

GRAND AVENUE PRIMARY AND NURSERY SCHOOL VETTING POLICY FOR ANYONE WISHING TO WORK OR VOLUNTEER

Agreed by staff and Governors - Autumn 2022
Review date – Autumn 2023

The document was created and recommended for use by AfC.

Introduction

The Governing Body and staff of Grand Avenue Primary and Nursery School take safeguarding of our children extremely seriously and consider this one of our top priorities. As part of this safeguarding process, we aim to ensure that anyone working in the school, in whatever capacity, be they paid staff, student or volunteer, is suitable. Government regulations leave it largely down to each school to decide how they will determine an individual's suitability to work with children.

The law regarding the processing of a Disclosure and Barring Service (DBS) check allows the DBS to filter out certain convictions and cautions which the government feel are not relevant by virtue of their severity, time elapsed or the age of the person and the time of the conviction or caution. The regulations lay down a list of offences which, because of their nature, must always be disclosed regardless of any of the factors listed above. It follows that any disclosure on a DBS certificate may be an offence which is either serious, recent, or one of several.

Support and advice will be obtained from Education Personnel Management Ltd DBS Team and Local Safeguarding Children's Partnership (LSCP) if determined to be appropriate.

Recruitment

Staff

As part of the recruitment process all staff are required to complete a full check with the DBS. A disqualification under the childcare act waiver is also given to all new staff to complete.

Volunteers /students

All volunteers and students complete a DBS check as a minimum, prior to coming into school. The DBS check will be renewed every three years for volunteers and will be co-ordinated through the school office. The school may also request an interview and references before allowing volunteers unsupervised access to children.

Disclosures

The Governing Body has decided that when any disclosure appears, this will be risk assessed by the DBS check panel to determine whether or not the individual concerned should be permitted to be in school, taking into account the nature of the offence, the role to be undertaken and outcomes of further enquiries.

DBS Check Procedures

Once the DBS process has been completed online then the following procedures are followed:

If the DBS check is complete stating 'no content', meaning that it is clear:

The school will not receive communication from Education Personnel Management Ltd's DBS Administration Team but can access the website to see the status of the check to ensure that it is clear.

Before they can start their position in school, the applicant will be asked to present their certificate, so that staff can double check that it is clear. This information is then logged on the school single central register.

The Head teacher or Deputyhead can then arrange an induction meeting and agree a start date.

If the DBS check is complete stating ‘with content’, meaning that the check is not clear or shows a positive disclosure

The school will receive communication from Education Personnel Management Ltd’s DBS Administration Team informing that a DBS result has been issued.

The school will then log into the DBS portal to check the status, the status will state ‘the school must view the certificate’.

The school will then contact the applicant and ask to see the certificate. The applicant will be informed that due to content on the check they are not automatically eligible to work in school and that the DBS check will be reviewed by the DBS check panel. Applicants can decide at this stage to withdraw their interest to work in school.

When the certificate has been reviewed by the Headteacher and a discussion with the applicant has been held, an initial risk assessment will be undertaken. The Headteacher oversees this part of the process. The EPM DBS Team may be contacted for advice.

When the applicant’s copy of the disclosure has been viewed by the Headteacher the record will be amended to indicate ‘*Certificate seen – Yes*’

The school will then submit the certificate to the DBS check panel for consideration and a further risk assessment will be carried out. (See appendix)

In all cases the Head teacher must see an original copy of the DBS check certificate.

Schools will avoid printing multiple copies of the certificate. Any copy made will be destroyed or deleted immediately after it has been considered. It will NOT be left in a waste bin or shredding sack before shredding or kept on the school’s electronic files.

A copy of the risk assessment will be kept permanently on file in a sealed envelope, along with the copy of the original email sent from Human Resources.(EPM admin team)

A summary of the action to be taken:

If DBS shows ‘ no content’	If DBS shows with ‘content’	If applicant is barred from with children and/or vulnerable adults
Applicant required to bring certificate in before first day of employment.	Applicant asked to bring certificate in to show the Head teacher as soon as possible. No start date is arranged. The Head teacher will organise a DBS check panel meeting with relevant parties. A member of the panel will contact HR to seek advice on the implications of the information revealed. The panel completes a risk assessment	Offer of working in school is void.

DBS Check Panel

Organisation

The DBS check panel is a group comprising of the head teacher, Safeguarding lead, the Chair of Governors, and Vice Chair. A member of the panel will be assigned the role of chair.

All members of the panel will discuss and understand their responsibilities in regards to the nature of the meeting and know that any information shared is of a confidential nature and will not be discussed outside of the panel.

Panel discussion and Risk Assessment

Before a decision is reached on whether to allow an individual to work with children at Grand Avenue Primary and Nursery school, the applicant will be offered the opportunity to discuss the content of the disclosure with the DBS check panel, and the DBS check Risk Assessment form will be completed.

The panel will make a balanced decision on whether they are satisfied to allow the person to work in school, based on:

- Whether they are barred from appointment under the DBS lists;
- Whether the conviction is relevant to the position;
- The circumstances surrounding the offence and any explanations provided by the applicant;
- The seriousness of the offence;
- The length of time since the offence occurred;
- Whether there is a pattern to the offending behaviour, or whether it was a one-off;
- Whether the applicant's circumstances have changed.
- Whether the applicant disclosed the conviction(s)/cautions, warnings or reprimands at application stage;
- What level of supervision the person will receive in school;
- Whether the post involves responsibility for finance or items of value;
- The nature of the role allowing the applicant to potentially re-offend.

The applicant will also be asked to provide two referees. The panel will request references and use this information to inform their decision.

If deemed necessary by the panel, Human Resources and the Local Authority Designated Officer for Safeguarding (LADO), will be consulted in making an overall decision about whether to allow the person to volunteer or not.

The panel's decision to allow the applicant into school needs to be unanimous. The decision and the reasons for it will be recorded on the risk assessment, signed by the Head teacher on behalf of the panel, and be stored confidentially on file.

The Chair of the panel will inform the applicant of the panel's decision in writing, within 7 days of the meeting taking place.

DBS Check Risk Assessment Form (see appendix)

The form attached can be used to assist in assessing and recording the risks of allowing someone to work with children at Grand Avenue Primary and Nursery school where a DBS certificate has been submitted to the DBS check panel.

The completion of the risk assessment form is the responsibility of the chair of the DBS check panel. It must be authorised by the Head Teacher before the person can start working with children at Grand Avenue Primary and Nursery School, or have access to their records. This completed risk assessment form will be placed on the individual's personnel file or other appropriate file and made available to HR, Auditing procedures and Ofsted inspections.

DBS Check Risk Assessment Form

PART 1 – FOR THE APPLICANT TO COMPLETE

Your DBS certificate has been returned with information contained on the certificate which may be relevant to your employment or volunteer work. This will not necessarily bar you from being in school, but will depend on the nature of the position that you are applying for and your circumstances at the time of the incidents or offences. We would therefore like to give you the opportunity to provide an explanation for these incidents or offences, as well as the circumstances around you at the time. Please complete the following information. Be aware that to withhold information or to give false information will be regarded as an attempt to falsify records which constitutes gross misconduct and will, if proved, lead to any employment or request for volunteer work to be refused.

Name:	Date of Birth:
Job/ Position Applied for:	

Offence or Incident 1:
Date of Offence or Incident:
State who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence.
Offence or Incident 2:
Date of offence or incident:
State who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence.
Offence or Incident 3:
Date of offence or incident:
State who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence.

Declaration by Applicant

I certify that the information I have provided on this document is true and complete. I understand that to knowingly make a false statement or omit information will result in my application being unsuccessful.

Signature:	Print:
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DBS Check Risk Assessment Form continued.

PART 2 – FOR SLT or TEACHER TO COMPLETE

Name of Candidate:	Date of Birth and/or Payroll Number:
Position:	SLT member Conducting Assessment:
Proposed Start Date:	

A. BACKGROUND INFORMATION CHECK

Information required.	Notes/Confirmation.
<p>Has the Recruitment Checklist been completed, including all of the following?</p> <ul style="list-style-type: none"> • Application Form - check gaps, discrepancies or anomalies 	
<ul style="list-style-type: none"> • Appropriate and satisfactory references 	
<ul style="list-style-type: none"> • Give details where you have obtained clarification or missing information on the applicant or verification of the referees position in the organisation. 	
<ul style="list-style-type: none"> • Qualifications – Have the candidates qualifications been checked and verified to show that they fulfil the requirements in the selection criteria? 	
<ul style="list-style-type: none"> • Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied. • Confirm that the candidate has been specifically asked if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications. 	
<ul style="list-style-type: none"> • Have the asylum and immigration 	

checks been seen and verified?	
<ul style="list-style-type: none"> • Have satisfactory health checks been received. 	
<p>List 99 check or Section 142 of the Education Act 2002.</p> <p>For anyone working in a school a List 99 check must be carried out before they start work.</p>	

Criminal Records Bureau Disclosure Checks	Comments
<p>1. Does the candidate already hold a DBS certificate?</p> <p>If not, please go to Q6.</p>	
<p>2. Was the DBS certificate obtained by Kingston County Council?</p> <p>If not, who is the Registered Body?</p>	
<p>3. Was the DBS certificate issued within the last 12 months?</p>	
<p>4. Is the DBS certificate “Enhanced level”?</p>	
<p>5a. If the candidate is going to work with children the DBS certificate must indicate “None Recorded” against the ISA Children’s Barred list information.</p> <p><u>OR</u></p> <p>5b If the candidate is going to work with vulnerable adults the DBS certificate must indicate “None Recorded” against the ISA Vulnerable Adults’ Barred list information</p>	
<p>6. Has the candidate completed a new DBS certificate Application form?</p> <p>Confirm date that the application form has been forwarded to the DBS team for processing.</p>	<p>Date completed DBS application:</p>
<p>7. Has the candidate been a resident outside of the United Kingdom?</p> <ul style="list-style-type: none"> • If yes, is the candidate able to produce a Police Check or DBS equivalent from other countries 	

<p>lived in?</p> <ul style="list-style-type: none"> If no, is a Police Check or DBS equivalent from that country being sought? 	
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B. ASSESSING THE RISKS

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS Application form and/or the this Application form?	Yes / No If 'No' state reason	
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/ No If 'No' what do they think is incorrect and why?	
Were any offences work-related or committed within the context of a work setting?	Yes/No If 'Yes' give details	
Were any offences committed within the last 2 years?	Yes / No If 'Yes' explain context in which each offence occurred e.g. where, how, why and details of any victims. (Continue overleaf if necessary)	
What is the individual's attitude to the offence/s now?	e.g. regret/remorse/ justified/denial	

Question	Applicable (Please delete as appropriate)	Comments
Would they do anything differently now?	Yes / No If 'Yes' specify what	
Has the individual's circumstances changed since the conviction/s e.g. location/friends/partner/education?	Yes / No If 'Yes' specify what	
Are there any mitigating circumstances? e.g. immaturity, traumatic life event	Yes / No If 'Yes' specify what	
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol	Yes / No If 'Yes' specify	
Can the applicant demonstrate any efforts not to re-offend? e.g. Rehabilitation course, Anger Management course, help for alcohol/drug abuse.	Yes / No If 'Yes' specify (NB – completing Community Service is a punishment not a rehabilitation programme)	
Does the post have any direct contact with the public and if so how vulnerable are they?	Yes / No If 'Yes' give details	

Question	Applicable (Please delete as appropriate)	Comments
Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	Yes / No If 'Yes' specify what	
What supervision is available and how readily?	Give details	

Any further information
Is there any other information relevant to this Risk Assessment regarding the candidate, the position itself or the location/environment where the activities will take place?

Level of Risk: Please complete the level of risk posed by appointing/employing the individual in this position. Give reasons.	
High Risk	
Medium Risk	
Low Risk	
Can protective measures be put in place to render the risk low? Yes / No	
Outline of the protective measures Risk Management Plan e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.	

Risk Assessment completed by:

Signed (SLT)

Date:

Print Name (SLT)

Authorised by Head Teacher on behalf of the Governors

Is this person suitable to work under the conditions proposed above? Yes/No

Comments: (Reasons for decision)

Risk Assessment Authorised by:

Signed (Head Teacher)

Date

Print Name (Head Teacher)

If authorised by a Head Teacher please retain this form will be retained in school in a locked secure cabinet.