



SAFE RECRUITMENT & VETTING POLICY

This policy is under review. If you would like to comment on it, please contact Mrs S. Hitchen via admin@uptonhigh.co.uk.

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1. INTRODUCTION

- 1.1 Experience shows that it is important for organisations providing services to children to incorporate into their recruitment procedures measures that help to prevent the appointment of people who are unsuitable to work with children. This was illustrated by the Soham case and the findings and recommendations contained in Sir Michael Bichard's report into that case (2004). However, the principles are not new. Much the same issues were addressed in Sir Norman Warner's 1992 report "Choosing with Care", which examined recruitment and selection in residential children's homes, and in a Department of Health programme launched in 1999 called Towards Safer Care which covered similar issues in the context of social care.
- 1.2 Upton-By-Chester High School is committed to safeguarding children. It's "Safe Recruitment & Vetting Policy" incorporates features of best practice that are designed to help deter or prevent the appointment of unsuitable people and to ensure all reasonable checks and processes are followed to protect pupils from school visitors, including contractors and voluntary workers.
- 1.3 The Headteacher and Governing Body hold responsibility for ensuring adherence to this policy.

2. STAFF RECRUITMENT

- 2.1 The school's H R & Office Manager will oversee all aspects of the staff recruitment process and will maintain a "Recruitment and Selection Checklist" (see **Appendix A**), for each vacancy to ensure adherence to this policy.

STAGE 1 - PRE-ADVERTISING

Job Descriptions

- 2.2 In addition to outlining the postholder's main duties and responsibilities, Job Descriptions will outline the postholder's specific responsibilities towards the promotion and the practice of safeguarding the welfare of children that they come into contact with through their job.

Person Specifications

- 2.3 All Person Specifications will outline essential and desirable attributes required to fulfil the duties and responsibilities of the post including :-
- Qualifications required to do the job;
 - Define the skills, experience and competencies required;
 - Professional Registrations (if required);
 - Enhanced DBS check required; and
 - Explore issues relating to the safeguarding of children, such as:-

- Motivation to work with children;
- Ability to form and maintain appropriate relationships and personal boundaries with children;
- Emotional resilience in working and challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

2.4 In addition, the Person Specifications will specify how each and every requirement within them will be tested e.g. application form, interview selection test etc.

STAGE 2 - ADVERTISING

The Advert

2.5 When placing an advertisement for a vacant post, the advert will include:-

- The school's name, address and contact details;
- The post title;
- The contracted hours per week / weeks per annum;
- Whether the position is permanent or temporary (including required start date for teaching posts and the likely duration if temporary);
- The salary grade and current salary;
- Salient details about the duties/responsibilities and a reference to the postholder's responsibilities towards safeguarding);
- Only completed application forms will be accepted, as accepting other means of application e.g. CVs, could place the school at risk of accusations about unfairness in its recruitment process and may result in the school only receiving information that the candidate wishes to divulge to it. Application forms must be completed to ensure consistency and equality of opportunity;
- A statement that the successful applicant will be required to apply for an enhanced disclosure from the Disclosure & Barring Service (DBS); and
- A statement to the effect that, as an aware employer, the school is committed to safeguarding and protecting the welfare of children.

Application Packs

2.6 The application packs will contain:-

- Relevant Application Form i.e. Teaching or Support Staff form
- Job Description
- Person Specification
- Terms & Conditions
- School Information

- Equal Opportunities Statement / Questionnaire (see **Appendix B**)
- Rehabilitation of Offenders Act Disclosure Form (see **Appendix C**), which emphasises that all successful applicants will be subject to an Enhanced Criminal Record Check (Disclosure) from the Criminal Records Bureau.

2.7 As posts within the school are exempt from the Rehabilitation of Offenders Act 1974, all candidates will be encouraged to disclose any unspent or spent convictions during the application stage. As part of the application pack, they will receive a Rehabilitation of Offenders Act Disclosure Form, which they will need to complete, sign and submit with their application form.

STAGE 3 – SHORTLISTING

2.8 At least two senior member of the school's staff will be involved in the shortlisting process and will usually include the Headteacher and H R & Office Manager in addition to the relevant Head of Department. All applications forms will be objectively assessed against the Person Specification. Candidates will not be shortlisted unless they meet, as a minimum, the essential criteria. The applications will be scrutinised closely to identify any gaps in the applicant's history and any other discrepancies / inconsistencies.

2.9 Any criminal convictions disclosed by applicants would be withheld from those involved in the shortlisting process. Once a decision has been made as to whom to shortlist, they will then be advised of any candidate's criminal disclosure. Disclosing a criminal background should not be used as a reason to not shortlist a candidate. Having a criminal conviction will not necessarily bar a person from working with children and should not be used to discount applications.

2.10 In the unlikely event that too many applicants meet all the requirements of the Person Specification, the names of those candidates will be placed in a hat and the required number for shortlisting selected in order to avoid discrimination.

STAGE 4 – INTERVIEW PREPARATION

Scheduling Interviews

2.11 The H R & Office Manager will schedule and arrange the interviews in accordance with the availability of Interview Panel Members, as nominated by the Headteacher. Teaching staff Interview Panels will consist typically of the Headteacher, Head of Department and a School Governor. Support Staff Interview Panels consist typically of the Headteacher / Business & Support Service Manager, H R & Office Manager and a School Governor. Interview Panels are usually chaired by the School Governor. At least one panellist on every Interview

Panel will hold a current “Safer Recruitment in Education” training certificate.

Inviting Shortlisted Candidates

- 2.12 The H R & Office Manager will formally write to all shortlisted candidates to invite them for interview asking them to confirm their availability/intention to attend. The letter will provide information about:-
- When and where the interview and selection activities (if applicable) will take place, directions to the venue and to whom they should report on arrival etc;
 - The interview panel;
 - The selection process i.e. the selection will be based on the best match to the Person Specification, including an assessment of their ability to work with children; and
 - The original documents that candidates will need to bring with them to provide proof of identity and verification of qualifications (if required) and a DBS Short Form for their completion.

Obtaining References

- 2.13 References will be requested promptly following the shortlisting and ideally received back prior to the interview. Two references should be sufficient, provided one is the current or most recent employer. However, if the applicant is not currently working with children but has done so in the past, an additional reference would be obtained from the employer by whom the person was most recently employed in work with children. Relatives and friends should be precluded as referees as they are unlikely to be objective and there is no way of verifying the accuracy of such information.
- 2.14 The school will not accept any open references provided by candidates as part of their application submission, as there is a risk that they may have been forged, or may have invaluable information missing.
- 2.15 All references will be requested by the school directly using the relevant Reference Request pro-forma, which ensures that certain questions are asked of all candidates (the Reference Request pro-formas for Teaching and Non-Teaching positions are included in **Appendices D and E** respectively) The use of reference pro-formas should help the school to avoid receiving references, which may have been written as part of a compromise agreement, and would fail to divulge any adverse qualities or incidents involving the candidate. The pro-formas include asking about the candidate’s relationship with children in their current or previous role and if they have been involved in any disciplinary action concerning children.

- 2.16 The school's aim of obtaining references prior to interview should enable the Interview Panel to follow up any discrepancies or issues at interview and to make a decision with reference to all the facts available at the time. Obviously, the school is entirely reliant on the speed referees return their references and it may not be possible always to receive references prior to interview.
- 2.17 In reviewing references received, the information about the applicant provided by the referee will be compared with the information that the applicant has given about themselves and their experience and background. If the references reveal any discrepancies or inconsistencies, or any doubts or concerns about the person's suitability, the issues should be followed up and explored with the referee (by phone if possible), with a written record of the conversation being made. In the event of the issues being significant, the written record should be shared with the referee for confirmation as to the accuracy of its content.

Preparing Interview Packs (for Panellists)

- 2.18 The H R & Office Manager will prepare an interview pack for each member of the Interview Panel, the contents of which will include:-
- The Interview Timetable;
 - The Advert;
 - Terms & Conditions;
 - The Job Description;
 - The Person Specification;
 - Photocopy of the shortlisted candidates' Application Forms;
 - Photocopy of the References Received for all Shortlisted Applicants
 - Employment Gap History Pro-forma (see **Paras. 2.22 and 2.23** below); and
 - New Appointment Confirmation Form for completion by the Chair of Interview Panel. (N.B. separate forms are used for confirming teaching staff appointments (see **Appendix F**) and Support Staff appointments (see **Appendix G**).

Preparing Interview Questions

- 2.19 Prior to the interviews, the Interview Panel will agree a set of clear and relevant questions to ask of all candidates based on the responsibilities of the post, with further questions for each candidate based on their application form and references e.g. to explore any anomalies, discrepancies or omissions within their application. The questions will include some designed to explore their suitability for work with children. Competency interview questions will be asked rather than hypothetical ones. Examples of competency interview questions which address suitable personal behaviours are included in **Appendix H**.

STAGE 5 - INTERVIEWING

- 2.20 The school's selection process will always include a face-to-face interview that seeks to assess the merits of each candidate against the job requirements and explores their suitability to work with children. The opportunity to meet face to face is valuable for the school and the candidate alike. In addition to assessing the candidates' qualifications, skills and experiences, the interviews will also give the Interview Panel an opportunity to explore a candidate's motivation and attitudes towards children and assess their verbal and non-verbal skills.
- 2.21 No personal feelings or assumptions should inform the interview or any decisions that are made thereafter. The school's aim is to ensure that interviews are fair and an agreed view is reached on applicants based on an objective assessment of their suitability for the post.

Employment Gaps

- 2.22 At interview, gaps in employment history must be discussed with the candidate. If there are gaps in their history, the Chair of the Interview Panel should fill in an Employment Gap Pro-forma (see **Appendix I**) declaring the reasons provided for the break from work, which they should sign. Valid reasons for gaps may include bringing up a family, travelling, family bereavement or a period of sickness etc. As there could be more sinister reasons for an absence, the candidate will be prompted to provide as much detail as possible, in order for the panel to make an informed decision, and are in receipt of all relevant information.
- 2.23 In the event of a candidate having patterns of repeated change in career or employers, the reasons for them would be fully explored at interview to the panel's satisfaction.

Rehabilitation of Offenders Disclosure

- 2.24 If a shortlisted candidate has not submitted a completed Rehabilitation of Offenders Disclosure Form with their application form, they should be asked, at interview, whether they have any previous convictions either spent or unspent. This would give the candidate an opportunity to discuss the circumstances surrounding any previous convictions they may have at interview.
- 2.25 The completed DBS Short Form is used by the school for the dual purpose of assisting it in verifying a candidate's identity and submitting an on-line DBS application for the successful candidate. Once the Enhanced DBS Check Certificate is returned, any conviction information will be matched up with the candidate's original disclosure. The school would seek professional guidance from its Personnel provider, in the event of criminal conviction(s) being confirmed by the Criminal Records Bureau, to determine objectively whether the

conviction(s) should have an impact on confirming the proposed appointment.

STAGE 6 – PRE-EMPLOYMENT CHECKS

- 2.26 All offers of employment to any post in the school will be subject to the following:-

References

- 2.27 The receipt of at least 2 satisfactory references (see **Paras 2.13 – 2.17 above**)

Verification of Candidate's Identity

- 2.28 Immediately prior to the interview, the identity of candidates will be verified by the school through the scrutiny and photocopying of original documentary evidence supplied by each person, in accordance with the list of acceptable documents specified by the Criminal Records Bureau. Any photocopies of documents relating to unsuccessful candidates are subsequently securely destroyed via shredding.

List 99 Check

- 2.29 This is a list of people barred from working with children, compiled by the DCSF. This check is done as part of the DBS application process and can also be accessed separately on the Teacher's Pensions website by Cheshire Personnel. The school is able to submit email List 99 checks to Cheshire Personnel. Urgent checks can be completed within 24 hours.

Enhanced DBS Check

- 2.30 This provides the school with details of previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children (or vulnerable adults). The severity, nature, circumstances and timing of the conviction will need to be taken into account. Candidates will be given the opportunity, at the application stage, to declare any unspent or spent convictions, which will be compared with the returned criminal record disclosure.

Medical Clearance

- 2.31 A potential employee must complete a medical questionnaire, which would be assessed for appropriateness by the Occupational Health Unit (OHU). Depending on the answers given by the candidate, OHU may request an appointment to confirm fitness. A potential employee is confirmed to be medically cleared once a pro-forma has been

received by the school from OHU declaring them fit for their proposed post.

Verification of Qualifications (if required)

- 2.32 Any essential qualifications legally required to perform a particular job, such as Qualified Teacher Status (QTS), as stated in the Person Specification, need to be evidenced by the school. A copy of original certificates will be taken and placed on their personal file and logged on the Single Central Register.

Verification of Professional Registration (if required)

- 2.33 Some posts require a professional registration with a regulatory body e.g. Teachers must be registered with the General Teaching Council (GTC). If the Person Specification states that a professional registration is an essential pre-requisite, then the school's H R & Office Manager will verify that the successful candidate is so registered e.g. via the GTC website for GTC registration verification.

Right to Work in the UK

- 2.34 It is a legal obligation that every employer in the UK verifies whether a potential employee has the right to work in the UK. A "Verifying The Right Of A Prospective Employee To Work In The UK" Form (see **Appendix J**) has been devised to assist the school with this process. Photocopies of the original documents supplied by the candidate to verify their right to work in the UK should be placed on their personal file and logged on the Single Central Record.

Overseas Criminal Record Disclosure

- 2.35 If the potential employee has lived abroad for a period of time or who comes from another country prior to working in the UK, then a UK DBS Check will not give a full picture in respect of any record they may have. In these cases an overseas Criminal Record Disclosure will need to be applied for as well as a UK DBS Check and details for each countries' equivalent Bureau are available via the DBS website <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Employment Whilst Awaiting DBS Check

- 2.36 In the event of the Headteacher requiring a candidate to start prior to all of these checks, then this will be subject to a satisfactory formal Risk Assessment and ensuring that the employee is appropriately supervised. In all cases a DBS Check must have been applied for and other recruitment checks completed. Arrangements should be put in place to ensure the individual will have no unsupervised contact with

children until such time as clearance has been obtained via the DBS Certificate.

- 2.37 In order to identify the appropriate supervision arrangements, the Headteacher will consider what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and, where references have provided limited information, the level of supervision required may be high. For those with more experience and, where the references are detailed and provided strong evidence of good conduct in previous work, a lower level of supervision could be appropriate.
- 2.38 For all staff without completed checks it should be made clear that they are subject to additional supervision. The nature of the supervision should be specified and the roles of staff undertaking the supervision made clear. The arrangements should be reviewed regularly, at least every 2 weeks, until the DBS Check is received.

STAGE 7 – STAFF INDUCTION

- 2.39 All newly appointed staff will receive a comprehensive induction, tailored to their role within the school. The safeguarding of children will be a prominent feature of the induction programme, which serves to:-
- Confirm the conduct expected of staff within the school i.e. the individual will receive clarity as to the expectations/boundaries of their role and about acceptable and unacceptable behaviour;
 - Support individuals in a way that is appropriate for the role for which they have been engaged;
 - Provide training and information about the school's policies and procedures e.g. in relation to safeguarding and whistleblowing; and
 - Provide an opportunity to recognise any concerns or issues concerning the new member of staff at the outset and act on them immediately.
- 2.40 Newly appointed staff will be subject to close supervision and management to ensure that any issues are identified and addressed quickly and effectively.

3. EXISTING STAFF – DBS RENEWALS & RE-CHECKS

- 3.1 DBS Checks are only a record or a snapshot of the day they were issued. Since a Check was issued, staff may have new convictions or warnings that they may or may not have made the school aware of. It is the school's policy that every member of staff should have their DBS Check renewed every 3 years.
- 3.2 The process of renewal or re-checking a person's DBS Check is exactly the same as when applying for an original. There is no fast track.

- 3.3 The school is able to track the status of a DBS application via the DBS website (<https://www.gov.uk/government/organisations/disclosure-and-barring-service>) The Form Reference Number (which starts with an "F"), and the applicant's date of birth are needed to check the status.
- 3.4 The requirement for a renewal for a DBS Check also applies to all volunteers working in the school. The process is the same as for employed staff. It also applies to supply staff, but the renewal period is much shorter.
- 3.5 Any Supply Teachers who are employed directly by the school should be recruited and treated in the same way as any other member of staff. This means that they should be subject to all the appropriate pre-employment checks before their employment is confirmed.
- 3.6 Supply Teachers should have their DBS Disclosure re-checked every 3 years, unless a break in excess of 3 months in their employment arises, in which case an immediate re-check would be required.

4. SAFEGUARDING CHECKS ON NON-EMPLOYEES

Agency Staff (e.g. Supply Teachers / Exam Invigilators)

- 4.1 The school recognises that it is essential for it to have evidence that the agencies it uses to engage Supply Teachers and other agency staff apply the same high standard of checks as are applied to its own staff. With this in mind, all outside providers will be requested to provide evidence of the same pre-employment checks that the school would complete if it was directly employing the staff itself. This should be given in writing and in advance of the provider starting work at the school and should be agreed as part of any contract between the school and provider. The school maintains the right to view the original copy of the Disclosure from the Agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Register.
- 4.2 If evidence is not provided by the Agency, then the school would not allow such staff to have unsupervised access to children. A risk assessment could be undertaken, on an exceptional basis, but this would not be considered the norm.
- 4.3 When selecting supply teacher agencies, the school will seek to only use agencies who have been awarded the Quality Mark by the DCSF. This mark is only given to agencies who demonstrate robust recruitment and selection procedures ensuring that their employees are DBS cleared, have full face-to-face interview and all the appropriate pre-employment checks and child protection inductions are carried out.

Further details about the Quality Mark can be found on www.teachernet.gov.uk/supplyteachers/schooldetail.cfm?&id=3.

- 4.4 As with any external provider coming onto the school's premises, the school will verify their identity. The provider will be asked to show documents such as a passport or driver's licence along with company ID. The school will insist on being given the names of expected guests or outside providers in advance of their arrival on site. The school will ensure that the named individual is who they claim to be.

Host Families Involved in Exchange Visits

- 4.5 Host families will have unsupervised contact with children under the age of 18. With this in mind the school will complete List 99 and Enhanced DBS Clearance checks prior to the exchange student being placed in their care for all members of the family who are over the age of 18.
- 4.6 In preparation of a forthcoming Exchange Trip where the exchange students will be staying with families of Upton-By-Chester High School pupils, the following steps will be taken:-
1. Identify members of host family groups who are aged over 18.
 2. Make arrangements for those identified to submit an Enhanced DBS application, with the school witnessing the necessary identification checks.
- 4.7 The DBS applications should be made at least 8 weeks in advance of the Exchange visit. All DBS applications can be marked as "volunteers", which will not incur any processing fee cost to the school.
- 4.8 The H R & Office Manager will arrange, via Cheshire Personnel, for the completion of the List 99 checks on the host families. A "Vetting Checklist For Host Families" will be maintained by the school (see **Appendix K**).
- 4.9 The DBS Disclosures will be returned, by the Bureau, to the Headteacher, and advice will be sought from Cheshire Personnel in the event of any containing traces.

Contractors

- 4.10 Contractors may have unsupervised contact with children. With this in mind a List 99 check must be completed before a Contractor can start work in the school. A DBS Enhanced Disclosure may be required under certain conditions. Ideally, contractors should try to work outside

of opening hours. However, where this is not practicable, then the following guidelines will be followed:-

Building Contractors

4.10.1 Children should not be allowed in areas where builders are working for Health & Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs. To accommodate for this all projects with contractors who may come into contact with children on-site during opening hours in the school should undergo a DBS Enhanced Disclosure. This clearance should be stated in any contract struck and/or tendered between the school and paid for by the agreed contracted company. Building contractors who are most likely to come into the school and potentially engage with children are Site Managers, who will liaise with the Headteacher or Premises Manager.

Catering / Cleaning & Grounds Maintenance Contractors

4.10.2 The school's catering, cleaning and grounds maintenance services are contracted out, although some of the catering staff are directly employed by the school. In-keeping with other external providers such as the Supply Staff Agencies, all outside providers will be requested to provide evidence of the same pre-employment checks that the school would complete if it was directly employing the staff itself. This should be given in writing and in advance of the provider starting work at the school and should be agreed as part of any contract between the school and provider. The school maintains the right to view the original copy of the Disclosure from the Agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Register.

Emergency Call-Out Contractors (not previously checked by the school)

4.10.3 Contractors that are called out in an emergency may not be a contractor that is checked and known to the school prior to the call-out. It is not necessary to obtain a DBS Disclosure for such staff, as they will only have contact with children on an ad-hoc or irregular basis and are unlikely to be left unsupervised with children. All such contractors will be required, as a minimum, to sign in or out in a visitor log and, where practical, to be escorted by a DBS cleared member of staff whilst on-site.

4.10.4 Any contractor, maintenance worker or agency staff coming onto the school's premises must report to the school's Main Reception, where they will need to sign in as visitors, be given a badge that clearly signifies that they are "approved" visitors and will be required to verify their own identity by means of providing documents such as a passport or driving licence along with company or Council ID.

Volunteers

- 4.11 Volunteers within the school can often have the same unsupervised access to children as employees. The school is mindful that a child will not consider a distinction between a volunteer and a member of staff, when seeking help or support. Consequently, the school will require all volunteers to have certain checks completed on them, as they are in a position of trust.
- 4.12 As with any new staff member, an identity check and a DBS Disclosure should be carried out prior to a volunteer starting their duties within the school. Also, the school will request two references on behalf of the volunteer. These checks will be carried out for all volunteers and not just for those unknown to the school. DBS Disclosures for volunteers will be re-checked on the same frequency as the school's own staff i.e. every 3 years.
- 4.13 If a volunteer becomes a paid employee, then their right to work in the UK would be assessed by the school. Also, a new Enhanced DBS Disclosure would be obtained to reflect their change to an employee.
- 4.14 If a volunteer is assisting on a one-off school trip, then a DBS Disclosure would not need to be obtained, but they should be supervised at all times.

School Governors

- 4.15 Technically, only those Governors who actively participate in school life and have access to children require a DBS i.e. this would exclude any Governors who only attend meetings out of school hours. However, the school policy is for all of its governors to be subject to an Enhanced DBS Disclosure, which will be re-checked every 3 years.

Foreign Language Assistants (Engaged Via The British Council)

- 4.16 In-keeping with safeguarding requirements, all Foreign Language Assistants engaged by the school via the British Council will be required to provide a police clearance certificate prior to taking up their posts.
- 4.17 Dossiers from Italy, Belgium, Canada, Senegal, Switzerland, Russia, Japan and all Latin American countries automatically include the police

clearance certificate. Assistants from Austria, France, Germany and Spain must be reminded to provide the documents prior to taking up their post. The school is responsible for ensuring that Assistants provide the police clearance certificate, which should have been issued within the past 6 months. Further information on the requirements can be accessed via www.languageassistant.co.uk.

Work Experience & Placements

- 4.18 Secondary students completing a two-week placement would not require the same level of checks as a Teacher or PGCE student would require to carry out their placement. There also needs to be consideration upon the environment Secondary students are placed into in the wider world and the employees supervising the students during this period.

Secondary or College Students Placed in a School, College or Nursery

- 4.19 As these students would be supervised at all times during their placement an Enhanced DBS Disclosure would not be required. The school organising the placement should ensure that the pupil is suitable for the placement environment. Once again, the school would carry out an ID check when the student arrives for the placement to verify that they are who they say they are.

Teacher or Teaching Assistant Training Students

- 4.20 The schools, universities or FE Colleges will be required to provide evidence in writing to Upton-By-Chester High School (in the same way as a Supply Agency would do), that they have carried out all the same checks that the school would have done if they were their own staff (including DBS Check, identity checks etc).

Upton-By-Chester High School Pupils Placed in Environments Other Than Schools

- 4.21 The school will seek to make businesses and organisations who take its students on work experience aware of their vulnerability during such placements. It is impossible to DBS clear all staff who work with such pupils, but awareness of the potential risks needs to be assessed.
- 4.22 The school will make pupils being placed aware of the risks as well. A quick briefing or leaflet explaining what to do if they feel uncomfortable in someone else's company and who they can talk to about it, giving the school's contact details, will be provided prior to the placement commencing. Whilst these concerns may be obvious to teachers, pupils may need to be made aware of professional boundaries and what is considered appropriate e.g. accepting a lift home, giving away personal email addresses etc.

5. SINGLE CENTRAL REGISTER

5.1 In-keeping with DCSF requirements, the H R & Office Manager maintains a Single Central Register on behalf of the school of all staff and volunteers that provides confirmation that relevant checks have been taken such as:-

- Verification of Identity (Name / DOB / Address).
- Qualifications (Qualifications required to do the job and any professional registrations required).
- List 99.
- DBS Check.
- Right to Work in the UK (Asylum & Immigration Check).
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time. abroad).

5.2 The school will retain information received for future reference in compliance with the Data Protection and Freedom of Information Acts.

6. Co-operative Vigilance

6.1 Upton-By-Chester High School recognises the importance of vigilance and cooperation in safeguarding. To protect other employers and to meet the requirement of safeguarding nationally, there may be occasions where an applicant's details would be reported to the Police or the Independent Safeguarding Authority. This may arise where:

- The applicant is barred or disqualified from working with children; or,
- The applicant has provided false information in or in support of his/her application; or,
- There are serious concerns about the applicant's suitability to work with children.

To be reviewed at appropriate intervals.