

1st September 2026

Re: DBS Checks of Cycle Training Instructors and Mechanics Working in Schools

To Whom It May Concern,

I am writing to confirm Bike Right'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 Bike Right onboards new instructors and mechanics, we complete a new Enhanced DBS check with Child Barred List checks as required, in conjunction with our Safer Recruitment Policy, and record the details of the original DBS certificate. Existing instructors and mechanics are required to complete a new DBS check when three years have passed since their previous check. For those registered with the DBS Update Service, their status is checked at least every 12 months. All staff are encouraged to join the Update Service.

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 July 2026.
2. "Keeping Children Safe in Education 2026" issued by the Department for Education, the last main update was in September 2026.

In line with the Department for Education's statutory guidance, Keeping Children Safe in Education 2026, 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 depending on the activity they are there to carry out (or that 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 378 in the Keeping Children Safe in Education guidance (September 2026).

All our Instructors/Mechanics must carry their Bike Right 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 Instructor/Mechanic names, 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 Bike Right'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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