

Safeguard and Disability Awareness Training

Oxfordshire County Council's (OCC) policy on Safeguard & Disability Awareness Training stipulates that all Drivers and Passenger Assistants must undertake and pass the appropriate Safeguard & Disability Awareness Training to the required level before they are eligible for an OCC DBS badge (*school badge*) allowing them to work on any OCC transport contracts.

If an applicant fails their Safeguard & Disability Awareness Training, they will not be given an OCC DBS Badge and as a result will be unable to work on any OCC transport contract. In this situation, the applicant will not be allowed to reapply for an OCC DBS Badge for 6 months.

You may be aware that Oxfordshire County Council and the District Council Licensing Authorities are all signed into a Joint Operational Framework. Safeguard & Disability Awareness Training is now a mandatory requirement for all OCC and District Council drivers and passenger assistants. Because of this, it has come to our attention that there may be some confusion surrounding which rules apply in certain situations with regards to applicants who fail the Safeguard & Disability Awareness Training course.

Please see below clarification on each scenario:

- 1. For applicants that have never held an Oxfordshire County Council DBS Badge and are applying for the first time:**
 - If the applicant fails their Safeguard & Disability Awareness Training, their application for an OCC DBS Badge will be withdrawn and they will not be able to reapply for an OCC DBS Badge for 6 months.
- 2. For applicants renewing their Oxfordshire County Council DBS Badge:**
 - If the renewal applicant fails their Safeguard & Disability Awareness Training, their renewal will be withdrawn and they will not be able to reapply for an OCC DBS Badge for 6 months. If they still have a valid OCC DBS Badge that has not yet expired, this will be revoked with immediate effect.
- 3. For taxi drivers undertaking Oxfordshire's Safeguard & Disability Awareness Training as part of the requirements for their District Taxi Licence but already have a valid Oxfordshire County Council DBS Badge:**
 - If the driver fails the Safeguard & Disability Awareness course, their details will be referred to the relevant Licensing Authority.
 - Their OCC DBS Badge will be revoked with immediate effect. This driver will not be able to reapply for an OCC DBS Badge for 6 months from the date of their Safeguard & Disability Awareness Training failure. If their taxi licence expires within these 6 months, or they are not able to renew this, they will not be able to reapply for an OCC DBS Badge until they have a valid taxi licence.
- 4. For taxi drivers undertaking Oxfordshire's Safeguard & Disability Awareness Training as part of the requirements for their district taxi license that do not yet have an Oxfordshire County Council DBS Badge:**
 - If the driver fails the Safeguard & Disability Awareness course, their details will be referred to the relevant Licensing Authority.
 - If they wish to apply for an OCC DBS Badge in the future, they will not be able to do this until 6 months have passed since they date they initially failed the Safeguard & Disability Awareness Training.