

9th September 2026

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 who must all:

- Have an enhanced DBS check, including against the Children's Barred List which is dated within the last three years or be on the DBS Update Service
- As a minimum, instructors will have completed within the last three years Child Protection in Sport and Active Leisure course supplied by 'Educare'

When we onboard new instructors and mechanics our Safeguarding Leads check and record their DBS original information. Any existing instructors and mechanics whose last DBS check was three years ago is required to have a new check. For those who are also on the Update Service, this is checked at least every three years.

We align our Safer Recruitment Policy and DBS Policy to guidance published by the Home Office and Department for Education. The two documents that currently guide our policy are:

1. "DBS Checks: guidance for employers" issued by the Home Office, most recently updated in January 2026.
2. "Keeping Children Safe in Education 2025" issued by the Department for Education, the last main update was in September 2025.

In line with the Department for Education's statutory guidance, Keeping Children Safe in Education 2025, our instructors and mechanics are not required to bring their original DBS documentation with them to the schools. The DfE guidance specifies that 'For visitors who are there in a professional capacity schools and colleges should check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks. Schools and colleges should not ask to see the certificate in these circumstances).' It does not permit schools to ask to see original certificates. The relevant paragraph is 306 in the Keeping Children Safe in Education guidance (September 2025).

All our Instructors/Mechanics must carry their Cycle Confident ID, which also contains their DBS number and date of Last Check.

The booking contact at your school will receive an email prior confirming the Instructors/Mechanics, DBS number, date of Last Check and mobile number so that you can contact them in emergency.

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,

Mark Morgan
Head of Training and Development
Safeguarding Lead
07718 578302
mark@cycleconfident.com