



Tuition, Medical and Behaviour Support Service Safer Recruitment Policy

Adopted:	September 2023
Next Review:	September 2024
Responsibility:	Greg Portman

1.0 Policy Introduction

Safer recruitment is the first step to safeguarding and promoting the welfare of children in education.

Tuition, Medical and Behaviour Support Service (TMBSS) is committed to safeguarding and promoting the welfare of all students in its care and expects all staff to share this commitment.

It is vital that a culture of vigilance is promoted across the setting and, as such, the Service has adopted recruitment procedures that seek to deter, reject and identify people who may be unsuitable to work with children and young people.

All elements of the Safer Recruitment Policy ensure that the recruitment and selection processes outlined:

- meet the requirements of the relevant sections of the current version of Keeping Children Safe in Education (KCSiE)
- set out prescribed vetting and checking procedures
- include a robust induction
- provide for ongoing training, supervision and monitoring of staff

This policy outlines the steps the Service will take to ensure those employed are suitable to work with children and young people. Its main purpose is:

- to deter unsuitable individuals from applying to work with us
- to attract and engage suitable candidates
- to promote and maintain a culture of vigilance

The recruitment and selection process aims to support the selection of the most suitable applicant for a post based on the appropriate combination of ability, qualifications, experience and attitude, as measured against the job description and person specification.

All those involved in the recruitment and selection of staff must ensure that policy, processes and procedures are compliant with current employment legislation.

2.0 Scope of this policy

This policy applies to the recruitment of all staff and volunteers to include third party and supply staff. Executive Headteacher appointments will follow the same principles with key recruitment responsibilities to be undertaken by the Governing Body.

3.0 Roles and Responsibilities

It is the responsibility of the Governing Body to monitor and review the effectiveness of this policy and to be familiar with the current DfE guidance 'Keeping Children Safe in Education' (KCSiE) and its specific requirements relating to Safer Recruitment.

It is the responsibility of the Executive Headteacher to ensure that processes and procedures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the Service.

Both the Governing Body and Executive Headteacher must ensure, before convening any interview panel, that at least one member of the interview panel has completed training in 'Safer Recruitment'.

The interview panel must ensure that child protection and safeguarding matters are central to the interview process.

Any member of staff involved in the recruitment and selection process must ensure they refer to and comply with all elements of this policy.

4.0 Key Steps in the Safer Recruitment Process:

For additional context and detail, the associated paragraph numbers from the current version of KCSiE have been included in brackets where applicable.

4.1 Identifying the Vacancy

When a vacancy arises, the Executive Headteacher, in conjunction with the Governing Body, if appropriate, will review the needs of the school and ensure the post to be advertised effectively meets those needs.

4.2 Safer Recruitment Training

Those involved with the recruitment and employment of staff to work with children should receive appropriate safer recruitment training which, as a minimum, should cover the content of Part 3 of KCSiE.

At least one of the persons who conducts an interview must have completed safer recruitment training (209)

4.3 Advertisements

Job adverts should include the Service's commitment to safeguarding and promoting the welfare of children and must make clear to applicants that relevant safeguarding checks will be undertaken prior to appointment confirmation (211)

They should also state whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (211)

4.4 Application Packs

Should include a job description, person specification and application form.

CVs should not be accepted in place of fully completed application forms (215)

Where a post is defined as regulated activity, applicants should be advised that it is an offence for a barred person to apply (212)

Applicants should be advised that should they be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested to be considered by the Service and discussed with the applicant at interview. This information should not be requested at this stage.

The Service will provide, or direct applicants via an online link to, copies of policies on child protection and the employment of ex-offenders (213)

Applicants should be advised that where they have submitted an electronic application, they will be asked to sign a hard copy of the application form, should they be invited to attend for interview (218)

4.5 Job Description & Person Specification

The job description and person specification will include the safeguarding requirements of the role, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children (210).

The job description will summarise the duties and responsibilities of the post, and be reviewed each time a position becomes vacant.

The person specification will provide a profile of the ideal person for the post. It sets out the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the role, as detailed in the job description. All criteria in the person specification defined as essential are related directly to the job description and evaluated as the minimum requirements for a role to be undertaken effectively.

Where a qualification is preferred but cannot be justified as essential, the person will include the following statement:

“If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application”.

4.6 Shortlisting and The Rehabilitation of Offenders Act 1974

At least two people should carry out the shortlisting exercise using an appropriate grid or matrix to aid selection. It is recommended that those who shortlist carry out the interview for a consistent approach (220). Any person involved in the shortlisting / interviewing of applicants who has any interest in, or is related to, any of the applicants, must declare that interest or relationship. This is to ensure fairness, objectivity and awareness across the process.

Posts within the Service are exempt from the Rehabilitation of Offenders Act 1974 requiring that all shortlisted candidates declare any simple cautions or convictions which are not protected (not filtered) as set out in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Shortlisted candidates will be asked to complete and return a self-declaration statement of their criminal record or information that would make them unsuitable to work with children (216). The purpose of self-declaration is so that candidates have the opportunity to share and discuss any relevant information at interview, before the DBS certificate is received (219).

The panel should check for gaps in employment history and note information of interest and/or concern provided on the application form, any self-declaration statement and/or in references. These should be explored with a shortlisted candidate during interview. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case (220).

An online search may be carried out on shortlisted candidates (221). This is to ensure, as far as is reasonably practicable, that no online information exists which would potentially make the applicant unsuitable to work with children. The search should not be carried out by a member of the shortlisting or interview panel and should only be for the purpose of identifying reasons as to why the candidate may be unsuitable to work with children. Those conducting the search may want to consider search criteria such as; [Name] Magistrates Court / [Name] Crown Court / [Name] Convicted of. Social Media accounts should not be checked. The panel should explore any causes for concern at interview.

Invitations to interview should be sent to shortlisted candidates to include the list of original identity documents and relevant proof of qualifications they will be required to present for verification on the day they attend in person.

4.7 Employment History and References

References will be obtained prior to interview where possible. (222)

Open references will not be accepted e.g. to whom it may concern.

Applicants must not obtain their own references.

References must be from the candidate's current employer (or most recent employer if not currently employed) and completed by a senior person with appropriate authority, and by the headteacher/principal if school or college based.

References should be obtained from the relevant employer from the last time the applicant worked with children (if not currently working with children) where applicable.

Electronic references should come from a legitimate source and not from personal accounts, ie; gmail, hotmail etc...

The references must confirm whether the referee is satisfied with the applicant's suitability to work with children. Information given must be factual and substantiated. (224).

Information given in the reference should be compared with the information provided on the application form.

The panel should explore any inconsistencies or concerns and ensure they are resolved satisfactorily before appointment is confirmed. (223).

4.8 Interview Preparation

Interviews must be conducted by a panel of at least two people, but preferably three. At least one of the persons who conducts an interview must have completed safer recruitment training.

Candidates should provide evidence of their identity and their right to work in the UK. They should also provide a signed self-disclosure declaration form and be requested to sign a hard copy of their application form if sent electronically.

The panel should determine an appropriate range of selection techniques to identify the most suitable person for the post. Structured questions should be agreed and seek to...

- determine what attracted the candidate to the post being applied for and their motivation for working with children.
- explore their skills and ask for examples of experience of working with children which are relevant to the role.
- probe any gaps in employment or, where the candidate has changed employment or location frequently, asking about the reasons for this. (225)

Consideration should be given, by the school, to the appropriate, meaningful inclusion of students in the recruitment process. (228)

The panel should agree the process of asking questions and recording notes both during the interview and throughout the interview process, noting reasons for decisions taken.

The panel should use the interview to explore potential areas of concern and to determine the candidate's suitability to work with children. (226).

Information regarding past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case. (227).

5.0 Appointment & Vetting Checks

All offers of appointment should be conditional until the satisfactory completion of all mandatory pre-employment checks. (232).

The 'new starter' checklist should be followed to include updating the SCR with the details of the new staff member.

Regulated Activity

In summary, a person will be engaging in regulated activity with children if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

See appendix A for further details on Regulated Activity.

As TMBSS is recognised as a specified establishment...

...an enhanced DBS check (including children's barred list) will be obtained, or if the candidate has subscribed to the DBS update service, they must produce the original DBS certificate in order for the update service check to be made. The Service must obtain consent from the candidate to carry out the check and confirm the original DBS matches their identity and that the level and type of check is appropriate and valid.

TMBSS will endeavour to have the DBS application process completed prior to the candidate's start date. However, it is acknowledged that, on occasion, it can take time for a DBS application to be processed. Therefore, should the candidate commence employment prior to the DBS certificate being received, a separate barred list check must be obtained, via the TRA's Employer Access Service, and a risk assessment (Appendix B) completed by the Executive Headteacher. The new employee will remain supervised, by a member of staff working in regulated activity, until the certificate is received.

The candidate's mental and physical fitness to carry out their work responsibilities will be verified by means of an occupational health form. The form will be sent to the candidate who, for reasons of confidentiality, will be required to send the completed form directly to the Occupational Health team.

Under no circumstances will a candidate be able to commence employment until their identity and right to work in the UK has been established.

If applicable, overseas checks will be completed for candidates who have lived or worked outside the UK, in addition to all other relevant checks.

The TRA's Employer Access Service will be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation. Qualifications of equal merit to QTS may be considered.

The service will ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State for prohibition checks or any sanction or restriction imposed (that remains current) by the GTCE prior to its abolition in March 2012. (232)

For candidates moving from a previous post, although there is no requirement to obtain a DBS certificate if, during a period which ended not more than three months before their appointment, the candidate has worked in a specified place in England, the Service will still seek to obtain a more up to date certificate. This also applies to employees who are promoted within the service.

6.0. Agency and Third-Party Staff (Supply Staff)

The Service will obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at the Service that we would otherwise perform (268). Where the agency has obtained an enhanced DBS certificate before the person is due to begin work which has disclosed any matter or information, the Service will obtain a copy of the certificate from the agency (287).

The Service will check that the person presenting themselves for work is the same person on whom the checks have been made. They will be required to sign in and read and adhere to the Service's Code of Conduct.

7.0 Contractors

Contractors are unlikely to engage in regulated activity at the Service. In this instance, where contractors are not engaging in regulated activity in relation to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required. The Service will request a contractor through Shropshire Council's Property Services Group (PSG). PSG maintain an approved list of contractors who must sign a DBS Contractors Agreement (Appendix 2).

On the rare occasion the Service engages directly with a contractor who is not on the PSG approved contractor list, the contractor must be supervised at all times.

The Service will always look to have works undertaken outside of the school day or in school holidays. Where this is not possible, for example, if the work needs to be carried out as a matter of urgency due to health & safety, the contractor will be supervised at all times. This includes PSP approved contractors.

The Service will always check the identity of contractors on arrival. The contractor will be required to sign in and read and adhere to the Service's Code of Conduct.

8.0 Volunteers

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies. The Service will undertake a written risk assessment (appendix d) and apply professional judgement and experience when deciding what checks, if any, are required.

The risk assessment will consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- whether the role is eligible for a DBS check and, if so, what level is appropriate.
- Details of the risk assessment will be recorded.

The Service will seek an enhanced DBS check (with children's barred list information) for all volunteers who are new to working in regulated activity with children i.e. where they are unsupervised and teach or look after children regularly, or provide personal care on a one-off basis in our setting.

9.0 Governors

In maintained schools, governors are required to have an enhanced DBS check. It is the responsibility of the governing body to apply for the certificate for any governors who do not already have one.

Governance is not a regulated activity relating to children, so governors do not need a children's barred list check unless, in addition to their governance duties, they also engage in regulated activity.

The Service will also carry out a section 128 check for school governors, because a person prevented from participating in the management of an independent school by a section 128 direction is also disqualified from being a governor of a maintained school.

10. Alternative Provision

Where a student is placed with an alternative provision provider the Service will obtain written confirmation from the provider that appropriate safeguarding checks have been carried out on individuals working at the establishment. These checks must be the same checks that the Service would otherwise perform in respect of our own staff.

11. Work Experience

Students will not attend any establishment where the appropriate level of DBS checks are not in place. Further information regarding work placements is given in the **Careers and Work Related Learning Policy.**

12. Single Central Record

The Service maintains a single central record of all staff (including staff employed via a recruitment agency and teacher trainees on salaried routes) and their pre-appointment checks. In addition, the following are also included:

- a list of governors and their relevant checks
- a list of alternative provisions and confirmation of the date that safer recruitment checks were received.

The single central record will indicate whether the following checks have been carried out and the date on which they were carried out:

- an enhanced DBS check
- a children's barred list check
- a prohibition from teaching check if applicable
- an identity check
- a check to establish the person's right to work in the UK
- a check of professional qualifications where applicable
- further checks on people who have lived or worked outside of the UK (271)
- Where the Service engages with staff via a recruitment agency, it will seek written confirmation from the agency that it has carried out the relevant checks and obtained the appropriate certificates.

A password is required in order to access the single central record and access is limited to those who are entitled to see it as part of their duties.

The details of an individual will be removed from the single central record once they cease to be employed by the Service. (272).

13. Retention of Documents

Application forms received from un-shortlisted applicants will be kept on file for a maximum of 6 months.

Documents gathered through the interview process for shortlisted candidates, who are unsuccessful at interview, will be kept on file for a maximum of 6 months. Identity and right to work documents will be destroyed immediately.

For successful candidates, copies of documents used to verify their identity, right to work and relevant qualifications should be kept on their personnel file. (276).

Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10 (277). In line with GOV.UK guidance on the handling of DBS information, TMBSS complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Organisations which are inspected by Ofsted may be legally entitled to retain certificates containing information for the purposes of the inspection. In addition, organisations that require retention of certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the certificate. Such information will be kept securely, in lockable, non-portable storage containers and access is limited to those who are entitled to see it as part of their duties.

The information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

The decision to retain the information and the retention period will be based upon the nature of the information.

Once the retention period has elapsed, the certificate information will be destroyed by secure means such as shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any unsecure receptacle (eg; waste bin or confidential waste sack).

Appendix A

Regulated Activity (As per KCSiE 2023)

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced [Factual note on regulated activity in relation to children: scope](#)

Regulated activity includes:

- a. teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b. work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c. relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

Appendix B

DBS RISK ASSESSMENT FORM FOR AN APPLICANT STARTING WORK BEFORE A

CRIMINAL RECORDS CHECK IS COMPLETE

This form is to be completed to make an assessment about an applicant's suitability to commence work prior to the decision of a completed criminal records check i.e. receipt of the DBS certificate. The risk assessment must be carried out and signed by the Headteacher **before** the individual commences employment.

Individuals should only be allowed to commence work without a completed disclosure if there are exceptional circumstances, and following completion of a satisfactory risk assessment by the Headteacher. Any delay to starting work is likely to severely affect service delivery.

Applicant's Name:

Post Applied For:

Provisional Start Date:

Date Disclosure Check Requested:

Date Barred list check carried out.....

1.	Did the applicant submit a fully completed application form, including all previous employment and gaps in employment?	Yes		No	
2.	Did the applicant fully complete and sign the Criminal Convictions Declaration?	Yes		No	
3.	Did the applicant declare any criminal convictions, bind overs, cautions, reprimands or police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?	Yes		No	
	If yes, are these convictions relevant to the work that they are being employed to undertake?	Yes		No	
	If yes, are these convictions of a serious nature i.e. offences against children/vulnerable adults/violent or sexual offences etc.?	Yes		No	
	If yes, please state details				
				
				
4.	Have you obtained references?	Yes		No	
5.	Do the individual's references give any cause for concern?	Yes		No	
	If yes, please state details				

			
6.	At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before a Disclosure is received?	Yes		No
	If yes, please state details			
7.	Has the individual ever had a criminal record check previously?	Yes		No
	If yes, when was this done and with whom (employer)?			
8.	Does the job involve regularly caring for, training, supervising or being in sole charge of children?	Yes		No
9.	Will the individual be required to work alone during their induction period?	Yes		No
10.	Will the individual have access to, or opportunity to commit an offence against, a pupil?	Yes		No
	If yes, what precautions or measures will you put in place to prevent this from happening			
11.	Are you satisfied the risk of possible offending can be minimised by ensuring that satisfactory supervisory measures listed above can be implemented to prevent the individual from being alone with pupils?	Yes		No
12.	Please outline the implications of delaying the individual in commencing employment:			

DECLARATION BY HEADTEACHER

Please tick one of the following statements

	I have considered the questions outlined above, and I am not satisfied that it is safe to allow the above-named individual to commence work before the Disclosure clearance is received.
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OR

	I have considered the questions outlined above and confirm that I am satisfied that it is safe to allow the above-named individual to commence work before the Disclosure clearance is received, subject to the safety measures detailed above being in place.
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I confirm that I have notified relevant and appropriate school staff that the individual is still subject to clearance and of the need to ensure the above measures are implemented.

I confirm that I have explained to the individual concerned the implications of commencing work prior to clearance being received and the possibility that disciplinary action including summary dismissal may result if it is subsequently discovered that the individual did not disclose any material facts relating to their employment.

Signed:
.....

Print **Name:**

Date:
.....

This form should be retained on the applicant’s personal file at school and a copy sent to Employment Services.

Property Services Group (PSG) Disclosure & Barring Service (DBS) Contractors Agreement

PSG require all registered contractors to complete this DBS agreement to demonstrate that appropriate checks have been undertaken by the contractor and its employees. This will then allow them to undertake work within all Shropshire Council establishments including Children's homes, Adult Social Care establishments and schools/academies.

The Department of Education (DfE) provide a statutory document called Keeping Children Safe in Education (KCSIE) which provides school's with responsibilities for checking contractors, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check.

The DBS also provides additional advice to employers to help determine the level of DBS check required. This is centred around the contractor's contract with children, how well the area of work be can be safely cordoned off for children's protection and the frequency of work carried out.

The highest level of check recommend by the DBS for contractors is an enhanced check (without barred list check). This is where it is determined the contractor will have contact with children as a consequence of their role or it is not clear or possible to determine if the area can be safely cordoned off to ensure there is no incidental contact with children, or the contractor is expected to work for more than 3 days or more on a 30 day period across one or more schools.

This agreement requires all contractors to undertake an enhanced DBS check (without barred list check) as a minimum given that the factors determining the level of check may change with each assignment.

Contractors and/ or self-employed contractors wishing to register with Shropshire Council's DBS Service can do so by contacting Shropshire Employment Services; hrcontact@shropshire.gov.uk

Contractors should complete box A below and then sign the declaration in box B.

BOX A	What are the expectations of contractors with regards to this Contractors DBS Agreement?	Tick
1	The contractor has agreed with the terms of the PSG Contractors DBS agreement (if unsure they can discuss work arrangements with the PSG team (Helen Hale 01743 281096, helen.hale@shropshire.gov.uk)	
2	The contractor will consider the Council's DBS Service where they are unable to arrange for a contractor to be checked in accordance with this agreement. hrcontact@shropshire.gov.uk	
3	The contractor must evidence they hold the required level of DBS check and record this for PSG as set out in Appendix A (Notes for completion can be found in Appendix B)	
4	The contractor will confirm the suitability of any 'positive' DBS checks with Shropshire's Schools HR Team (via Premises Services). This is where the DBS certificate details any cautions and convictions or other information that may inhibit the applicant from working with children.	
5	The contractor will notify PSG if any employee of the contractor is being investigated for criminal activity whilst in their employment.	
6	The contractor will ensure that the DBS remains valid. Shropshire Council's policy is that the DBS check remains valid as long as the contractor remains in employment with the contractor. For independent contractors, a new DBS check will be necessary if the contractor has not been into any Shropshire schools within a period of more than 3 months since the last visit. The contractor can discuss the validity of the latest DBS checks with Shropshire Council if they are unsure whether a new check is necessary. Please call Helen Hale 01743 281096	
7	The contractor must ensure that no employees of the contractor arrives at a Shropshire School without wearing an identification badge. (Schools can refuse to allow any contractor on site who are not displaying this identification badge).	
8	The contractor signs the DBS Record at given intervals to confirm the data on the DBS record is correct.	

BOX B	<p>I, (<i>name of Contractor</i>agree on behalf of all employees working for the contractor to adhere to Shropshire Council's PSG DBS Contractors Agreement. I will provide on inspection a DBS Record to demonstrate appropriate DBS checks have been undertaken and refreshed as necessary.</p>
<p>Signed Date.....</p>	

**SHROPSHIRE COUNCIL PSG DBS CONTRACTORS AGREEMENT
CRIMINAL CHECK RECORD**

CONTRACTORS NAME:
CONTRACTORS ADDRESS:
DATE FORM LAST CHECKED:

A	B	C	D	E
Name of contractor employee	Date Enhanced DBS check without barred list check carried out	DBS certificate number	Date contractor approved positive disclosure with Schools HR contact –include name of HR contact.	Date independent contractor last worked in Shropshire schools –include name of school

Notes to completing the Shropshire Council PSG DBS Contractors Agreement

Criminal Check Record

Complete:

CONTRACTORS NAME:

CONTRACTORS ADDRESS:

DATE FORM LAST CHECKED: we recommend this is every 3 months.

A: Complete full name of the employee or independent contractor who will work in school(s), children's homes and /or adult services establishments.

B: Complete the date that the **Enhanced DBS** (without children or adults barred list check) was carried out. (An Enhanced DBS check (without barred list check) looks at Police National Computer records plus other information held by the police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate).

C: Complete the **DBS** certificate number here.

D: Where **DBS** certificate is 'positive' (in that it contains a caution, conviction or other information that may inhibit the applicant from working with children) the contractor should discuss the information with the Council's Schools HR Team. Please contact Helen Hale on 01743 281096 in PSG who will direct the contractor to a Schools HR Business Partner. Contractors do not need to share any personal information (e.g. name) only the conviction in order to establish the contractor's suitability.

E: Shropshire Council's policy is that the DBS check remain valid so long as the contractor remains in employment with the contractor. For independent contractors, a new DBS check will be necessary if the contractor has not been into any Shropshire schools within a period of more than 3 months since the last visit. The contractor can discuss the validity of the latest DBS checks with PSG Helen Hale on 01743 281096. In this column the contractor should also record the name of the school worked and the last date of work in that school.

Appendix D

Volunteer DBS Risk Assessment

This risk assessment is based on paragraph 306 of [Keeping Children Safe in Education](#). Due to the varied nature of voluntary roles, the Service will undertake a written risk assessment and use its professional judgement and experience when deciding what checks, if any, are required.

Name of Volunteer:

1.	Did the volunteer submit a fully completed application form, including all previous employment and gaps in employment?	Yes		No	
2.	Did the volunteer fully complete and sign the Criminal Convictions Declaration?	Yes		No	
3.	Did the volunteer declare any criminal convictions, bind overs, cautions, reprimands or police investigations which might lead to a conviction, orders binding them over or cautions in the UK or any other country?	Yes		No	
4.	If yes, are these convictions relevant to the volunteering work that they will undertake?	Yes		No	
5.	If yes, are these convictions of a serious nature i.e. offences against children/vulnerable adults/violent or sexual offences etc.?	Yes		No	
6.	If yes, please state details				
7.	Have you obtained references?	Yes		No	
8.	Do the individual's references give any cause for concern?	Yes		No	
9.	If yes, please state details				
10.	Have you met with the volunteer?	Yes		No	
	If yes, did the volunteer say or do anything which gave cause for concern, in relation to allowing them to commence work before a Disclosure is received?	Yes		No	
11.	If yes, please state details				
12.	Has the individual ever had a criminal record check previously?	Yes		No	

13.	If yes, when was this done and with whom (employer)?			
14.	<p>Have you carried out an online search?</p> <p>Notes: Do not search social media accounts.</p> <p>Searches should be relevant, ie; Name – convicted of, Name – Crown Court, Name – Magistrates Court, Name – offence, children</p>	Yes	No	
	If yes, has it flagged any reason to believe the individual is not suitable to work with children?	Yes	No	
15.	<p>If yes, please state details</p> <p>.....</p> <p>.....</p> <p>.....</p>			
16.	<p>What work will the volunteer be carrying out?</p> <p>Notes: Will they be doing one of the following:</p> <ul style="list-style-type: none"> Teaching or looking after children regularly? <p>Providing personal care on a one-off basis in schools or colleges?</p>			
17.	<p>Will the volunteer be supervised?</p> <p>Notes: For volunteers to be considered 'supervised', this supervision must be the following:</p> <ul style="list-style-type: none"> Carried out by a person who is in regulated activity themselves Regular and day-to-day Reasonable in all circumstances to ensure the protection of children <p>'Regular' means it takes place on an ongoing basis.</p> <p>When deciding what's reasonable, consider:</p> <ul style="list-style-type: none"> The ages of the children, including whether their ages differ widely The number of children the individual is working with Whether or not other workers are helping to look after the children The individual's opportunity for contact with children How vulnerable the children are How many workers would be supervised by each supervising worker <p>Include details about the nature of the supervision, for example:</p> <ul style="list-style-type: none"> Will they be in the eye-line of a member of staff at all times? How many other staff and children will the supervisor be responsible for? <p>Is the supervisor a member of school staff?</p>			

18.	<p>Which children will the volunteer be working with?</p> <p>Notes: Consider:</p> <p>The ages of the children</p> <p>The number of children that the individual is working with</p> <p>*How vulnerable the children are</p> <p>*(A higher level of risk may occur if the individual will be working with vulnerable children)</p>	
19.	<p>What is known about the volunteer?</p> <p>What formal or informal information do you have about the volunteer? E.g. information from staff, parents and other volunteers.</p> <p>(A higher level of risk may occur if little is known about the volunteer)</p>	

DECLARATION BY EXECUTIVE HEADTEACHER

Please tick one of the following statements

	<p>Taking all things into consideration and, based on the information given in this risk assessment, I am satisfied that the above named person <u>will not</u> be working in regulated activity and may commence a volunteering placement upon receipt of a satisfactory enhanced DBS certificate <u>without</u> a barred list check.</p>
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OR

	<p>Taking all things into consideration and, based on the information given in this risk assessment, the above named person <u>will be</u> working in regulated activity and may commence a volunteering placement upon receipt of a satisfactory enhanced DBS certificate <u>with</u> a barred list check.</p>
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OR

	<p>Taking all things into consideration and, based on the information given in this risk assessment, I <u>do not</u> authorise the above named person to commence a volunteer placement with us here at TMBSS.</p> <p>Comments:.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Signed:

Print Name: **Date:**