks. For information specific to the dance industry you could read the related News Articles:

<https://www.ddc.uk.net/company/5-top-tips-to-dance-your-way-to-a-dbs-disclosure/>

<https://www.ddc.uk.net/criminal-record-checks/case-studies/dbs-crb-checks-for-dance-teachers-and-dance-schools/>

### **Contact details for DDC**

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Web [www.ddc.uk.net](http://www.ddc.uk.net)