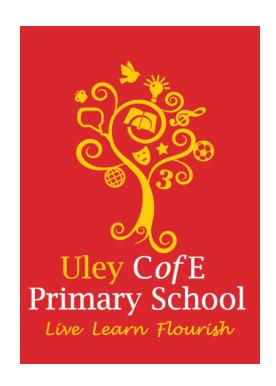
ULEY C OF E PRIMARY SCHOOL



SAFER RECRUITMENT POLICY

Uley C of E Primary School SAFER RECRUITMENT POLICY

Uley C of E Primary School is committed to safeguarding and promoting the health and welfare of children and expects all staff and volunteers to share this commitment.

We strive to create a nurturing and trusting environment where children feel safe and secure and, one that enables them to develop, learn, grow and flourish.

In order to ensure this our recruitment and selection policy is in accordance with both local and national guidance.

This policy is written in line with the DFE document 'Keeping Children Safe in Education, September 2016'.

What guidance does this legislation relate to?

Safeguarding Vulnerable Groups Act 2006; Children Act 1989; Education Act 2002; Children Act 2004; and Section 157 and 175 of the Education Act 2002.

Safer Recruitment Overview

The school operates a strict recruitment policy following the principles of Safer Recruitment Training.

This includes:

- Clear and easily understood advertisements with a safeguarding statement
- Detailed personnel specifications for each post
- Job descriptions for each post
- Any further particulars of the post as described in an additional information document
- Applications are assessed against the personnel specification and other application information to create a short list of candidates.
- Interviews are conducted fairly and consistently on a structured basis
- All interviewees provide evidence of qualifications (if applicable) and identification
- All Interview Panels include a member of staff who is 'Safer Recruitment' trained
- A member of the Governing Body is always 'Safer Recruitment' trained
- References are always taken for new employees and details are checked against other records for consistency.
- Helpers and volunteers, although not formally recruited, safeguarding is of paramount importance.

The advice provided in the DFE publication 'Keeping Children Safe in Education, July 2015', is followed.

DBS Checks and Access to the School

Single Central Register (SCR)

The school holds a Single Central Record SCR that logs all safer recruitment checks. The SCR will include all those people permanently or regularly employed at the school.

Those people not included on the SCR but who could be found in the school include Occasional Visitors, Helpers, Building or Maintenance Contractors and Governors and these circumstances are described below.

Employees

All job offers are made subject to satisfactory references and Enhanced DBS checks.

DBS Checks Returned with a Disclosure

We recognise that in some cases DBS checks will include disclosures of past criminal activity. This is not of itself a bar to inclusion on the Single Central Record. In all such cases, the Head Teacher and Governors will complete a risk assessment, taking advice as necessary, and decide if the individual is considered appropriate to include on the SCR.

It is the schools' understanding that other Authorised Bodies completing DBS checks that are recognised by the school will complete similar risk assessments in the event of a DBS Check disclosure.

Starting Employment without a DBS Check

In exceptional cases, a member of staff is authorised by the Head Teacher to start work before the return of their DBS check only if they sign a personal declaration stating that they have no criminal convictions, bind-over orders, cautions, reprimands or warnings recorded against them. Exceptional

circumstances arise where a key role in school is vacant and the time taken to process a DBS check is extensive. In such cases, members of staff are only allowed to work alongside other members of staff and never alone.

Accepting DBSs Completed by Other Organisations for those not on the SCR.

We complete new DBS checks for all new employees on appointment. For those peripatetic teachers/coaches or volunteers working for shorter or infrequent times, we recognise DBS checks completed by other organisations in the following circumstances:

- DBSs provided by National Governing Bodies of sports recognised by Sport England.
- Other Schools, Academies or Local Authorities.
- Recognised Supply Agencies.

Building or Maintenance Contractors

Uley School will be visited by 'occasional' contractors from time-to-time. All 'occasional' contractors will complete a 'Permit to Work' which will include details of the Named Contractor's DBS number. Anyone accompanying the Named Contractor will not be left to work alone in areas of the site to which students have access. Where possible and in the majority of cases, Maintenance is carried out outside the normal school day.

Voluntary Helpers and Visitors

A risk assessment (appendix 3) is carried out to judge whether the helper is in a regulated activity and whether a DBS check is necessary. Helpers who are not DBS checked as a result of a risk assessment, are supervised by a person who is in a regulated activity.

Occasional visitors do not need a DBS check when visiting, provided they are permanently in the presence of a member of the school's staff. We will ask for identification and possibly DBS evidence from other professionals visiting the school.

Governors

Governors do not need DBS checks in the ordinary execution of their duties at meetings and as guests at school events. A Governor volunteering in school would be risk assessed as above to determine whether a DBS check is required.

Updating DBS Checks

Existing staff will not be asked to update their DBS unless there are grounds for 'cause for concern'.

Breaks in Service

A new DBS disclosure will need to be in place if an employee has a break in service of three months or more.

Visitor/Reception Practice

Definition of a Visitor

Anyone not employed at Uley School is a 'Visitor'. All Visitors including volunteers must sign in at Reception. Some visitors and all volunteers will have been risk assessed. Visitors and volunteers listed on the SCR can then move around the schools and carry out their business without being accompanied. Visitors and volunteers not listed on the SCR must all be announced to the member of staff that is responsible for the work they have come to complete and supervised through their visit.

Visitors include contractors and other professional. We will ask for identification on entry and possibly evidence of a DBS check for other professionals.

Recruitment Procedures – please also see Schoolsnet Local Authority guidance on recruitment

Job Description and Person Specification

A vacancy will occur where a member of staff leaves and needs to be replaced, or where a new post is created within a team/school.

Where a vacancy occurs through a member of staff leaving, the opportunity should be taken to determine whether the post needs to be refilled, whether it should remain the same, or whether changes should be made before advertising it. Where changes are made consideration should be given to the effect this may have on the duties of other team members. If radical changes are made the revised job description and person specification should be sent to HR for evaluation. The only exception to this need for evaluation is with teaching posts, but a Job Description and Person Specification must still be produced for the post and sent to HR.

In any event, the job description and person specification should always be reviewed before advertising to fill a vacancy to ensure they are up to date and an accurate reflection of the duties, skills and abilities needed in the role.

Where a new post is created the job description and person specification must be drawn up to again ensure that the job role is reflected accurately. These must be sent to HR for evaluation if it is for a non-teaching post.

The person specification should not take an "essential" and "desirable" approach. However the Lead Officer and panel should be clear about what the minimum criteria for the job are, i.e. the skills/attributes the post holder must have to be able to carry out the duties of the post. This is important for shortlisting and interviewing generally, but is particularly important for disabled applicants. Applicants with disabilities are guaranteed an interview if they meet the minimum criteria of the post.

In all cases the person specification will be your guide to writing the advert, producing your interview questions and devising any tests. After appointment it should be used as the starting point for a learning needs analysis during probation and on into the employment relationship, and used to inform appraisals.

In all cases the job description must make clear the responsibility the jobholder will have for child protection. The person specification must specifically state that the job holder is required to be suitable to work with children, and must contain details of the level of DBS check required for the post, if applicable.

Advertising

Once the job description and person specification is up to date, accurate and evaluated as necessary, the next step is to draw up the advert. HR staff are available to advise Head Teachers on writing adverts but there are a few simple guidelines to be followed.

Adverts need to be clear about what the job entails, concise but not to the point of including too little information, should show details of salary including any pro rata arrangements, and the hours of the post including any flexibility such as job share or flexibility over days worked.

The advert must also contain reference to the fact that a DBS check will be required, and the level of check required. The closing date should be clearly stated, and where possible the shortlist and interview dates should be included. Contact details will be those of the school unless you have made arrangements for the HR team to handle the administration, or it is a Head Teacher vacancy that will normally be handled by HR. If you have a contact for potential applicants wishing to have an informal discussion these details should be included in your advert.

The advert must contain the following, or a similar, statement: "Our school is committed to safeguarding and promoting the welfare of all children, and expects all staff and volunteers to share this commitment. Any appointment will be subject to an enhanced DBS check."

The advert (and Job Description and Person Specification) must not include any text or images that could directly or indirectly discriminate against certain groups, e.g. ethnicity, gender, disability, age. However there are circumstances where it is appropriate to be specific about the person needed for the job, if this is the case advice is available from HR.

The wording, appearance, and the choice of media can all influence how popular the vacancy will be, as well as affecting how attractive it will be to all groups in the community.

Consideration will need to be given to when and where the advert should appear.

Timescales

It should be noted that there is a legal requirement to advertise substantive Head Teacher and Deputy Head Teacher posts nationally. It is good practice to advertise any permanent posts externally unless there are specific reasons to ring fence vacancies to existing staff.

The closing date by which applications should be returned should be at least two weeks after the first appearance of the advert to allow enough time for potential candidates to complete and return the forms.

The names of the panel members must be agreed early on and should never be less than two people. Both the shortlist and interview panels must have the same membership. It is advised that all members of the panel and as a minimum the Chair of the panel should have completed Recruitment and Selection training course, or have been assessed as having suitable previous knowledge and experience in recruitment and selection. At least one member of the Interview Panel should have undertaken Safer Recruitment Training within the last five years. If the appointment is for a Head Teacher, then the panel should include one Governor, who is Safer Recruitment Trained, within the last five years.

It is good practice for at least one panel member to have undertaken appropriate training in recruitment and selection.

The panel should meet in advance of shortlisting to agree the criteria to be used for shortlisting, and to determine the standards required. The panel should also meet before the interviews to finalise the questions to be asked and who will be asking them, and to confirm the standards being sought during the interview.

The shortlisting date should ideally allow time for shortlisting packs to be prepared for the panel by a member of school staff and giving panel members time to read the information before the shortlisting meeting starts.

Application Pack

The application pack should be informative and act as a first impression of the job and school. The pack must contain the job description, person specification, application form, and guidance on completing the application form, and the convictions and cautions declaration form.

Information about the organisation's safeguarding policy and practices should also be made available to candidates as part of the recruitment documentation provided in response to enquiries. This should include the fact that an enhanced DBS check will be required, and that current and previous employers may be contacted and how references will be obtained including possible verification with the originators as well as checks that the referees have the authority to write references.

The covering letter to the applicant must state that the criteria in the person specification will be tested during the interview process, and that relevant issues raised in references will also be discussed at interview. The letter should also make it clear whether or not those applicants not shortlisted will receive communication telling them they have been unsuccessful.

The standard local authority application form should be used to give consistency in the type of information being collected from each applicant. CVs are accepted along with an application form acceptable. However, you may need to vary the approach if a disabled applicant wishes to apply for a post.

Additional information can be added to the pack about the school and post available in order to appeal to the intended audience.

Record Keeping

As application packs are sent out the name and address of the caller should be logged by the school, along with the date the pack was sent, and the publication in which it was seen. As application forms are returned they should be logged back in and details of gender, ethnicity and disability kept against each person's name. This allows a profile to be built up of how many packs are sent out against how many are returned, and gives a profile of the applicants being attracted. Further logs should be kept of those candidates selected for interview, and the candidate finally selected for the job.

It is helpful to keep a note on the same logging sheet of where the advert was placed and how much it cost in each publication. When set against information provided by applicants on where they saw the advert, and against the calibre of applicants, a picture can be built up of where the most effective recruitment is taking place.

When application forms are returned they should be checked to ensure the declaration form regarding convictions and cautions has been included and completed, if applicable. If not, this must be chased with the applicant.

If an applicant has made a declaration, this should be raised with HR for information immediately, but not yet notified to the panel.

Shortlisting

The shortlisting panel must use copy application forms without the front page of the application form, thereby removing personal information that could lead to subjective judgements being made on age, ethnicity, gender, etc. It is also important that if an applicant has included their name on other pages of the application form, that these are blocked out when copying in order to remove identity. The equal opportunities monitoring details must not be included with the forms in the shortlisting pack.

Every candidate should be assessed against all the criteria from the person specification using a grid, indicating Met, Part Met, or Not Met against each criteria to ensure consistency and fairness.

Investigate gaps in employment, referee details and any other areas for concern.

Once shortlisting has been carried out all packs should be returned to the member of staff handling the recruitment administration, with the shortlisting grids completed by all three panel members, and a completed consensus grid. If not already agreed the interview date should be agreed and communicated to the person who will be inviting the candidates for interview, as well as where the interviews will take place, and whether there are any further requirements.

For example, if candidates are to give a presentation, the subject of this, expected duration, and availability of equipment such as OHPs or PowerPoint, must be decided so this information can be passed to the candidates at the appropriate time. Applicants selected for shortlisting by the panel must be clearly identified when the packs are handed back to the administrator.

At this point interview questions can be finalised using the person specification. Specific questions you may wish to ask candidates relating to their application or references can be added later.

If your original letter to applicants in the application pack said that unsuccessful candidates would be notified, now is the time to write confirming they have not been shortlisted.

Inviting for Interview

The letter (or e-mail) inviting a candidate for interview must provide the date, time, and venue of the interview, and a map should be provided if necessary. Any further requirement details such as presentations must also be included.

The letter must also ask that if the candidate has any special requirements for the interview day, such as access requirements, that these be made known to the school in advance.

The letter must state that the interview will be used to explore the candidate's suitability to work with children, should outline the need for a DBS check as appropriate, and must give details of the ID documentation and qualification certificates the candidate is required to bring with them. ID documentation is also required for all new recruits to comply with the Asylum and Immigration Act 1996.

References

Reference requests must be sent out at the same time as the invite for interview letters to ensure all references are returned in time for the interviews. References must be chased if timely responses are not received.

The only exception is where the candidate has indicated on their application form that their referee cannot be approached. If this is the case the candidate should be asked to reconsider this decision and, failing that, explain that if they are successful at interview references will still need to be sought and may need to be discussed prior to any offer of employment.

Please note that an offer of employment can only be made when there are at least two satisfactory references available for the preferred candidate.

Always send a copy of the job description and person specification with the reference request as this gives the referee a better opportunity to provide an accurate reference. Ask the referee for feedback on specific areas of work you are interested in, and try to elicit objective comment through the way you word your request. It is good practice to use an appropriate proforma to do this. If additional information is requested of a referee over the telephone this should be written down and the referee asked to confirm it in writing.

Do not accept verbal and open references/testimonials, as these are far less reliable than those you request yourself. You must write to the individual/organisation in order to verify the information. One reference should be from the most recent employer where the candidate worked with children, and from one other source who knows the candidate professionally so that you have two professional references. References are not acceptable from partners/spouses, family or friends.

The references should address the candidate's suitability to work with children. The most recent / current referee must be asked to comment on any disciplinary offences (not unproven allegations) relating to children, and any child protection concerns including the outcomes of any enquiries and disciplinary proceedings. The referee must be informed that the reference they provide may be discussed with the candidate at interview.

The references must be made available to the Chair of the panel prior to interview as any relevant issues raised in the references must be shared with the interview panel and explored with the candidate during the interview. Legitimate areas of concern are related to the agreed Person Specification for the post. The panel should also cross check the references with the application form to satisfy themselves they have the appropriate referees" responses, and that there is no mismatch of information.

Any other queries arising from the references should be followed up with the referees.

If references are obtained after the interview because the candidate did not wish for them to be taken up beforehand, any issues raised in the references must still be pursued if necessary.

Interviewing

Interviews should take place far enough after shortlisting to allow time for references to be requested and received. The interview pack should be ready two to three days before the interview date to allow the panel to read through the applications. At this stage the front page(s) is/are reattached to the application form, but the equal opportunities monitoring form is still not included.

If any candidate has a disability, the panel must be made aware of the nature of this, in advance, so that any reasonable adjustments can be made to the room, access etc.

If a declaration has been made by any candidate that reveals they have any convictions or cautions, and following advice from HR, the candidate's declaration should be copied to go with the application form in the interview pack. This will allow for discussion around this declaration at interview.

Copies of original identity documents (as listed on the DBS application form) must be taken by the school at the start or end of the interview for the DBS check. The ID must also cover the required check under the Asylum and Immigration Act 1996. The information from these documents will be transferred to the DBS disclosure application form for the preferred candidate by the school. Preemployment checks should also confirm a candidate's Employment History, Identity, Right to work in the UK, Academic and Professional qualifications and references. Copies of these documents must be retained by the school in the personnel file for the individual if appointed.

Candidates should be told what the checking process entails, the likely timescales involved, as well as the fact that clearances are needed before the LA can approve any appointment.

Copies of any relevant qualifications certificates should also be taken as appropriate. Original certificates have to be provided by the candidate to be copied.

The interview questions and any tests must be designed to test whether the applicant is suitable for the role, and this will include their suitability to work with children. Ask about attitudes towards children and child protection and where appropriate motives for working with children. Appropriate weighting should be given to these safeguarding questions.

Any apparent gaps in employment history, education, qualifications, etc. should be identified by the Chair of the panel and explored with the candidate at interview, as should any anomalies in the information provided on the application form. Frequent or sudden job changes should be questioned.

The content of references should be explored, particularly if there are any causes for concern in the references. If references are not available, the candidate must be asked if there is anything likely to come up in their reference that they feel should be discussed.

Each panel member should complete interview grids so there is a clear record of the chosen candidate and how they met the criteria, and the consensus grid must be completed. Every candidate for all postsshould be assessed against all the criteria from the person specification using a grid, indicating Met, Part Met, or Not Met, to ensure consistency and fairness.

At the end of the interview, the successful candidate will become the preferred candidate. If the preferred candidate had not given permission for referees to be contacted prior to interview, s/he should now be told they are the preferred candidate (this is not an offer of employment) and asked if the references can be taken up. References should then be requested as soon as possible, by fax or e-mail if possible. An offer cannot be made unless both references are returned and satisfactory.

If the references provided are not adequate, or if there is a need to check back further, the panel can request other references, with the candidate's consent, pulled from the employment history provided on the candidate's application form.

Preferred Candidate – Good References and Declaration

If the references and declaration for the preferred candidate are satisfactory, all interview packs should be returned to the school's recruitment administrator, with interview and consensus grids completed by all panel members, signed, and clearly indicating the preferred candidate, along with the ID document copies (if copied by the panel), and appointment details, e.g. salary, hours.

The preferred candidate can be contacted to tell them they are the preferred candidate, but no offer can be made at this stage.

Preferred Candidate – Poor References or Declaration

If one or both references for the preferred candidate are unsatisfactory, the school may refer back to HR for advice. In most cases further investigation is required before a candidate can be accepted or rejected. All interview packs and grids should be returned to the person handling the recruitment process.

If the declaration for the preferred candidate contains information about convictions or cautions the matter can be discussed with HR. who will discuss the case with the Head Teacher and decide whether or not the person is suitable to appoint. All interview packs and grids should be returned to the person handling the recruitment process in the school.

In some cases it may not be possible to appoint the preferred candidate due to unsatisfactory references or declaration. In such cases it may be possible to appoint the second placed candidate, subject to the same reference and disclosure checks already outlined. If the second placed candidate is not suitable a re-advertisement may be required.

Unsuccessful Candidates

Candidates who have been unsuccessful at interview should be notified of this as soon as possible, either by the Chair of the panel, the Head Teacher, or the person handling the recruitment administration in the school. Candidates should be offered the opportunity for feedback from either the Chair or a member of the panel.

All papers relating to the recruitment exercise should be kept confidentially and securely for six months, in case of query, and then confidentially destroyed. This includes the ID papers copied from candidates at interview.

The recruitment statistics being kept for equal opportunities monitoring should be updated to ensure it can be tracked from advert to appointment.

In some cases there may be a preferred candidate plus a candidate in a close second place. It may then be prudent that the second placed candidate isn't immediately rejected in case the preferred candidate cannot be appointed for some reason, or rejects the offer. The second placed candidate may then become the preferred candidate, at which point references and the declaration must be checked.

Appointment Process

Once a preferred candidate has been selected, the school must issue them with the DBS disclosure application form and notes booklet if applicable, and with the medical questionnaire and envelope. The candidate must complete both and give them back to the school.

Once the forms are received back from the candidate, the medical form must be left in the confidential envelope and returned to HR, with the name of the candidate and the school name clearly marked on the envelope. The DBS disclosure application form must be checked for completeness, and then section X must be completed using the details from the ID documents copied at interview stage. The documents required for this are listed in the DBS notes booklet, as are the instructions for correctly completing the form. This form must then be sent back to HR, along with the copy ID documents.

Both the medical and DBS forms can be sent to HR with the starter paperwork listed below, or shortly afterwards, as necessary.

The school must submit to HR copies of: the candidate's application form and any letter of application, the declaration of convictions and cautions form, both references, qualification certificates, the ID documents taken at interview, copies of any visas or work permits, the graded job description and the person specification, and a fully completed new starter S1 form.

These papers will be tied up with the medical and DBS forms. The DBS form will be sent to the DBS for processing. The medical questionnaire will be sent to the Occupational Health provider.

If the applicant is from overseas or has not lived in England, Wales, or parts of Ireland or Scotland (see paragraph on "Background Checks on Recent Residents) for some or all of the previous five years, please contact HR to discuss how criminal clearances should proceed.

Once the DBS application has been checked and sent off, HR will carry out a List 99 check. Confirmation that this is clear (or not) will be e-mailed to the school. Confirmation that the post being filled is correctly graded will be e-mailed to the school within seven days of receipt of the appointment papers.

Notification of the DBS check once completed is sent to the individual concerned who is then required to bring it into the school so the details can be checked and noted.

Where the DBS application is returned to HR later than seven days after receipt of the appointment paperwork, confirmation of approval of the post and grade will still be sent to the school within seven days. Confirmation that the DBS form has been sent, and the List 99 notification, will then follow as soon as possible.

Once approval of the post and grade has been given, an offer of employment can be made to the preferred candidate. This offer must be made subject to satisfactory medical and DBS clearance. A copy of the offer letter should be sent to HR.

Where the LA/HR does not approve the appointment because the grade and remuneration is not deemed appropriate, the Governing Body must reconsider the grade and notify HR of the decision.

At this stage a Risk Assessment (appendix 1) can be carried out if there is a need for the new recruit to start in post before the DBS disclosure has been received, and clearance given. The considerations are: How much is known about the individual? Have they declared any cautions or convictions and have these been explored with the individual? If allowed to work prior to clearance, can s/he be given full supervision during work time? HR will issue a form for this purpose to the school, a completed copy of which must be sent back to HR.

For a risk assessment to be valid, the declaration of convictions form must have been reviewed, List 99 checked, both references received, and medical clearance given.

Where an applicant declares a conviction, or where something is revealed on the disclosure certificate, a Risk Assessment (appendix 2) can be carried out. HR will contact the school. S/he will liaise with HR and the school to come to a decision over whether the applicant is suitable to work with children.

Once medical and DBS disclosures have come back to HR, and clearance is given, the appointment will be confirmed to the Head Teacher / Bursar, and the Statement of Main Terms and Conditions will be issued. The school must either arrange a start date with the employee and let HR know this for inclusion in the Main Terms and Conditions or, if the employee is already working under a risk assessment, confirm that they can now work unsupervised.

In addition to the medical and DBS checks, there are a number of other checks needed for teachers taking up new posts.

HR checks qualified Teacher Status at appointment, as well as successful completion of the one-year probation. The school may check the NPQH qualification at Leadership level.

In the event that the person selected for appointment is not suitable on the grounds of health, mental or physical capacity, qualifications, registration on List 99, or an inappropriate criminal record, the school will be contacted by HR as soon as possible. Full advice will be given as to the most appropriate way forward, which may include re-advertising and termination of the recruit's contract.

Induction

On appointment an induction is carried out (by the Head Teacher), and that the probation process is established and followed if applicable. The probation period for Newly Qualified Teachers is statutory and spans one year, and for non-teaching staff it is six months. The Induction process will involve policies which staff need to familiarise themselves.

Induction should include general orientation early on, then policies and procedures, expectations in the area of conduct, and safe practices in place within the school. Safeguarding and Child Protection procedures should be covered with all staff on induction.

Each school must keep a Single Central Record of all staff and volunteers including governors, and the checks that have been carried out for each person. This enables the school to be certain that all people working in the school have had the appropriate checks, and will form a central part of the evidence Ofsted will wish to see during inspections. Please note that if a person changes the type of job they do they may need to undergo a new DBS check – please seek advice from HR. In most cases where the type of job changes, a new medical check will be required.

Head Teacher Recruitment

The recruitment and selection process for a new Head Teacher must follow the key stages laid out in this guidance. However there are two key additional requirements to consider.

Any new Head Teacher being recruited to his/her first headship, or his/her first headship in a maintained school, may have achieved, or be working towards, the National Professional Qualification for Headship (NPQH). The school must ensure this is explored with any candidates for Head Teacher posts.

Confidentiality

During the recruitment and selection process the school will find itself in possession of a great deal of personal information, both for the successful candidate and for the unsuccessful applicants. This information must be stored securely, released to only authorised persons, and confidentially destroyed at the appropriate time, in accordance with the Data Protection Act 1998.

Volunteers

Whilst it is recognised that volunteers including governors may not be recruited in the same way as staff on permanent or temporary contracts of employment, it remains important that safe engagement practices are followed. In particular a decision will need to be made about whether a DBS check is required for the individual who is volunteering. This decision will be based around whether the volunteer will have direct and unsupervised access to children, and how often they will be in school.

Where the volunteer is in school regularly it is advisable that a DBS check is made. For any volunteer the List 99 check must be requested via HR.

The school must maintain a list of the volunteers used in the school, and the checks that have been undertaken. This list must be supplied to HR on a termly basis, on request. If an occasionally used

volunteer starts to be used more regularly, or the nature of the work they are doing changes in such a way as to give them greater access to children, it may become necessary to conduct a DBS check where none had been needed before. Where this is the casethe changed circumstances must be noted on the register.

Aided Schools

Select preferred candidate.

School issue medical questionnaire, and then send completed form back to HR. School issue DBS disclosure application form, check ID, complete Section X, and return the form to HR.

School sends appointment paperwork to HR.

School makes an offer subject to medical and DBS clearance. School sends a copy of the offer letter to HR.

HR confirm the result of the List 99 check to the school.

School risk assess if there is a need for the employee to start in post prior to the full DBS check.

Checks completed – HR notifies the school of the outcomes.

HR issues the Statement of Main Terms and Conditions of Employment.

APPENDIX 1: RISK ASSESSMENT TEMPLATE - EMPLOYEES STARTING WORK BEFORE AN ENHANCED DBS CHECK IS RETURNED

Please complete this form fully as it will form the basis of a decision to appoint/not to appoint someone into a position subject to it.

If a Barred List check is not applicable for this role, approval for allowing an applicant to start, based on the completion of this risk assessment must be approved by the appropriate Assistant Director.

Name of Manager/
Name of Applicant
Position Applied For
Director Area/Service
Date of Risk Assessment

Questions	Comm	ents
Is this post eligible for a Barred List Check?	Yes (go to Q.2)	
If 'No', then sign off will be required by an appropriate Assistant		
Director on the completion of this form before the applicant may start	No (go to Q.4)	
in role.		
Has the Barred List check been undertaken if applicable?	Yes	No
Is the applicant barred from working with Children/Adults? If 'Yes'	Yes	No
end process now.		
Have all Pre-employment checks been undertaken including	Yes	No
References checked and verified.		
Application form checked and all breaks in employment and		
or training are accounted for.		
Identity has been validated.		
Has a correctly completed DBS check application form been sent to	Yes	No
DBS?		
What level of and how much supervision is available to the applicant		
from an appropriately qualified and experienced member of staff?		
Can any safeguards be implemented to reduce/remove any risk e.g.	Yes	No
no unsupervised contact?		
Has the applicant advised of any disclosures that the DBS check will	Yes	No
show? If so, what is the impact of these – see Appendix 2: Cause for		
Concern Risk Assessment Proforma.		
Any questions/additional comments from the applicant?		

Declaration by applicant and any additional comments in support of an employee starting work before
an enhanced DBS check is returned:
I understand that if I am allowed to start work before my enhanced DBS check is returned it is subject
to the information I have supplied and that this is complete and correct. False information, or a failure
to supply the details required could lead to termination of employment.
Signature: Date
Additional comments from the Manager
Signature: Date:
Outcome of Risk Assessment (delete as appropriate):
Allow employee to begin before the enhanced DBS is returned?
Yes
No
Please state (if applicable) whether approval is dependent upon conditions being met, such as
recommendations, restrictions or safeguards to be implemented by the employing service
Name of Authorising Officer:
Signature of Authorising Officer:
I have considered the content of this risk assessment and give approval for the applicant to start in
position, with the safeguards set out above put in place, prior to the return of an enhanced DBS
check.
Name of Assistant Director
Signature of Assistant Director
Date
Updated July 2014

APPENDIX 2: CAUSE FOR CONCERN RISK ASSESSMENT PROFORMA

Please complete this form fully and discuss with an HR Adviser, as it will form the basis of a decision to appoint/not to appoint someone into a position where adverse disclosures have been identified on a returned DBS check.

Name of Manager
Name of Applicant
Name of HR Adviser (consulted if required)
Position Applied For
Director Area/Service
Date of Risk Assessment

Questions	Comments
Does the applicant meet all the essential criteria for the	
post in terms of skills, knowledge, experience and	
ability?	
Does the applicant agree that the information detailed	
on the DBS certificate is correct?	
In the event of a challenge from the applicant the matter	
needs referring to the disputes team at the DBS.	
The country in which the offence was committed e.g.	
some activities are offences in Scotland and not in	
England and/or Wales and vice versa. Whether the	
offence has since been decriminalised by Parliament.	
What was the nature of the crime, when did the relevant	
offence(s) occur e.g. less/more than two years ago, what were	
the circumstances involved and what was the sentence?	
Do the matters disclosed form any pattern? Was the offence a	
one-off, or part of a history of offending e.g. is the offence likely	
to re-occur?	
What is the seriousness of the offence(s) and relevance	
to the safety of other employees, customers, service	
users and property?	
Are there any assessments and reports from those agencies	
involved in the applicant's process of rehabilitation e.g.	
probation service, specialists working in prison, other agencies?	
Are the type and/or nature of the offence(s) directly relevant to	
the post?	
What is the nature of the contact the applicant will have with	
children/adults/the public and how vulnerable are they? If	

working with adults, will the applicant have access to finances or	
to items of value?	
Was the relevant offence committed at work (either paid or	
unpaid work)? Does the job present any opportunities for the	
applicant to re-offend in the place of work?	
Did the applicant declare the matters on the DBS disclosure	
application form?	
Are there any mitigating circumstances e.g. any relevant	
information offered by the applicant about the circumstances	
that led to the offence being committed e.g. the influence of	
domestic or financial difficulties?	
Has the applicant's circumstances changed since the offence	
was committed, making re-offending less likely (e.g. improved	
personal circumstances, drug addiction therapy etc.). Can the	
applicant demonstrate any efforts not to re-offend? i.e.	
rehabilitation course	
Would the applicant do anything differently now - has their	
motivation changed? Does the individual regret the matter	
(degree of remorse) and what is their attitude towards the	
matters now?	
What level of and how much supervision is available to the	
applicant?	
Can any safeguards be implemented to reduce/remove any risk	
e.g. no unsupervised contact?	
Any questions/additional comments from the applicant?	
L	

Declaration by applicant and any additional comments in support of their employment
I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required could make an offer of employment invalid or lead to termination of employment. I understand that this proforma will be held securely by the DBS Admin Team for 25 years from the date of the assessment if appointed/6 months if not appointed. It will only be accessed if a) Regulatory/enforcement organisations ask for clarification on this recruitment decision, or b) any allegations are made against me during the course of my employment with the Council, where an investigation would require access to this data. It will be destroyed in line with the Council's Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.
I consent to the above:
Signature: Date
Name:
Additional comments from the Manager Signature:
Outcome of Risk Assessment (delete as appropriate):
Continue with offer of employment/withdraw offer of employment
Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions, safeguards to be implemented by the employing service
Name of Authorising Officer:
Signature of Authorising Officer:

Updated July 2014

Appendix 3

Name of volunteer	
Name of role	
Frequency and duration of role	
Nature of role including number of children, ages, activities, vulnerability	
Verbal disclosures of convictions/caution? Do these or will these impact on the welfare of children?	
Does the voluntary post require unsupervised access to children?	
Will the volunteer be supervised by a person that is in a regulated activity? If so, who?	
Will the volunteer be supervised on a regular basis? This means that the supervision should not be concentrated on the first few weeks of an activity and then tail off.	
Will the supervision be 'reasonable' in the circumstances to ensure the protection of children?	
Does the post require employee to work in a remote/out of sight location?	
Will the employee be providing personal care to children?	
DBS required?	
Date Signatures	

RISK ASSESSMENT FOR VOLUNTEER IN SCHOOL

\checkmark	REASON FOR THE RISK ASSESSMENT			
	Volunteer will be working in a classroom			
	Volunteer will be supporting a class on a school trip or visit - may be responsible for a small group			
	Volunteer transports children to events organised by school staff			
	Contractor to do work in school during the school day			
	Other:			

Risk assessment for Name:	Completed by:	Severity (S) on a 1-4 scale with 4 high
Date of Birth:	Position:	
	Signed:	Likelihood (L) on a 1-4 scale with 4 high
Volunteer Role :	Date:	Risk Rating (S x L) on a 1-16 scale with 16 high

✓	Step 1	Step 2	Step 3	Risk Ratings
	Specify significant hazards or risks that arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	e.g 1 x 2 = 2 LOW RISK
	Volunteer with regular contact working with children with significant unsupervised contact e.g takes children for one to one or group work	children in class	DBS check required	
	Volunteer will be working in a classroom with children, supporting groups and individuals under the general guidance and full supervision of the class teacher or member of staff.	Children in class	Volunteer will not be left alone with children, class will always have an employee present who has been fully checked.	
	Volunteer will be supporting a class on a school trip and may be responsible for a small group under the general guidance and full supervision of the class teacher.	Children on trip	Volunteer will not be left alone with children. Overall supervision will rest with the Lead teacher on the visit or trip. Teacher will take groups to the toilet or organise for two adults to take the children.	
	Volunteer for a one off event. Volunteeroftensupports trips and activities and takes responsibility for leading a small party of children with minimum or no supervision	Children on trip	DBS check required	

✓	Step 1	Step 2	Step 3	Risk Ratings
				SxL= Risk (Severity x Likelihood)
	Volunteer - One off event - not regular - transporting a child in a car to a school or organised event	Children in car being transported	Where possible, two adults to be in the car. Children to sit in the back seats of the car. Parental permission required.	
	Contractor in school while children are present – not a regular contractor, one-off event	Children in school	Contractor without DBS (CRB) clearance will be supervised by an employee who has been appropriately checked.	
	Regular contractor attendance in school while children are present and has unsupervised access or significant potential for being alone with a child or group of children.	Children in school	DBS check required	
	Other:			

	Step 4 Action and Time scale			
Action Needed e.g is a full DBS check required?			Responsible Person	Agreed Date

Agreed by: -	
Headteacher (Signati	ure) Date