



**Our Lady Seat of Wisdom
Umbrella Trust
CENTRAL RECORD OF
RECRUITING AND VETTING
CHECKS POLICY**

Policy reviewed date: June 2017

Review date: June 2018

1. Introduction

The Our Lady Seat of Wisdom Umbrella Trust and the governing bodies of its three primary academies are committed to providing a safe and secure environment for our students. Our top priority is to prevent those who might wish to harm or abuse them from entering the workforce.

The school expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent motivated employees who are suited to, and fulfilled within, the roles they undertake.

We take a proactive approach to ensure all current and new staff receive mandatory training for the 'Prevent Duty' and realise its importance.

2. Purpose

The school is committed to ensuring that recruitment and selection of all who work within the schools is conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity.

The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the ground of age, sex, gender reassignment, sexual orientation, marital and civil partnership status, disability, pregnancy and maternity, race, religion or beliefs.

This document provides a good practice framework to comply with the principles set down in the Safeguarding and Child Protection Policy and Procedures.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all applications will be required to declare both spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and to have an Enhanced Disclosure with Children's Barred List Service (DBS) check.

As the school is committed to ensuring people who have been convicted are treated fairly and given equal opportunity to establish their suitability for positions, a positive disclosure will not necessarily be a bar to obtaining a position.

All Governors will be subject to DBS clearance.

3. Scope

The measures described within this Policy are applied to any adult who works with children who are under the age of 18 years old.

4. Expectations

The school will:

- Ensure that appropriate staff who undertake the lead in recruitment processes have received safer recruitment training and that this training is kept up-to-date.
- Ensure that every appointment panel includes one member who has received and successfully completed safer recruitment training
- Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is either unsuitable to work with children, or who is disqualified from working with children, or who does not have the suitable skills and experience for the intended role
- Keep and maintain a single central record of recruitment and vetting checks in line with the Department for Education (DfE) and the Disclosure and Barring Service (DBS) requirements
- Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor compliance with these measures, which includes the checking of vetting procedures for agency staff and individual agency staff records
- Require staff who are convicted or cautioned for any offence during their employment with the school to notify immediately the school and the Trust, in writing, of the offence and the penalty received.

5. Roles and Responsibilities

It is the responsibility of the individual Governing Bodies to:

- Ensure that their school has effective procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Rigorously monitor the school's compliance against adherence to set procedures and legal requirements

It is the responsibility of the school's Headteacher/Head of School and other senior leaders involved in recruitment to:

- Ensure that the school operates safer recruitment procedures and to make sure that on-going checks are carried out on a termly basis on all staff, contractors and volunteers who work at the school
- Monitor the compliance of contractors and agencies with this document
- Promote the welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers and contractors, to comply with this document.

6. Safer Recruitment Responsibilities

The Governing Body has the ultimate responsibility for child protection within the school. The Headteacher/Head of School has overall responsibility for child protection in practice and therefore safer recruitment. The Headteacher/Head of School is responsible to the Governing Body for ensuring compliance with this policy.

The following individuals have specific responsibilities for safer recruiting:

- The personnel/staffing and/or pupils/curriculum Committees of Governors oversee all child protection and safe recruitment matters and the development of policy.
- The Headteacher/Head of School has the responsibility to ensure the thorough application of safer recruitment procedures for every new employee, and has responsibility for the SCR (Single Central Register). The Headteacher/Head of School has sole authority to permit any new employee, or volunteer/work experience staff to commence work at the school. The administration team processes all new appointments to the Governing Body in liaison with the Clerk to the Governing Body
- The Headteacher/Head of School takes the school management lead on all staff appointments.
- The administration team provides the administrative support to all teaching and support staff appointments including advertisements, preparing for selection boards and calling for references. The HR provider prepares letters of appointment for all staff.

7. Safer Recruitment Training

At least one member of each recruitment panel that must have undertaken up to date accredited safer recruitment training so that they can play a full and informed part in the whole process including selection panels. It is vital that those with the responsibilities outlined above maintain an open dialogue about the difficulties they face and ensure that all procedures are conducted thoroughly. Each individual trained in Safer Recruitment will be required to undergo this training every 5 years.

8. Identity Checks

It is important that an applicant is who he/she claims to be. The school **must** ask to see proof of identity such as birth certificate, driving licence or passport combined with evidence of address, before an appointment is made. The same proof of identity is required in connection with an application for a DBS Disclosure.

If a teacher or worker is provided by a third party, such as an employment business or agency, the school must check that the person who presents him/herself is the person referred by the employment business or agency by carrying out the identity checks as mentioned above.

9. Barred list/List 99 check

List 99 checks **must** be undertaken for all employees.

List 99 checks are completed as part of the DBS enhanced disclosure request. A separate List 99 check will not be required unless the DBS disclosure remains outstanding at the time the individual begins work.

List 99 is a confidential document maintained by the Department for Education which contains the names, dates of birth, NI numbers and (in the case of teachers) the teacher reference number, of people whose employment in relevant employment has been barred or restricted by the Secretary of State.

10. Enhanced Disclosure

We undertake Enhanced DBS disclosure checks for all staff employed in our school and it is the school's policy to renew the Enhanced DBS Disclosure every five years. If a member of staff has a break in service of more than 3 months, a DBS check will be carried out on their return to work.

Ideally a DBS Disclosure should be obtained before an individual begins work; an on-line DBS application must have been completed and submitted in advance of the individual commencing work. The Headteacher has discretion in exceptional circumstances to allow an individual to begin work within the school pending receipt of the DBS Disclosure, but should ensure that the individual is appropriately supervised and that all other checks, including List 99 have been completed. Staff will be asked to complete a 'Safeguarding – Staff Self Disclosure Form and Risk Assessment' (Appendix 1)

Information disclosed as part of a DBS disclosure must be treated as confidential. It is an offence for DBS disclosure information to be passed to anyone who does not need it in the course of their duties. The disclosure information must be kept in secure conditions and must be destroyed by secure means, as soon as it is no longer needed. Before the information is destroyed, records need to be kept detailing the date on which the disclosure was obtained, who obtained it, the level of the disclosure (always enhanced) and the unique reference number. The school will also keep note of any other information was used to assess suitability.

11. Positive Disclosures

We encourage applicants to declare at an early stage in the recruitment process any cautions, warnings, reprimands or convictions, which would not be removed as part of the police filtering process. A positive disclosure is a certificate that shows cautions, warnings, reprimands or convictions which have not been removed as part of the police filtering process.

In cases of the DBS System showing 'Please wait to view applicant certificate', the Primary Evidence Checker must ensure that a meeting is arranged with the applicant, who must produce their original DBS

certificate. At this meeting, the individual will be offered the opportunity to discuss the content of the disclosure and the Line Manager will carry out a risk assessment if appropriate and record the requested information (Appendix 2 – Risk Assessment Interview Record). The Line Manager will ensure that the applicant signs the Risk Assessment Interview Record to indicate that they agree that what is written is an accurate reflection of the conversation held.

The Line Manager will then complete a Safeguarding Screening Form and make a recommendation to the Headteacher/Head of School on what action to take (Appendix 3). Where a decision is made to continue with the appointment, the school's HR Service Provider must be informed and the Primary Evidence Checker will need to confirm that they approve the appointment on the online DBS System. The Headteacher/Head of School will consider implementing safeguards, taking into account legislative requirements such as human rights, discrimination, data protection or duty of care.

The Headteacher/Head of School will assess;

- The level and closeness of supervision that might be needed early in the employment.
- The extent to which procedures, such as audits or the involvement of others in the work process, would be a form of indirect supervision.
- Whether any training or briefing would be useful to enable the supervisor to manage the post-holder in the work context.
- What precautions, such as direct or indirect supervision and progress reviews could be put in place.

Where a decision is made to withdraw the conditional offer of employment, the Headteacher/Head of School must contact the HR Service Provider for advice on how to do this.

All Positive Disclosure records and risk assessments should be kept indefinitely in a sealed envelope on the individual's personal file, clearly stating that the content is highly confidential. The envelope must only be opened where approval has been received from the lead signatory.

12. Teacher's Status Check – QTS / Sanctions

The record of any teacher employed or under consideration for employment will be checked for qualified teacher status (QTS) and sanctions. This will provide information with regard to:

- Trainee, newly qualified or fully qualified teachers, with exception of teachers who hold qualified teacher learning and skills (QTLS) and are eligible to be employed in roles where QTS is required.
- Teachers with an active restriction, including any teacher with QTLS to whom this applies.
- Teachers who have been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute, or conviction for a relevant offence.

It is possible to 'claim' individuals employed by the school. These individuals will then feature on the school's list of teachers. This function enables the school to undertake regular checks of the teachers they employ without the requirement to re-enter the teacher's details.

If the individual moves to a new employment, the portal allows for the school to 'disown' the individual, removing them from the list of teachers. This maintains the individual's employment history on the database of teachers.

It is possible to view lists of teachers with restrictions including:

- Those who have failed to successfully complete their induction or probation period.
- Those who may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current.
- Teachers who have been prohibited from teaching.

13. Disqualification by Association

Following the Childcare Act 2006, the DfE require schools to check relevant staff against 'disqualification by association'. This affects mainly primary settings, and includes other associated staff such as the senior leadership team, SENCOs, Family Support Managers and anyone who has contact with Year 1 children. The school ensures that staff are made aware of the legislation through the policy, staff contracts terms and a staff briefing where relevant.

Certain staff – such as caretakers, cleaners, catering staff, office staff and transport escorts – are excluded from the requirements.

14. Agency and third-party staff

The school will check with the relevant agency and obtain written confirmation that all appropriate checks have been undertaken. A copy of the DBS disclosure in cases where the disclosure contains information will be required.

The school must obtain written notification from any agency or third-party organisation that the organisation has carried out the checks; in respect of the enhanced DBS certificate this includes written notification which confirms that the certificate has been obtained by either the employment business or another such business on an individual who will be working at the school. Where the position requires a barred list check this must be obtained by the agency or third-party prior to appointing that individual. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

15. Visitors

It is not necessary to obtain a DBS Disclosure for some visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or for secondary school pupils undertaking voluntary

work or work experience in other schools. Visitors must sign in and out, and are supervised at all times whilst on the premises by a member of staff or an appropriately vetted volunteer.

Examples of people who do not need to apply for a DBS Disclosure include:

- Visitors who have business with the Headteacher or other staff, or who have brief contact with children with a member of staff present.
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be left unsupervised on the school premises.
- Volunteers or parents who only accompany staff and children on one-off outings or trips which do not involve overnight stays, or who only help at specific one-off events, eg a sports day, school fête or open day.
- Secondary school pupils on Key Stage 4 work experience in other schools, FE colleges or nursery classes, secondary school pupils undertaking work in another school or FE college as part of voluntary service, citizenship or vocational studies, or Key Stage 5 or 6th form pupils in connection with a short careers or subject placement. In these cases, the school placing the pupil should ensure that s/he is suitable for the placement in question.

16. Volunteers

It is only necessary to carry out DBS checks on volunteers who do not have regular (three or more times in a 30 day period, or once a month or more, or overnight) contact with children. If they do have regular contact with children, then an Enhanced DBS Disclosure should be obtained. Under no circumstances must a volunteer who has not obtained a DBS disclosure be left unsupervised with children. It should be noted that not all unpaid workers are categorised as volunteers: student teachers and people gaining work experience, although unpaid for their time, are not considered volunteers therefore the normal DBS checks and payments should be carried out in line with standard procedure. For all volunteers, a Short Term Visit Form must be completed and authorised by the Headteacher/Head of School (Appendix 4)

17. Governors

Enhanced DBS disclosure checks are undertaken for all Governors of our school and it is the school's policy to renew the Enhanced DBS Disclosure every three years.

18. Building Contractors

For health and safety reasons young people should not be allowed in areas where builders are working, so these workers should have no contact with them. However, the school should ensure that arrangements are in place with contractors, via the contract where possible, to ensure that any of the contractor's staff who come into unsupervised contact with children undergo appropriate checks. Contractors engaged in regulated activities and/or have regular contact with children will be required to have an enhanced DBS certificate.

19. Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. Further checks may be considered, including a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, the circumstances that led to the restriction or sanction being imposed should be considered when considering a candidate's suitability for employment.

The Home Office has published guidance on criminal record checks for overseas applicants. The Department for Education has also issued guidance on the employment of overseas-trained teachers. This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

20. Qualifications Requirements

Employers must always verify that a candidate has actually obtained any qualifications legally required for the job and claimed in their application, for example, seeing the relevant certificate or diploma, or a letter of confirmation from the awarding institution. If original documents are not available, properly certified copies are acceptable.

All teachers working in teaching posts in maintained schools, non-maintained schools and pupil referral units in England must be registered with the General Teaching Council for England (GTC) unless they are exempt from the requirement to hold Qualified Teacher Status (QTS). Before appointing teachers to positions in schools, employers must check with the GTC whether teachers are registered with them, whether any GTC restrictions are in force against the teacher, and, where appropriate, whether they have Qualified Teacher Status and have completed their induction period. HR are able to do this on-line.

Support Staff, for example, Higher Level Teaching Assistants and Teaching Assistants, may also teach provided they do so in order to assist or support the work of qualified teachers and are subject to their direction and supervision and the Head Teacher/Head of School is satisfied that they have the skills, expertise and experience required to teach.

21. Previous Employment History and References

The school will always ask for written information about previous employment history and check that information is not contradictory or incomplete. References will be sought on all short-listed candidates before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. If a candidate for a teaching post is not currently employed as a teacher, the

school will also check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example, if the answers are vague. The references will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post.

22. Single Central Register (SCR)

In addition to the various staff records which are kept as part of normal business, the school will keep and maintain a single central record of recruitment and vetting checks.

The school **must** have a record of the following people:

- All staff who are employed to work at the school.
- All staff who are employed as supply staff, whether employed directly by the school, or through an agency.
- All members of the Governing Body.

The single central record should also include all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school and people brought into the school to provide additional teaching or instruction for pupils, but who are not staff members, for example, a specialist sports coach or artist.

The single central record must indicate whether or not the following have been completed:

- Identity checks
- DBS Enhanced Disclosure
- A barred list check
- A prohibition from teaching check
- A check on the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
- A check on the candidate's right to work
- Qualification checks for any qualifications legally required for the job

- Checks of rights to work in the UK
- Further overseas records checks, where appropriate.

The record must also show the date on which each check was completed or the relevant certificate obtained and should show who carried out the check.

For supply staff, also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received

Legally The school does not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record and in order to comply with the requirements of the Data Protection Act. Once a DBS certificate has been issued an authorised member of staff will seek proof of certification by requesting to see the certificate from the employee. An employment contract will not be issued until this final check has been carried out. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file

23. Recruitment and Vetting Procedures

When recruiting teaching staff, it is imperative to carry out the relevant checks. However, it is also considered good practice to vet anyone who has any involvement with children, in particular people who the children might look up to such as volunteers, governors, parents etc. Checks include character references, list 99 and a DBS disclosure.

Good and safe practice in recruitment means thinking about child protection, safeguarding and promoting the welfare of children at every stage of the process, starting with advertising, which should include a statement outlining the organisation's commitment to safeguarding children. Ensure that the job description makes reference to the responsibilities and that the person specification includes 'suitability to working with children'. Finally check references and ask any questions unclarified on the application form during the interview. To avoid being viewed as discriminatory all applicants should be asked the same questions

During selection, all application forms will be scrutinised for inconsistencies, discrepancies and gaps in employment.

If possible and where permission has been sought, references will be taken up before the interview so that information can be clarified before the candidate is interviewed. An interview panel will be appointed in order that more than one person is assessing the applicant. At least one member of the panel will have been trained in safe recruitment practices

Where appropriate, the panel will try and view how the individual interacts with children during the process, for example by asking them to teach a mock lesson as part of the process, being vigilant in ensuring that the applicant is never left alone with the children.

The panel will try to gauge the applicant's attitude towards children during the recruitment process by asking pertinent questions.

References and checks must be done before the new member of staff starts working. All information must be recorded on the **single central record**.

A good induction process can identify possible problems areas. Induction is designed to train and support the new employee, confirm their suitability for the role, clarify the appropriate conduct in the school and allow their line manager to identify any areas for concern, in order to address them immediately. This is the time when policies and procedures regarding the safeguarding of children are provided and safe practice working is outlined, including a clear written statement of the expected standards of behaviour.

24. Post Recruitment

Monitoring all new employees not only enables the school to identify areas of concern early, but also allows for future recruitment practices to be better informed. This includes staff turnover, exit interviews (and reasons for leaving) and training records, especially attendance of new recruits at child protection training.

Appendix 1

Safeguarding – Staff Self Disclosure Form Risk Assessment – Part 1

I understand that it is a fundamental part of my terms and conditions of employment with the school that I have a valid DBS in place at all times and that whilst my DBS disclosure is being processed then it is necessary to declare the following:

Statement from employee:

I can confirm that there have been no changes since my last disclosure was issued and I understand that if this statement is proven to be incorrect and there are new convictions or cautions on my renewed DBS, irrespective of the nature, this will be investigated by the school under the Disciplinary Procedure and will be considered as Gross Misconduct which may result in dismissal.

Name	
Job Role	
Department	

In 2016, the Department for Education (DfE) issued an update to its Statutory Guidance 'Keeping Children Safe' to ensure that staff are not disqualified under the Childcare (Disqualification) Regulations 2009.

A person may be disqualified through:

- Having certain orders or other restrictions placed upon them;
- Having committed certain offences;
- Living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

A disqualified person is not permitted to continue to work in a setting providing care for children unless they apply for and are granted a waiver from Ofsted.

You are therefore required to complete this self-declaration form confirming that you are not disqualified under the Regulations stated above from working in this school. Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the Headteacher/Head of School.

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal.

Please circle yes or no against each bullet point below:

SECTION 1: Questions Relating to You: Are you disqualified for caring for children? For example:		
Are you aware the role you have applied for may involve working with under 18s or vulnerable adults?	YES	NO
Are there any restrictions in place preventing you from undertaking such work?	YES	NO
Have any court orders or other determinations related to childcare been made in respect of you?	YES	NO
Have any court orders or other determinations related to childcare been made in respect of a child in your care?	YES	NO
Have your children (if applicable) ever been taken into care?	YES	NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES	NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from http://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made	YES	NO
Have you been barred from working with children by the Disclosure and Barring Service (DBS)?	YES	NO
Are you prohibited from Teaching?	YES	NO
SECTION 2: Questions relating to Specified and Statutory Offences:		
Have you been cautioned (including a reprimand or warning) or have you ever been convicted of:		
Any offence against or involving a child? (a child is a person under the age of 18)	YES	NO
Any violent* or sexual offence against an adult? *a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH or GBH	YES	NO
Any offence under the Sexual Offences Act?	YES	NO
Any other offence? Please see the following links: http://www.legislation.gov.uk/uksi/2009/1547/schedule/2/made http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made	YES	NO
Do you have knowledge of any pending prosecutions in respect of alleged criminal offences (excluding road traffic offences not involving injury to a third party) or a sentence of imprisonment?	YES	NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES	NO

SECTION 3: Disqualification by Association

<p>To the best of your knowledge, is anyone in your household* disqualified from working with children under the regulations?</p> <p>This means does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2.</p> <p>*Household – includes family, lodgers, house-sharers, household employees and means anyone residing permanently with you or for a temporary period of time</p>	YES	NO
<p>If a disclosure is made, what is the relationship of the person to you?</p>		

SECTION 4: Further Information

If you have answered YES to any of the above questions you should provide details below in respect of yourself, or where relevant, the member of your household. You may supply this information separately if you wish but you must do so without delay.

<p>Details of the order, restriction, conviction, caution etc</p>	
<p>The date(s) of these</p>	
<p>The relevant court(s) or body(ies)</p>	

You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.

SECTION 5: DECLARATION

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

<p>I understand my responsibilities in terms of safeguarding</p>	YES	NO
<p>I understand that I must notify the Headteacher immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children/vulnerable adults</p>	YES	NO

<p>Are you eligible to work in the UK?</p>	YES	NO
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Are the qualifications, experience and other details written on your application form and supporting information true and accurate?	YES	NO
Would there be anything detrimental to the employer in you taking up the vacancy if offered the role?	YES	NO
Please supply any comments in relation to the above:		

Signed	
Date	
Name in BLOCK CAPITALS	

Safeguarding – New Staff - Risk Assessment – completed by the Manager - Part 2

Our Lady Seat of Wisdom Umbrella Trust is committed to safeguarding. This form must be completed by the Line Manager and signed off by the Headteacher to ensure that new staff and other people who come into contact with our students have been assessed with regard to their suitability to work/attend the school prior to receipt of a DBS disclosure. The risk assessment must be fully completed and signed by the Headteacher/Head of School **BEFORE** the individual commences employment or carries out any work at the school.

Individuals should only be allowed to commence employment/work without a DBS (or access to the Renewal Service) if, in exceptional circumstances, following completion of a risk assessment satisfactory to the school, any delay is likely to severely impact on the delivery of classes or support to students. Staff MUST be supervised at all times whilst under the risk assessment process.

Name	
Date of Birth	
Required Start Date	
Line Manager making the request	
Nature of the Role	
Level of disclosure requested	Enhanced/Child/Adult/Child and Adult* (Delete as appropriate)*
Level of disclosure seen/Date/Number	

Manager to state case for why this individual should commence without a current disclosure:

Manager to confirm whether or not they have attended a Safer Recruitment course and therefore understand the risks in respect of Safeguarding

Questions about the individual	Yes	No	Details
Has the individual declared any criminal convictions, bind-overs, cautions, police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?			
If yes, are these convictions relevant to the work that they are going to undertake at the school?			
If yes, are these convictions of a serious nature i.e. offences against children/adults – eg. For violence, sexual or selling drugs/illegal substances? (if yes – provide details)			
Have references been obtained and agreed as suitable for the school? Have either given cause for concern? (if yes, provide details)			
At interview/meeting did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before a Disclosure is received (if yes, please provide details)			

Questions about the role	Yes	No	Details
Will this role be working with children or adults (as described by regulation)?			
Will the role be required to work unsupervised with these groups prior to the school disclosure being obtained?			

Will the person, either undertaking the role, have access to, or opportunity to commit an offence against a student?			
If yes to the previous question, what precautions/measures/supervision will you personally take responsibility for to prevent this from happening? Please ensure that you have considered how they enter and egress the building, lunch hours, toilet breaks as well as undertaking their duties			
Are you satisfied that the risk of possible offending can be minimised by ensuring that satisfactory precautions and supervision are in place?			

Outline the implications of delaying the individual to commence employment/work

Manager's Signature	
Manager's Name (use capital letters please)	
Job Title	
Date	

Part 1 – has this been completed fully and a previous disclosure proven	
Has the individual ever worked for us before – did we mark the record that we would not re-employ?	
Have you checked the references?	
Are you convinced that adequate supervision is in place?	
Is this a compelling business case or not?	

Approved or not Approved

If Approved – results of List 99 check attached

Headteacher (Signature)

Date

Appendix 2

Safeguarding – Risk Assessment Interview Record

The purpose of the interview is to gather as much information as possible in order to make an informed decision as to the employment or continued employment of an individual and the questions outlined below are intended to be a guide.

Employee Name	
Employee Job Title	
Department	
DBS Category	Enhanced/Child/Adult/Child and Adult* (*Please delete as appropriate)
Interviewer's Name	
Interviewer's Job Title	
Date of Interview	
Other persons present	
Purpose of the meeting	Positive Disclosure – DBS check
Reason for check	New Recruit / Re-check*

Questions	Yes	No	Details provided
1. Do you agree that the information on the disclosure is correct? If not, why?			
2. Is it/are they spent or unspent?			
3. Will the conviction bring the school into disrepute i.e. selling drugs/violence?			
4. Can you explain in more detail the circumstances/ situation which has led to the offences?			
5. Has there been a change in your circumstances that is relevant to the conviction, since the			

offence? e.g. financial or domestic situation			
6. How do you feel about the offence (check attitude to the offence)?			
7. Are you subject to any police investigations at present? Can you give further details			
8. Is there a Probation Officer assigned to you?			
9. Is there anything else we would need to consider/you wish to draw to our attention?			

Summary of discussion	
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Recommendations/ Outcome	
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Interviewee's Signature		Date:	
Interviewer's Signature		Date:	

Headteacher's signature		Date:	
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Appendix 3

Safeguarding - Screening Form			
Name of Individual:			
Position:			
Date of Disclosure:			
Date & Details of Conviction/ s/ Offence/s:			
Date & Details of Caution/s:			
Additional Information:			
Recommendations/ Actions:			
Line Manager: Interview Record to be attached where appropriate		Date:	

Headteacher		Date:	
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Appendix 4

**OUR LADY SEAT OF WISDOM UMBRELLA TRUST
PERMISSION FOR SHORT TERM VISIT**

SUBJECT AREA.....

Name of Visitor.....Date/s.....

Reason.....

.....

Permission..... Headteacher's/Head of School's Signature

Date.....

For Office Use Only

DBS Certificate available: YES/NO (Please delete where applicable)

New DBS Actioned – Number.....

Date of DBS Actioned.....

Form of Identification.....

