



BERRYMEDE JUNIOR SCHOOL

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Central Record of Recruitment & Vetting Checks

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'Be Happy, Be Healthy, Study Hard'



BERRYMEDE JUNIOR SCHOOL

Central Record of Recruitment & Vetting Checks



Safer Recruitment

At Berrymede, we follow the Safer Recruitment Practices outlined by the DCSF (Jan 2007), which aims to identify people who might be harmful or unsuitable at the outset, and prevent them from working with children.

Berrymede Junior School aims to ensure insofar as is possible, that anyone seeking paid or voluntary work at the Children's Centre is safe to work with children.

We expect all staff and volunteers to share commitment to safeguarding and promoting the welfare of children.

Safer Recruitment requires Berrymede Junior School to embed child protection and the safeguarding of children at every stage of the recruitment and selection process.

When recruiting staff, the following procedures will be followed:

- At least one member of the interviewing panel will have attended appropriate safer recruitment training (provided by LA)
- Ensuring job descriptions clearly state the responsibility staff have for safeguarding children and promoting their welfare.
- Including specific reference to applicants' suitability to work with children in future person specifications.
- Use of application forms, which include necessary statements relating to the Rehabilitation of Offenders Act, and a Safeguarding Statement, which summarises the vetting process that will be undertaken. (Reference Local Authority Application Forms)
- Scrutinising applicants' education and employment history.
- Completely resolving apparent gaps/discrepancies in the application (including gaps in employment) at the interview stage, all gaps /discrepancies must be accounted for.
- Obtaining independent references to assess the applicants' suitability to work with children and addressing concerns that may arise.
- Children's Centres must ask for previous allegations founded and unfounded and if subject to any disciplinary procedures even if time scale is spent.
- A formal interview, which will include questions relating to safeguarding of children.
- Verifying the successful applicants: identity, academic/vocational qualifications, employment history and experience and resolving anomalies, health and physical capacity for the job.
- Processing the application for and obtaining clearance from the Disclosure and Barring Service (DBS) for an Enhanced DBS check before staff take up employment (see page 14 of this policy and procedures)
- In exceptional circumstances if a staff member is required to start before a satisfactory DBS check has been received a risk assessment must be carried out, reviewed and signed by the overarching NSP. The member of staff must never be left unsupervised with children.

Single Central Record

Berrymede Junior School keep a Single Central Record of Recruitment and Vetting checks and a Record of ID Checks for all staff, students and volunteers who work or deliver services at the centre.

The Single Central Record of DBS disclosures should include details of:

1. Name
2. Role
3. Organisation
4. DBS number
5. Date of DBS Disclosure
6. Confirmation that the Head of Centre or a person delegated by them has had sight of this disclosure
7. Confirmation that the Head of Centre or a person delegated by them has seen proof of identification such as a passport or Photo ID from a statutory agency or organisation contracted by the Local Authority. Copies of disclosures must not be kept on site.
8. For national and external organisations recognised by the LA such as NHS healthcare professionals or LA maintenance teams a formal letter from their organisation that clearly outlines that staff have all received DBS clearance.

Disclosure and Barring Service (DBS)9

9 Keeping children safe in education Statutory guidance for schools and colleges / Ealing Council DBS guidance 2014

Berrymede Junior School provides regulated activity (children) as set below:

1. Regulated activity includes unsupervised activities e.g. teaching, training, instructing, **care or supervision of children or providing guidance or advice on well-being**, driving a vehicle for children only.
2. Regulated activity also includes work for a limited range of establishments (specified places) where there is an opportunity for contact e.g. schools, children's homes, children's centres and childcare premises (but not work by supervised volunteers – unless this is frequent see point 5 below)
3. If you are on the payroll working at a school / children's centre / childcare provider, this is classed as Regulated Activity
4. Temporary and maintenance workers are not in regulated activity, it is the school's children's centre and childcare providers responsibility to ensure the safety of the children through supervising these staff at ALL time
5. Frequency and intensity comes into play with children. Even if a role is unregulated e.g. volunteer, **if they were to be at the school / children's centre / childcare provider once a week or four times in a month, because of the frequency they would need to have a DBS check carried out, but not a Barred List check.**

Revised October 2014

Ealing Children's Centres Policy and Procedures for Safeguarding and Child Protection October 2014 14

6. Those roles that used to be in Regulated Activity but are no longer in Regulated Activity (i.e. they are fully supervised) **can still have an enhanced DBS check** but no Barred List check.

7. Parent volunteers on school or centre trips need to be supervised at ALL times and it is the school's children's centre or childcare provider's responsibility to ensure this happens.

Disclosure and Barring Service checks¹⁰

10 See Keeping children safe in education Statutory guidance for schools and colleges April 2014 for references These are the types of checks available to those working with children: **Type of check**

What the check involves

Positions eligible for this level of check

Standard check

Check of the Police National Computer records of convictions, cautions, reprimands and warnings

The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Enhanced check

Check of the Police National Computer records **plus** other information held by 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.

The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in Part 5 of the Police Act 1997 (Criminal Records) Regulations.*

Enhanced criminal record check with children's and/or adult's barred list information

Check of the Police National Computer records **plus** other information held by police **plus** check of the DBS Children's Barred List **plus** check of the DBS Adults' Barred List.

The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in Regulation 5 of the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).