



## St. Joseph's Catholic Primary School, Leigh

*Love Jesus*

*Love Learning*

*Love Life*

*"I have come so that they may have life and have it to the full."*

# Central Record of Recruitment and Vetting Checks Policy

Governor responsible: A. Blenkinship

Last reviewed: Summer 2016

## Introduction

All new appointments to St. Joseph's Catholic Primary School are subject to recruitment and vetting (DBS) checks.

A **Single Central Record** detailing a range of checks that have been carried out on members of staff and others is held in school, managed by the School Business Manager.

This record will cover the following:

Teaching Staff

Teaching Assistants

Kitchen Staff

Cleaning Staff

Governors

Volunteers

Agency Staff

Service Suppliers

Contractors

Visitors

The 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. The school will ensure that appropriate checks and Child Protection procedures are in place for those members of staff and others who work with young people both inside and outside of the school.

## Recruitment Checks

A selection of the following groups of documents are used for recruitment checks.

Three documents in total must be seen to verify an individual's identity. One document must come from Group 1 and a further two documents from Group 1, 2a or 2b. One document must verify the applicant's current address.

### Group 1

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK, Isle of Man /Channel Islands) (Full or provisional)

- A photo card is only valid if the individual presents it with the associated Counterpart Licence (except Jersey)
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.  
(Photocopies are not acceptable)

### **Group 2a – Trusted Government/State Issued Documents**

- Current UK Driving Licence (old style paper version)
- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars –  
• Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

### **Group 2b – Financial/Social History Documents**

- Mortgage Statement (UK or EEA)\*\* (Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Bank/Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)\* (Non-EEA statements must not be accepted)
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)

- P45/P60 Statement **\*\***(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **\*\***
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date) **\*\***
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Headteacher or College Principal (16-19 year olds in full time education in the UK (only used in exceptional circumstances when all other documents have been exhausted)

**Please note:**

If a document in the List of Valid Identity Documents is:

- Denoted with \* - it should be less than three months old
- Denoted with **\*\*** - it should be issued within the past 12 months
- Not denoted – it can be more than 12 months old

The following checks will also be made:

- Checks of right to work in the UK.
- Further oversea records checks where appropriate.

The following additional checks can be included

- Professional and Character References
- Previous Employer History

**The above checks will be completed before a person's appointment.**

## Disclosure and Barring Service (DBS)

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 the School.
- Any position which involves regularly caring for, training, supervising or being in sole charge of children at School.

N.B.

This includes:

- administrative staff, caretakers and other ancillary staff.
- 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

**All staff at the school that come in to regular contact with children will be required to have the 'Enhanced DBS with List checks'.**

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

A separate List 99 check will not be required unless DBS 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.

The Head Teacher has the discretion to allow an individual to begin work within the 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. 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.

**Following advice from the Local Authority all existing Staff will have their DBS status reviewed every 3 years. Existing Governors will have their DBS status reviewed upon re-election, i.e. every 4 years. Existing Volunteers will have their DBS status reviewed every 4 years.**

**Newly appointed Governors and Volunteers will be required to have a DBS check carried out before they have contact with children without supervision.**

**If registered the on line 'update service' can be used to carry out these reviews.**

**For all Staff employed by the school and Governors the original DBS certificate must be presented to the School Business Manager for a final check that the person has been cleared.**

Posts within the school are exempt from the Rehabilitation of Offenders Act 1974. This means as a prospective employer, short listed applicants must disclose any unspent and spent convictions. Applicants will need to be given the opportunity at the application stage to declare any unspent or spent convictions they may have. Any declaration they make will be compared with the returned criminal record disclosure.

Successful applicants will be required to complete a DBS Disclosure application form. This shows the school previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults and should not be used to discount applications. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration.

Once the Enhanced DBS Disclosure Certificate is returned, any conviction information will need to match up with the applicant's original disclosure to the interview panel. This information will not be retained if the applicant is not successful and will be destroyed.

Information disclosed as part of the DBS Disclosure will be treated as confidential. It is an offence for DBS 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.

The School is not required to ask existing staff, in post, who were not previously eligible (including those recruited before the establishment of the DBS), 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 DBS Enhanced Disclosure

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

All appointees will require a DBS Disclosure if they have not been in a school, 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.

**Visitors** will not require a DBS check if:

- They have business with the Head Teacher
- 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. Sports Day, Open Day, when other members of staff are present
- 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.

There is a statutory requirement for the provision of the Protection of Children Act to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed at risk a child or young person at risk of harm will be referred to the Children's Safeguarding Unit at the DfE,

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.