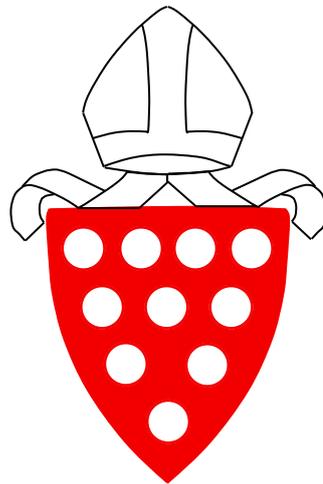


Jesson's CE (VA) Primary School

September 2023

Safer Recruitment Policy



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The aims for all of our school family are:

- *to promote excellence in all aspects of school life, developing each person's ability to recognise and strive for this;*
- *to recognise that all members of the community are life-long learners, prepared to accept challenges with confidence and determination*
- *to promote self-discipline and respect, never accepting bullying of any kind and to communicate this belief in a positive and proactive manner.*

These aims are revisited regularly to ensure their relevance and we work to ensure our statement on equality of opportunity and values are understood by all.

1 Introduction

- 1.1 The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Jesson's CE Primary School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.
- 1.2 To create a safe environment for our children, our school will adopt the safer recruitment procedures that help deter, reject or identify people who might abuse children, outlined in part 3 of Keeping Children Safe in Education. Our school adheres to statutory responsibilities to check staff who work with children, making decisions on whether to ask for any checks beyond what is required; and ensuring volunteers are appropriately supervised.
- 1.3 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 in the roles they undertake.
- 1.4 This school recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. Jesson's CE Primary School wishes to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants. We will ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including race, nationality, ethnicity or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- 1.5 We expect all staff to have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work. We seek to ensure compliance with all relevant legislation, recommendations and guidance; including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2023 (KCSIE),

the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS). The school adopts a culture of vigilance where all concerns are listened to and taken seriously. We want to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

- 1.6 All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, however, within the Safeguarding Vulnerable Groups Act 2006, the Independent Safeguarding Authority will make it clear, through the vetting and barring procedure, who may or may not be offered posts within Jesson's CE Primary. The Governing Body will conduct all mandatory checks to comply with their statutory obligations in this regard.
- 1.7 Jesson's CE Primary will follow DfE and Dudley Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer.
- 1.8 The overriding aim of the Safer Recruitment Policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff. Governors and employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2 Governing Body Procedures

- 2.1 The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process will ensure the identification of the person best suited to the job at our school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. It is the responsibility of the Governing Body to ensure that the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements. They will monitor the school's compliance with them.
- 2.2 The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment and safeguarding legislation and statutory guidance. Our School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Jesson's CE Primary School.
- 2.3 If a member of the Governing Body or staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are

aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

- 2.4 It is the responsibility of all potential and existing workers, including volunteers to comply with this document. School staff will be given a copy of the appropriate sections of KCSIE and the DFE guidance on Safe Working Practice. They will be asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time.
- 2.5 Every appointment panel will include one member who has received safe recruitment training and that member will be responsible for ensuring robust procedures are adhered to and that this policy is carried out. The Governing Body will ensure that appropriate governors and staff who undertake recruitment activities have received safe recruitment training and successfully completed the NCSL safe recruitment training assessment.
- 2.6 The Governing Body will 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 unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. It is the responsibility of the school's HR provider to deal with the administration of the disclosure system for the school.

3 The Recruitment Process

3.1 Advertising

Advertisements for a vacant post will aim to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. Where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement will be considered sufficient.

The advertisement will clearly state the Governing Body position regarding safer recruitment.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

3.2 Application Forms

The school will always use a standard application form. CVs will not be accepted.

The Governing Body will require candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The Governing Body will consider that applicants providing false information have committed an offence and that this could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children in a Catholic school.

3.3 Interviews

The selection process will always include a face to face professional interview including questions related to safeguarding children.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

At least one member of any interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

3.4 Pre-employment Checks

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer;
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006;
- An enhanced DBS clearance;
- Verification of the candidate's medical fitness;
- Verification of qualifications;
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999).

3.4i Pre-Employment Checks –References

All offers of employment will be subject to the receipt of a minimum of two references that are considered satisfactory by the School. References for shortlisted candidates will

be requested immediately after shortlisting. There will be no exceptions to this. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Direct contact by phone will be undertaken with each referee to verify the reference.

At least one reference will be sought prior to interview wherever possible. References will only be accepted that are in writing and specific to the job for which the candidate has applied - open references or testimonials will never be acceptable.

One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.

Jesson's CE Primary School will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

Jesson's CE Primary School uses a Reference Request Form to ensure the details outlined above are included.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

No questions will be asked about health or medical fitness prior to any offer of employment being made.

3.4ii **Pre-Employment Checks –Overseas checks– Proof of identity, right to Work in the UK & Verification of Qualifications and /or professional status**

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The School does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

3.4iii **Pre-employment Checks –DBS (Disclosure and Barring Service) Certificate**

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the School's policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee.

It is also the School's policy to re-check employees' DBS Certificates every three years and in addition, any employee that takes leave for more than three months (i.e. maternity leave, career break etc.) must be re-checked before they return to work. Members of staff at Jesson's CE Primary School are aware of their obligation to inform the Head Teacher of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

The DBS no longer issue Disclosure Certificates to employers; therefore, employees/applicants should bring their Certificate to the School Office, for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity.

We will obtain written confirmation from alternative providers we use to confirm they have undertaken the relevant pre-employment and DBS checks for their staff. Our school will obtain written confirmation that the employment business supplying staff has carried out the relevant checks and obtained the appropriate certificates. Our school will also check that the person presenting themselves for work is the same person on whom the checks have been made (Identity check).

3.4iv **Pre-Employment Checks - Criminal Convictions, spent or unspent**

The school's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent". The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures. Applicants must include any cautions and pending prosecution. Such declarations will be made on the application form.

The chair of the panel or the Head Teacher will discuss relevant, positive declarations confidentially with the applicant at interview.

3.4v **Pre-employment Checks - Medical Fitness**

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, **after** an offer of employment has been made but **before** the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

3.4vi **Pre-employment Checks - The Childcare (Disqualification) Regulations 2018**

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching

Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children's home or had such registration cancelled.

A disqualified person is prohibited from providing relevant early or later years' childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare.

At Jesson's CE Primary School, we understand that schools are also prohibited from employing a disqualified person in respect of relevant early or later years' childcare.

At Jesson's CE Primary School all staff must inform the Headteacher/principal during the recruitment process of anything that affects their suitability for employment. This includes any relevant cautions, convictions or relevant orders that they are aware of, or they may have accrued during their employment, and/or they are charged with a criminal offence that would render them disqualified from working with children

4 Employment Offer

In accordance with national requirements and recommendations, the School carries out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; for positions which involve "teaching work":
 - i. the School being satisfied that the applicant is not, and has never been, the subject of sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and
 - ii. the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the

School or which, in the School's opinion, renders the applicant unsuitable to work at the School;

- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List¹;
- verification of 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 to establish whether they have the physical and mental capacity for the specific role;
- verification of the applicant's right to work in the UK; If there is uncertainty about whether an individual needs permission to work in the UK, we will follow advice on the GOV.UK website
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK, including the EEA check; and
- verification of professional qualifications, as appropriate; we will use The Teacher Services' system to verify any award of qualified teacher status (QTS) and the completion of teacher induction and probation of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified);
- Check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State;
- Check that the candidate is not disqualified under the Childcare Act 2006 (2018 regulations) where relevant.

○ Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

In the case of DBS disclosures, the certificate will be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed/received, a written offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

The Governing Body will keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements.

The School will 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 the compliance with these measures.

The Governing Body shall require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

¹ The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently

5 Record Retention / Data Protection

- 5.1 The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.
- 5.2 This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the School Business Manager's Office in a locked and secure cabinet.
- 5.3 The same policy applies to any suitability information obtained about volunteers involved with School activities.
- 5.4 Jesson's CE Primary School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e.: shredded). The 6- month retention period is in accordance with the General Data Protection Regulations (GDPR).

6 Single Central Record of Recruitment Vetting Checks (known as the School Central Record (SCR))

- 6.1 Our school keeps a Single Central Record that complies with all the requirements. It is monitored by the Head teacher and Safeguarding Governor at regular intervals.
- 6.2 The Single Central Record covers the following people:
- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school;
 - Volunteers;
 - Governors; and
 - Agency, third-party staff and contractors
 -
- 6.3 The following information will be recorded on the Single Central Record:
- An identity check;
 - A barred list check;
 - An enhanced DBS check/certificate;

- Prohibition, directions, sanctions and restrictions checks;
 - A section 128 check
 - Further checks on people who have lived or worked outside the UK; this would include an EEA
 - check teacher sanctions and restrictions;
 - A check of professional qualifications;
 - A check to establish the person's right to work in the United Kingdom and
 - The date upon which the current and original DBS certificate was seen (applicable for employees appointed after 1/9/16)
 -
- 6.4 The School Central Record shall indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.
- 6.5 In order to record supply staff provided through an agency on the record, Jesson's CE Primary will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However, identity checks will be carried out by the school to check the person arriving is the person the agency intends to refer to them.

7 Induction Programme

- 7.1 All new employees will be given an induction programme, which will clearly identify the School policies and procedures, including the Safeguarding Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

8 Ongoing Employment

- 8.1 Jesson's CE Primary School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff.
- 8.2 The School will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

9 Leaving Employment at Jesson's CE Primary School

- 9.1 Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed.
- 9.2 Whilst these are pre-employment checks, the School also has a legal duty to make a referral to the DBS in circumstances where an individual:
- has applied for a position at the School despite being barred from working with children; or
 - has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

- 9.3 If the individual referred to the DBS is a teacher; the School may also decide to make a referral to the Teaching Regulation Agency.

10 Contractors and agency staff

- 10.1 Contractors engaged by the School will complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.
- 10.2 Agencies who supply staff to the School must also complete the pre-employment checks, which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.
- 10.3 The School will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.

11 Visiting Speakers (and Prevent Duty)

- 11.1 The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.
- 11.2 The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.
- 11.3 All visiting speakers will be subject to the School's usual visitors signing-in protocol. [Site Security Policy] This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.
- 11.4 The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Visitors in School Policy and School Security Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:
- "Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*
- 11.5 In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

12 Volunteers

- 12.1 The School will request an enhanced DBS disclosure and Children's Barred List check on all volunteers undertaking regulated activity with pupils at or on behalf of the School, (the definition of regulated activity set out above will be applied to all volunteers).
- 12.2 Our school understands that it is a criminal offence to allow any individual who is barred to carry out any form of regulated activity. Our school will comply with the legal duty to refer to the DBS anyone who has
- harmed, or poses a risk of harm, to a child or vulnerable adult;
 - where the harm test is satisfied in respect of that individual;
 - where the individual has received a caution or conviction for a relevant offence, or
 - if there is reason to believe that individual has committed a listed relevant offence; and
 - that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they: not left.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

- 12.3 In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:
- formal or informal information provided by staff, parents and other volunteers;
 - character references from the volunteer's place of work or any other relevant source; and
 - an informal safer recruitment interview.
- 12.4 The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.
- 12.5 A risk assessment will be carried out at all times when a volunteer works in school and the regulated activity flowchart (Appendix 1) will be completed and attached to the risk assessment.

13 Monitoring and Evaluation

- 13.1 The Head will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment audit.