

## **CENTRAL RECORD OF RECRUITMENT & VETTING CHECKS**

### **1 Introduction**

1.1 All new appointments to Plymouth Studio School are subject to recruitment and vetting checks. All members of staff at Plymouth Studio School are required to have an Enhanced Disclosure and Barring Service check (DBS) in order to work with children and young persons, including overseas and agency staff working at the school, paid and unpaid teachers and other workers.

1.2 A single central record detailing a range of checks that have been carried out on members of staff, a record is held at Plymouth Studio School.

1.3 Those appointees who have lived outside the United Kingdom are subject to such additional checks as are deemed appropriate where the required DBS Enhanced Disclosure is not considered sufficient to establish suitability to work with children and young people.

1.4 Identity checks will be carried out on all appointments to the school before a placement is offered to the applicant.

1.5 Plymouth Studio School will ensure that any supply staff have undergone the necessary checks to assess their suitability for the post, and DBS Disclosure List 99 criteria have been met. The school will also ensure that any agency providing staff will have made the appropriate checks and have followed the regulations regarding disclosure information; preferably by confirmation of a contract with the organisation.

1.6 Plymouth Studio School will implement a range of checks to minimise the possibility of children and young people suffering harm from those whom they consider to be in positions of trust.

### **2 Checking Requirements**

2.1 The following documents are required:

- Proof of Identity – photographic identity such as passport or driving licence and/or birth certificate, combined with evidence of address
- List 99
- DBS Disclosures, including an application for Children’s Suitability Statement, confirmation that a person referred for employment by a third party e.g. agency, Local Authority, another school, is who they say they are
- DBS Disclosures are not required where the person has worked in a relevant

post within the 3 months prior to appointment.

- Confirmation or qualifications that are a legal requirement for the post, including
- Qualified Teacher Status (QTS)
- Registration with the GTC and medical fitness requirement where appropriate
- Confirmation of the right to work in the United Kingdom
- If the appointee has lived outside the United Kingdom, further checks are considered appropriate where obtaining a DBS Disclosure is not sufficient to establish suitability to work with children

2.2 With the exception of DBS Disclosures, the above checks will be completed before a person's appointment.

2.3 In the case of DBS Disclosures the certificate must be obtained before, or as soon as practicable, after appointment.

2.4 A record is kept of all the above checks that have been carried out at the school, alongside other Personnel Files, remaining confidential and under lock and key.

2.5 Additional Checks will be carried out for:

- Professional and Character References
- Previous Employer History

2.6 All checks will also be made on all staff whether unpaid or paid who provide a service that gives rise to contact with children.

2.7 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 of Children, Schools and Families (DCSF), which contains the names, dates of birth, National Insurance numbers and in the case of teachers – the teacher reference number, of people who have been barred or restricted from working with children by the Secretary of State.

### **3 CRB Disclosures**

3.1 The Principal has the discretion to allow an individual to begin work within Plymouth Studio School pending receipt of a DBS Disclosure but should ensure that the individual is appropriately supervised and that other checks, including List 99, have been completed.

3.2 Where possible DBS Disclosures will be obtained before an individual starts work. If this is not possible it will be obtained as soon as is practicable after the individual's appointment, its submission having been placed.

3.3 Positions which are exempt from the Rehabilitation of Offenders Act 1974:

- Individuals should be asked by Plymouth Studio School to declare any convictions, cautions or reprimands, warnings or bind-overs which they have

incurred, including any that would be regarded as 'spent' under the Act (in such cases Plymouth Studio School would ask them to apply to the for a DBS Enhanced Disclosure to verify their declaration).

#### **4 Enhanced Disclosures**

4.1 Enhanced disclosures are required for:

- Any work in school
- Any position involving unsupervised contact with a child under arrangements made by the child's parents/carers or Plymouth Studio School
- Any position which involves regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18 years at Plymouth Studio School. This includes administrative staff, caretakers and other ancillary staff.

4.2 A newly appointed member of staff who has not worked within three months before his/her appointment at:

- A school in England in a post which has brought him/her into regular contact with children or any post they were appointed to since 12 May 2006
- An FE College in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18 years

#### **5 CRB Disclosures and Existing Staff**

5.1 Plymouth Studio School is not required to ask existing staff, in post, who were not previously eligible (including those recruited before the establishment of the CRB), for criminal background checks to apply for DBS Disclosure unless:

- There are concerns about the person's suitability to work with children
- An individual moves to work that involves greater contact with children and their previous work did not require a CRB Enhanced Disclosure

#### **6 CRB Disclosures: When someone moves school, Local Authority or FE College**

6.1 A new CRB Disclosure will not be required for a newly appointed member of staff when s/he moves school, Local Authority or FE College, unless s/he has not worked in the above named establishments within the three months prior to the appointment.

6.2 All appointees will require a DBS Disclosure if they have not been in a school, Local Authority or FE College, working with children or young persons under the age of 18 years, since 12 May 2006 and have not met the three months prior to appointment criterion.

## **7 Visitors to School**

7.1 All visitors to Plymouth Studio School are required to sign themselves in and out of the school premises (Visitors Book supplied for this purpose); they must also state date and time of visit and duration of stay as well as the reason for their visit. All visitors will be escorted, during the duration of their visit, by a member of staff or appropriately vetted volunteer.

7.2 Visitors will not require a DBS check if:

- They have business with the Principal of the school
- They have business with another member of staff
- Only brief contact is made with children in the presence of a member of staff
- They are contracted to carry out emergency repairs or service equipment and are not left unsupervised
- They are volunteers or parents who only accompany children on one-off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. Sport's Day, Open Day, when other members of staff are present
- Pupils undertaking work experience as part of voluntary service, Citizenship or Vocational Studies
- Key Stage 5 or 6th Form pupils in connection with short careers or subject placements. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question.
- People who are on site before or after school hours and when children are not present e.g. contract cleaners who only come in after children have gone home, or before they arrive.

## **8 Starting work pending a CRB Disclosure**

8.1 Plymouth Studio School follows a Safe Recruitment Practice for the employment of all members of staff:

- All appointees will be supervised pending results of DBS checks
- Supervision of appointees will reflect the nature of the duties and experience of the new members of staff, also the detail of information provided in references
- The nature of the supervision, pending DBS checks, will be specified to all appointees
- Arrangements for supervision and members of staff concerned will be reviewed regularly – at least every 2 weeks until DBS Disclosure is received
- Where a DBS Disclosure indicates cause for concern for agency or directly employed staff, the member of staff must immediately be withdrawn from the school, pending further enquiries.

## **9 Qualifications**

9.1 Plymouth Studio School must always verify that the candidate has actually obtained any qualifications legally required for the job and claimed in their application e.g. by

asking to see the relevant certificate or diploma certificates, or a letter of confirmation from the awarding institution. If original documents are not available, Plymouth Studio School should see a properly certified copy of:

- National Professional Qualifications
- Registration with the GTC of England
- Medical fitness requirements

## **10 Professional and Character References**

10.1 References are required in order to obtain:

- Objective information
- Factual information
- To support appointment decisions

10.2 References should always be sought and obtained directly from the referee.

10.3 References should be sought on all short-listed candidates, including internal candidates, and should be obtained 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.

10.4 Where a reference has not been obtained on the preferred candidate before the interview, Plymouth Studio School should ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the appointment is confirmed.

10.5 All requests for references should seek objective information and not subjective opinion. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

## **11 Further Checks**

11.1 No person may teach in maintained or non-maintained special schools unless s/he:

- Has Qualified Teacher Status
- Falls within one of the special categories specified in 'The Education (Specified Work and Registration) (England) Regulations 2003 (S.I. No 1663). Please see appointment procedure for specifications.
- Support staff (such as Higher Level Teaching Assistants and Teaching Assistants) may also teach:
  - In order to assist or support the work of qualified teachers – subject to their direction and supervision, in accordance with arrangement made by the Principal
- The Principal is satisfied that they have the skills, expertise and experience required to teach

11.2 If a candidate has a DfES reference number this does not necessarily mean that s/he has Qualified Teacher Status.

## **12 Single Central Record of Recruitment and Vetting Checks**

12.1 In addition to the various staff records which are kept as part of normal business, Plymouth Studio School must also keep and maintain a single central record of recruitment and vetting checks.

12.2 The records must show the following people:

- All members of staff who are employed to work at the school
- All members of staff who are employed as supply staff to the school or as supply staff through an agency

12.3 The record should also include all others who have been chosen by the school to work in regular contact with children. This will cover volunteers and mentors who also work as volunteers with Plymouth Studio School and people brought into the school to provide additional teaching or instruction for pupils but are not staff members e.g. a specialist sports coach or artist. The record must be in place from 1st September 2015 for all members of staff and other relevant individuals.

12.4 Supply agencies (whether LA or commercial) will need to supply the school with a written confirmation that satisfactory checks have been completed.

12.5 Only if information disclosed in DBS checks requires it will the school be required to see original documentation on Recruitment and Vetting checks from the agencies.

12.6 Information disclosed as part of a DBS Disclosure must be treated as confidential. It is an offence for the DBS Disclosure information to be passed to anyone who does not need it in the course of their duties. Only if the subject gives written consent can a disclosure be passed to another agency.

12.7 Regulations under 'The Police Act' also authorise passing disclosure information from Plymouth Studio School where the subject's suitability for work at the school is under consideration.

12.8 The disclosure information will be kept in secure conditions and will be destroyed by secure means, as soon as it is no longer needed. If the DBS disclosure refers to the existence of information additional to what is on the face of the disclosure, this cannot be passed on to another agency; however before the disclosure is destroyed, records need to be kept detailing the date the disclosure was obtained, who obtained it (i.e. Plymouth Studio School), the level of the disclosure and the Unique Reference Number. The Principal will also consider maintaining a record of what other information was used to assess suitability.

## **13 Central Record**

13.1 The Central Record will indicate:

- Identity checks
- Qualifications checks – legally required for the position
- Checks of right to work in the United Kingdom
- List 99 checks
- DBS Enhanced Disclosures
- Further overseas records, checks – where appropriate

13.2 The records will also show the date on which each check was completed on the relevant certificate obtained and will show who carried out the check.

## **14 Volunteers and DBS Disclosures**

14.1 Volunteers who come into direct, regular contact with children under 18 years of age will require a DBS disclosure. Here 'regular contact' means three or more times in a 30 day period, or once a month or more, or overnight.

14.2 Support information from other organisations where the volunteers has been known to work previously either paid or unpaid will allow the Principal to make a risk assessment and use professional judgement and experience in deciding whether a DBS disclosure is necessary.

14.3 Under no circumstances must a volunteer who has not obtained a DBS Disclosure, because perhaps s/he does not required a disclosure due to infrequent contact with children, be left unsupervised with children.

## **15 Supply Staff and DBS Disclosures**

15.1 Where supply staff are employed directly by Plymouth Studio School, the school will complete all relevant checks as for other employed members of staff. Plymouth Studio School must record whether those checks have been carried out on the single central record.

15.2 If a supply teacher is from an agency, the agency must supply Plymouth Studio School with the necessary information on checks that have been carried out; if additional information is indicated on DBS Disclosure information, the supply agency concerned cannot provide Plymouth Studio School with a copy of this information. Plymouth Studio School, if it wants to engage the person, will carry out a repeat DBS Disclosure and not employ the person until it receives the new disclosure.

15.3 Plymouth Studio School must check the identity of the person referred by the agency.

15.4 DfES Quality Mark for supply agencies and Local Authorities with supply pools: These have been inspected by the Recruitment and Employment Confederation and found to comply with good recruitment practices. They are specifically signed up not only to perform all the required checks but also to good practice in recruitment and development of the staff that they supply.

## **16 Members of staff who have lived outside the United Kingdom**

16.1 Newly appointed members of staff from outside the United Kingdom undergo the same checks as for all other members of staff at Plymouth Studio School. This includes the check lists as well as DBS Disclosure.

16.2 In addition:

- Follow up references with telephone calls is good practice for all recruits
- Further checks can be made by Plymouth Studio School as it considers appropriate, taking into account guidance provided in Safeguarding Children – Every Child Matters
- Information on how long the individual has been in the United Kingdom
- Obtaining certificates of good conduct from relevant embassies or police forces

16.3 In addition, all members of staff who have lived outside the United Kingdom and were recruited since March 2002 should have DBS Disclosures undertaken. Where this has not been done, unless the individual had within three months before his/her appointment, worked in:

- A school in England in a post which brought him/her into regular contact with children or any post they were appointed to since 12 May 2006
- A FE college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18 years

## **17 Contractors and Vetting Procedures**

17.1 Plymouth Studio School should ensure that arrangements are in place via the contract where possible, to ensure that the regulations for visitors on an 'ad hoc' basis/irregular basis for short periods of time are followed:

- Sign in and out of the school
- Be escorted whilst on the school premises by a member of staff or appropriately vetted volunteer
- Those workers employed over a longer term that come into contact with children are required to undergo appropriate checks. Arrangement can be made with the contractor via the contract, where possible.
- PFI contract staff, for example caretakers, must be checked by the contractor in the same way as Plymouth Studio School employees (i.e. including a DBS Disclosure). Such requirements form part of the contract.

17.2 The contractor is also responsible for ensuring that the same procedures are followed by any subcontractors. The contractor must provide the school with a list of its direct employees and those of any sub-contractors, at least 20 days before they start work on site.

## **18 Vetting checks on other public sector staff**

18.1 Individuals such as psychologists, nurses and other public sector staff will have been checked by their employing organisation, whether Local Authority, Primary Care Trust or Strategic Health Authority. It is therefore not necessary for Plymouth Studio School to see their DBS Disclosure. Plymouth Studio School will, however, want to check identity when an individual arrives to ensure that imposters do not gain access to the children.

## **19 Applicants for Teacher Training Courses**

19.1 The Initial Teacher Training provider should ensure that an Enhanced DBS Disclosure is applied for when a place at a teacher training institution has been accepted, so that disclosures are received prior to the trainee commencing school based elements of their training. However the Principal will have the discretion to allow an individual to begin school based training pending receipt of the disclosure, provided they have had a List 99 check. Where this is necessary, the Principal must ensure that the trainee is appropriately supervised.

## **20 Fraudulent Applications**

20.1 Serious, deliberate fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases Plymouth Studio School should, in addition to any planned disciplinary action, consider reporting the matter to the police.