

## **Little Ilford school** **Enhanced DBS Checks**

Each Newham school's Single Central Record (SCR) contains evidence of compliance with the arrangements set out below. The arrangements are those required by DfE in the document "Safeguarding Children and Safer Recruitment in Education", January 2007 and includes amendments to take account of the Protection of Freedoms Act 2012. Where appropriate, reference is made to the relevant paragraph from the DfE document in the text below. Disclosure and Barring checks have been completed by NPW and are indicated by the disclosure number and date evidenced on the Single Central Record (SCR).

With effect from 1 December 2012 the Criminal Records Bureau Service was replaced with the Disclosure & Barring Service and therefore checks are now known as DBS checks. CRB and DBS have the same meaning in this policy.

### **School Staff**

- School Workforce (teachers and support staff) - staff appointed before 1 March 2002 have been checked against List 99 but not CRB checked.(paragraph 4.20)
- All staff, appointed on or after 1 March 2002, who come into regular contact with, or have unsupervised access to children, and who have not had continuity of employment in the school or local authority, that is a break of service longer than three months, have been subject to CRB disclosure and other designated recruitment checks (The School Staffing (England) (Amendment) Regulations 2006)
- In accordance with legislation (12 May 2006), enhanced disclosures have been obtained for all new entrants to Newham and all new appointments to the school workforce, including those who have been out of the workforce for more than three months.
- In line with the Ofsted guidance (September 2012), from February 2013, if a new entrant to Newham provides an original CRB/DBS enhanced certificate and they have continuous service since the date of the check no new DBS check will be required. A copy of the certificate will be held in accordance with the policy for originals and the check number entered on the SCR.
- Overseas staff have undergone the same checks as for all other staff in schools. The head teacher has determined whether further checks have been considered necessary and, if appropriate, recorded these in the appropriate column on the SCR (paragraph 4.65). Overseas staff who have recently arrived should be asked to provide a police check from their country of origin.

## **Volunteers**

Since 12 May 2006 new volunteers who work at the school have been CRB checked where they have regular contact with children. The guidance uses 'regular' to mean 4 or more times in a 30 day period, or once a week, or overnight.(2 am until 6 am)

The Protection of Freedoms Act 2012 has removed the requirement to routinely carry out DBS checks on all volunteers, even where they regularly work with children. The Act introduces the concept of supervision of volunteers. Therefore with effect from February 2013, where a school is satisfied that it can provide an adequate level of supervision by a suitably checked person, for example, a member of the school's staff; it is not required to DBS check the volunteer.

## **Governors**

Governors are not checked in their own right unless they meet the criteria set out for volunteers above in terms of their contact with children, taking account of the concept of supervision as outlined for volunteers above. All governors are required to sign a declaration of their eligibility. (Paragraph 4.58)

## **Agency staff**

Supply teaching agencies are required to ensure they obtain or apply for enhanced disclosures for all supply staff they recruit, before placing them in a school. Schools must have confirmation in writing from the agency that the correct checks have taken place. The school does not have to see these checks unless there is information contained in the DBS disclosure. The school has entered on the Single Central Record confirmation of relevant checks from the supply agency. The school carries out an identity check to confirm that the individual who arrives at the school is the person whom the agency intends to arrive there. If supply staff are employed directly by the school they are checked in the same way as employees. (paragraph 4.61)

## **Building Contractors**

Children are not allowed in areas where builders are directly working for health and safety reasons so these workers should not have direct contact with children. At February 2013 the definition of Regulated Activity, which enables an application to be submitted for an Enhanced DBS check including a check of the ISA children's barred list, the work of the tradesperson must meet all of the following criteria:

- The work has to be carried out at a school regularly (once a week or more or on four days or more in a single month or overnight);

- The work has to take place regularly on the SAME school premises. For example, a trade person who works in several different schools, but only works in the same school once a fortnight, is not in regulated activity; and
- The work has to involve the opportunity for contact with children at the school. If the work is done out of hours when no children are on site, or on a part of the site which is separated from areas where children have access, it is not regulated activity

So where a school uses a trades/maintenance worker who works (i) regularly and (ii) at the same school and (iii) has opportunity for contact with children, then this would be considered as carrying out a Regulated Activity and require an enhanced check. (Extract from CRB Service Document September 2012)

Unless these 3 criteria are all met, the school will not require contractors to have enhanced checks.

The guidance is followed by the Council when tendering for contractors to carry out works on the school buildings and site.

With all contractors, the school will carry out an identity check to confirm that the individual who arrives at the school is the person whom the contractor intends to arrive there.

### **PFI and Other Contractors**

PFI contract staff are checked by the contractor and this requirement forms part of PFI contracts. The contractor is responsible for ensuring that the same procedures are followed by any sub-contractors. The contractor provides the LA with a list of its direct employees and those of any sub-contractors at least 20 days before they start work on site. (paragraph 4.75)

### **Checks on other Public Sector Staff**

Individuals such as psychologists, nurses, dentists, centrally employed teachers 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 not necessary for schools to see their DBS Certificate as appropriate checks will have been carried out. Schools check identity when an individual arrives. With regard to catering and cleaning staff employed by Newham Catering and Cleaning Services, NCCS obtain and hold details of their CRB clearance and schools will be provided with these on request. (Paragraph 4.76).

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