

# **Safer Recruitment**

- **DBS**
- **Ofsted**
- **Assurance**
- **Safeguarding**
- **Recording**
- **Guidance**
- **Statute**
- **Good practice**
- **Islington approach**



**Guidance for Schools  
October 2018**

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## 1. Purpose of this document

- To give guidance for headteachers and managers involved in the recruitment and selection of staff to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To give the necessary tools to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) and the Disclosure & Barring Service (DBS).
- To give guidance on the Disclosure & Barring Service (DBS) checks, single central record (SCR) and childcare disqualification requirements.

This guidance has been produced in line with the Department for Education (DfE) [Keeping children safe in education](#), a statutory guidance for schools and colleges (September 2018) and [Disqualification under the Childcare Act 2006](#) statutory guidance for schools (August 2018).

## 2. The role of the school in safeguarding

- Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance [Working together to safeguard children](#) (July 2018).
- Governing bodies should ensure there is an effective child protection policy in place together with a staff behaviour policy e.g. employee code of conduct. Both should be provided to all staff – including temporary staff and volunteers.
- Each school should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care – refer to [Appendix 12](#) which describes the broad areas of responsibility).
- The Teacher Standards 2012<sup>1</sup> state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Schools should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

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<sup>1</sup> The [Teachers' Standards](#) apply to: trainees working towards QTS; all teachers completing their statutory induction period (newly qualified teachers [NQTs]); and teachers in maintained schools, including maintained special schools, who are subject to the Education (School Teachers' Appraisal) (England) Regulations 2012.

### 3. Safer recruitment

We must ensure that we do everything we can to prevent appointing people who may pose a risk to children, as this is an essential part of safeguarding. Safer recruitment practice is not just about the Disclosure & Barring Service (DBS) check, in fact most people who abuse children do not have a criminal conviction.

Therefore, a range of systems, processes and vetting checks need to be in place to prevent unsuitable people from working with children and young people.

The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on; the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The safer recruitment process identifies the following approach as good practice for schools:

#### 3.1 Prior to appointment

Safer practice in recruitment means thinking about and including issues relating to safeguarding and promoting the welfare of children at every stage of the process. It starts with planning the recruitment, and ensuring that the advertisement makes clear the school's commitment to safeguarding children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. There are several elements to this process, where the school should ensure that:

- There is an up-to-date recruitment and selection policy that describes the process.
- There is a safeguarding policy and a commitment to safeguarding.
- The job description and person specification are up-to-date and that it includes an expectation around safeguarding.
- The advertisement includes a statement about safeguarding and whether an enhanced DBS with barred list check is required for the post.
- All applications are scrutinised carefully prior to shortlisting.
- There is a question on safeguarding asked of each candidate at interview.
- Any gaps in information supplied by the candidate are explored at interview and documented on the application form for future reference.
- References are sought from the referees prior to interview, and one reference must be from the current employer. Ideally references should be sought for all shortlisted candidates. References provide factual and objective information to support the appointment decision. Where possible the references should cover the last 5 years. Any issues or gaps in information can be explored with the referee and taken up with the candidate at interview. Dates from the application form should be cross matched with the references.
- References are scrutinised and any concerns resolved before the offer of appointment is made. Any issues or gaps in information can be explored with the referee and taken up with the candidate at interview.

### 3.2 Pre-appointment checks

It must be made clear to the successful candidate(s) that any offer of appointment is conditional on the satisfactory completion of the necessary pre-employment checks, these include:

- Employment history on the application form – any gaps in employment must have a satisfactory explanation.
- At least 2 satisfactory references, one reference must be from the current employer. Where possible the references should cover the last 5 years.
- Proof of identity - verification of a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Proof of address – document should be less than 3 months old.
- Proof of meeting the requirements of the Asylum and Immigration Act 1996 and the Immigration, Asylum and Nationality Act 2006 - verification of applicant's right to work in the UK. Further information can be found at the Home Office: [Full guide for employers on preventing illegal working in the UK](#).
- Health checks – anyone appointed to a post working with children must be medically fit, both physically and mentally. Employers will need to make reasonable adjustments under the Equality Act 2010, where appropriate.
- An enhanced DBS check with barred list information. Alternatively, if the applicant has subscribed to the DBS Update Service and gives permission, the school or HR may undertake an online update check through the DBS web page. For further details refer to [Appendix 8](#).
- Professional qualifications, if applicable. The Teachers Services' system should be used to verify any award of qualified status (QTS) and the completion of teacher induction or probation.
- That a candidate to be employed as a teacher or others is not subject to a prohibition order issued by the Secretary of State, by using the [TRA Teacher Services' system](#).<sup>2</sup> Qualifications should be seen and checked to verify that the candidate has actually obtained them. Further details can be found in section 5.
- Relevant checks on overseas-trained teachers - to comply with the Department for Education (DfE) [Advice on employing overseas-trained teachers](#). This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.
- Relevant checks for applicants who have lived outside the UK - the checks should be done in the same way as for those applicant's resident in the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions and overseas police checks. Overseas checks are carried out if the applicant has lived out of the country for more than 3 months in the last 5 years.
- that a person taking up a management position of an Independent school, including academies and free schools, as described at paragraph 124 of the [Keeping children safe in education](#) guidance is not subject to a section 128 direction made by the Secretary of State. It also disqualifies a person from holding office as a governor in a maintained school.

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<sup>2</sup> The Teacher Services' system (formally known as, Employer Access Online) is a free service that allows schools and colleges to identify: existing prohibitions and sanctions made under section 142 of the 2002 Act; teacher prohibitions made under section 141 of the 2002 Act; any direction made under section 128 of the 2008 Act; sanctions or restrictions imposed by the General Teaching Council for England (GTCE) before its abolition in March 2012; and teacher sanctions or restrictions imposed by European Economic Area regulating authorities on or after 18 January 2016. The Teacher Services' system can also be used to check for the award of Qualified Teacher Status (QTS), the completion of teacher induction or probation. The Teacher Services' system is accessed via the department's Secure Access portal.

It is advised that in general employment should not commence until all satisfactory pre-employment checks have been completed. The checklist at [Appendix 7](#) may be useful for pre-employment checks.

### 3.3 Post appointment

Schools should be a safe environment for the children. Safeguarding should feature highly in policies, processes, procedures and practices that are well promoted to parents, children and all staff including temporary and volunteers. However, it is important not to be complacent, and an on-going culture of vigilance is required. Safer recruitment should not stop at appointment:

- Governing bodies should ensure there is an effective child protection policy in place together with a staff behaviour policy.
- There should be an induction programme for all new staff and volunteers. This should include information about safeguarding.
- All staff, as a minimum, should undergo initial training on safeguarding and child protection.
- Maintaining a safe culture is important. All staff should understand their roles and responsibilities in relation to safeguarding and be confident in carrying them out. Everyone needs to feel confident that they can raise issues or concerns about the safety or welfare of children and that these will be followed through.
- There should be continuous monitoring of employee behaviour and an on-going culture of vigilance. There should be open and transparent working practices to minimise the risk of allegations.
- The school's code of conduct should state that it is a contractual obligation of the employee to report any convictions, cautions or bind overs incurred during the course of their employment. Failure to comply with the school's recognised policies and procedures could result in disciplinary action.
- Monitoring of the recruitment and induction processes, including feedback from employees, will contribute to future improvements.
- On-going training is essential to maintaining a safe workplace.

## 4. Guidance on the single central record (SCR)

The single central record is to ensure that all the necessary information about the school's recruitment and vetting checks is contained in one central record. The aim of this process is to ensure that a summary of all the checks are kept together in one place. Ofsted inspectors will check the schools' single central record early in the inspection with the expectation that it will be complete and meet statutory requirements.

Schools must keep an **up-to-date single central record** of all people who work in regular contact with children to ensure compliance with its obligations to ensure that children are safe. The single central record must cover the following people:

- all staff (including supply staff and teacher trainees on salaried routes) who work at the school
- all others who work in regular contact with children in the school including volunteers

You should include:

- all staff who are employed directly by the school
- all supply/agency staff who are employed for a reasonable period of time (see Appendix 14, FAQ 18), whether employed directly by the school or through an Agency.



- any volunteer who works regularly with children, especially those who are engaged in “Regulated Activity”.
- school governors
- individuals brought into the school to provide regular additional teaching or instruction, but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers, Artists etc.
- regular contract staff such as contract Cleaners or Caterers

The DfE have confirmed that for supply staff, regardless of how long the person will work at the school (**even if this is only for one day**), the governing body are required to obtain written notification from the agency that all relevant checks have been carried out and this information has to be recorded on the single central record.

Generally, the information is to be recorded on these individuals, whether or not the following checks have been carried out. Each entry **must show the name of the person making the check, the position held and the date on which the checks were completed**:

- an identity check
- a barred list check
- an enhanced DBS check
- a prohibition from teaching check (Teachers Services’ system)
- further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions
- a check of professional qualifications
- a check to establish the person’s right to work in the UK
- health check
- references check
- a section 128 check – applicable to governors of maintained schools.

The model single central record for use by schools is attached as a separate document and available on IslingtonCS.

## 5. Teaching Regulatory Agency (TRA) - Teachers Services

### 5.1 The Teacher Services’ system

Formally known as, Employer Access Online is a free service that allows schools to identify: existing prohibitions and sanctions made under section 142 of the 2002 Act; teacher prohibitions made under section 141 of the 2002 Act; any direction made under section 128 of the 2008 Act; sanctions or restrictions imposed by the General Teaching Council for England (GTCE) before its abolition in March 2012; and teacher sanctions or restrictions imposed by European Economic Area (EEA) regulating authorities on or after 18 January 2016. The Teacher Services’ system can also be used to check for the award of Qualified Teacher Status (QTS), the completion of teacher induction or probation.

[The Teacher Services’ system](#) should be used before appointing a teacher or others i.e. teachers without QTS, instructors etc., individuals such as ex teachers working as Teaching Assistants who carry out specified teaching work in schools to check for:

- the award of QTS - with the exception of teachers who have achieved QTS through holding qualified teacher learning and skills (QTLS)
- completion of teacher induction



- prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions (including any teacher with QTLS to whom this applies).

## 5.2 Access Teachers services

If you are a school or sixth form college and do not have a secure access account, you can [raise a service request](#) to obtain a username and password. If you have any queries, please contact Teachers Services directly:

Email: [employer.access@education.gov.uk](mailto:employer.access@education.gov.uk)

## 5.3 Teacher prohibition orders

Prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England.<sup>3</sup> A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. A check of any prohibition can be carried out using the [Teachers Services' system](#). The Teaching Regulatory Agency's role in making prohibition orders and the process used to impose them are described in more detail in its publication [Teacher Misconduct: The Prohibition of Teachers](#).

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

## 5.4 Teachers sanctioned in other EEA member states

From 18 January 2016 where any European Economic Area (EEA) authority that is responsible for regulating the teaching profession imposes a restriction on a person's ability to work as a teacher, this information must be shared with all other EEA teacher regulators. The restriction list contains those people who have been identified to the Teaching Regulatory Agency as having a current EEA member state restriction/sanction imposed on them. Whilst such a restriction/sanction does not currently prevent the person from taking up teaching positions in England, as part of your safer recruitment pre-appointment checks and to determine their suitability for the position in your school, you should obtain further information about the circumstances leading to this decision. Employers should contact the EEA regulator responsible for the decision to obtain more information about the reasons for imposing the sanction/restriction.

**Important** - where you decide to employ the individual please inform the TRA immediately, including the date they will begin work, by emailing [misconduct.teacher@education.gov.uk](mailto:misconduct.teacher@education.gov.uk) or call 0207 593 5393.

## 5.5 Section 128 barring directions

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. The restriction list contains the names of those individuals who are barred from participating in any management of an independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.

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<sup>3</sup> Prohibition orders are made by the Secretary of State under section 141B of the Education Act 2002. Those made by the General Teaching Council for England (GTCE) prior to April 2012 have the same effect.

A section 128 direction also disqualifies a person from holding or continuing to hold office as a governor of a maintained school.<sup>4</sup> The section 128 direction checks can be carried out through the [Teacher Services System](#).

## 5.6 Teacher Services restrictions lists

If you are unable to search for an individual's teacher record, you can use Teacher Services to find out if they have any current prohibitions, restrictions or sanctions. This information is accessed using the following lists:

- teachers who have failed to successfully complete their induction or probation period
- teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition)
- teachers and others who are prohibited from teaching in England
- section 128 barring directions - individuals who have been barred from taking part in the management of an independent school (including academies and free schools)
- teachers sanctioned (since 18 January 2016) in other EEA member states by an EEA member state regulator of the teaching profession.

Each list describes how the sanction, prohibition or failure to successfully complete their induction or probation affects the type of work the individual can be employed to do. Should you find a match to your prospective employee, you'll be able to access their individual account and view further information. You'll need to consider how this might affect your decision to employ or engage the person.

## 6. DBS checks

On 1 December 2012 the Independent Safeguarding Authority (ISA) merged with the Criminal Records Bureau (CRB) to form the Disclosure & Barring Service (DBS).

The process by which the DBS provides criminal record data is called DBS certificate or a DBS check (formerly CRB check). The DBS is responsible for administering three types of checks (basic, standard and enhanced):

- **standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out;
- **enhanced:** a check of the PNC records as above, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed;
- **enhanced with barred list information:** for people working or seeking to work in regulated activity with children. This allows an additional check to be made as to whether the person appears on the children's barred list.<sup>5</sup>

More information is available on the [DBS website](#)

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<sup>4</sup> School Governance (Constitution) (England) Regs 2012 as amended by the School Governance (Constitution and Federations) England) (Amendment) Regulations 2014.

<sup>5</sup> The DBS maintains 'barred lists' (formerly L99) of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced certificate is obtained, and this includes a barred list check, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002 prohibiting that individual from taking part in the management of independent educational institutions in England and/or Wales respectively. As barred list information is required to be requested only for those school governors who are engaging in regulated activity, when proposing to recruit a governor who will not work in regulated activity, schools and colleges should use the Secure Access Portal to check whether the person is barred as a result of being subject to a section 128 direction.

For school staff, an enhanced DBS check with barred list information is appropriate as the majority of staff will be engaged in regulated activity. A person will be considered to be in 'regulated activity' 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; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

## 6.1 Regulated activity

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 have produced a [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<sup>6</sup>. Some activities are always regulated activities, regardless of their 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 or in connection with toileting, washing, bathing and dressing for reason 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.

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<sup>6</sup> The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if "it is carried out frequently by the same person" or if "the period condition is satisfied". Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, for the purposes of the work referred to at (a), it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children. "Frequently" is not defined in the Act, but the Guidance Regulated Activity in relation to Children: scope describes "frequently" as doing something once a week or more.

## 6.2 Guidance for schools on DBS checks

Schools should ensure that all those employed in any capacity that is directly responsible for supervising and/or caring for children or have access to pupil data have a current enhanced DBS with barred list check certificate. It is Islington's policy that a DBS check is renewed every 3 years. Alternatively, if the applicant has subscribed to the DBS Update Service and gives consent, the school or Islington Human Resources Services may undertake an online update check through the DBS Update Service.

Prior to taking up employment, an enhanced DBS with barred list check disclosure must be requested.

The applicant must show the DBS certificate to the school before they take up post or as soon as practicable afterwards. If a school allows an individual to start work before the DBS certificate is available then the school should ensure that a risk assessment [Appendix 5](#) is undertaken, the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

Employees are required to join the DBS Update Service. The benefits to schools are:

- instant online checks
- portability of DBS certificates (employees may never need to apply for a new DBS check)
- enhanced safeguarding processes - the online system is updated every week for disclosures with conviction and barring service information, and every nine months for non-conviction information

Further details on the DBS Update Service please refer to [Appendix 8](#).

## 6.3 DBS disclosure information

Schools should verify the original DBS certificate. DBS certificates must not be kept in personnel files – schools should update the single central record with the current DBS certificate issue date and number and destroy any copies of the DBS certificate.

In all cases where a disclosure shows convictions and/or cautions, the headteacher should meet with the employee/volunteer to discuss the convictions and/or cautions and to confirm that the convictions and/or cautions actually relate to the individual. The headteacher's decision should be documented on the **DBS pro-forma** – refer to [Appendix 11](#) and sent by secure email, along with a copy of the individual's DBS certificate, to Islington Schools Human Resources as soon as possible for final ratification. Depending on the contents of the certificate, the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

## 6.4 Volunteers including parent volunteers

Volunteers who have frequent and intensive contact with children (frequent is once a week or more, intensive is 4 days a month or overnight) will be required to obtain an enhanced DBS disclosure with barred list check. For one-off volunteers helping at a school fete or accompanying staff on a trip out of school, a DBS disclosure is not required but appropriate risk assessment [Appendix 6](#) must be undertaken and ensure that any volunteer is not left alone and unsupervised with children.

If volunteers are recruited by another organisation, the school should obtain assurances from the organisation, or the umbrella body that has carried out the DBS checks on the organisation's behalf, that clearance has been given and this assurance must be confirmed in writing in the form of a letter on the organisation's letterhead. This should declare that the person has been properly vetted and the individual should be asked to provide evidence of photo ID on school premises, especially on the first day. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'.

For the purposes of an Ofsted inspection, schools should be able to explain the rationale for those who have been checked and those who have not.

## **6.5 Maintained School Governors**

An enhanced DBS check should be requested for all school governors in maintained schools. An enhanced DBS check with barred list check should be requested if the governor will be engaged in regulated activity. It is the responsibility of the governing body to apply for the certificate for any of their governors who do not already have one.<sup>7</sup>

The section 128 direction checks must also be carried out for all school governors in maintained schools, using the Teacher Services System. This disqualifies a person from holding or continuing to hold office as a governor of a maintained school.

For school governors where a disclosure shows convictions and/or cautions, the school should instruct the governor to show the DBS certificate directly to Governor Services at 020 7527 5560.

## **6.6 Agency and third-party staff**

Schools must obtain written notification from any agency, or third-party organisation, they use that the organisation has carried out the checks on an individual who will be working at the school. This must include, as necessary, a barred list check, prior to appointing that individual. Also it should declare that the person has been properly vetted and the individual should be asked to provide evidence of photo ID on school premises, especially on the first day. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'.

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<sup>7</sup> The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016.

## 6.7 Trainee/student teachers

Where applicants for initial teacher training are salaried by the school - the school must ensure that all necessary pre-employment checks are carried out. As trainee teachers can undertake regulated activity, sometimes unsupervised, an enhanced DBS certificate and barred list check must be obtained.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider<sup>8</sup> to carry out the necessary checks. The initial teacher training provider/university should provide the trainee teacher/school with documentation which clearly states that all vetting checks, including enhanced DBS and barred list check has been carried out. The individual should be asked to provide evidence of photo ID on their first day on the school premises. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'. There is no requirement for the school to record details of fee-funded trainees on the SCR.

## 6.8 Existing staff

If a person working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity must be carried out. If a school has concerns about an existing staff member's suitability to work with children, the school should contact Schools Human Resources.

## 6.9 Self-employed

If schools take on self-employed individuals (i.e. Sports Coaches, Visiting Music Teachers), it will be the responsibility of schools to ensure that a current enhanced DBS with barred list check is in place (to verify the original DBS certificate). Schools must also verify the self-employed identity and keep a signed copy of the ID document on file. In relation to the SCR, schools should populate these individuals on the agency tab or create a new tab called self-employed.

## 6.10 Pupils going on work placements

Where the work experience placement is between 10 and 15 days, and the placement is not exclusively with 1 person (responsible for the young person), it is sufficient for the placement organiser to carry out a risk assessment. This to ensure that the placement adheres to all relevant health & safety and safeguarding policies, has insurance cover for the young person on work placement and does not require or ask the young person to carry out tasks prohibited by law or which apply to those under 16 years of age.

The placement organiser should satisfy him/herself that the placement supervisor understands safer recruitment and has information regarding regulated and controlled activities and child protection policies by visiting and briefing the employer prior to placement. Once the briefing has taken place and the placement organiser is assured of the above conditions being met the placement may be confirmed. Similarly, a risk assessment should be carried out on a work placement for pupils between 16-18 years of age who are still considered to be in the trust and care of their school.

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<sup>8</sup> [Initial teacher training provider supporting advice and initial teacher training criteria](#)

Where pupils arrange work experience placements at a nursery school/children's centre or where there are children, the supervisor at the setting must be aware of any concerns or risks surrounding the young person who will carry out the work experience placement and assure him/herself of the safety of the placement.

### **6.11 Contractors**

Contractors who are contracted by the school to work with, or provide services (e.g. catering staff) for children should adopt and implement the measures as per that which a school adopts and implements for its own employees.

1. building improvement or maintenance contracts - Where contractors and their sub-contractors are working, for example on building improvement and/or maintenance and survey works, in clearly defined areas and do not have unsupervised access to other areas of the school then the school should ensure the appropriate risk assessments are completed for each activity.
2. where contractors and their subcontractors do require access to areas in use by pupils then the premises manager or other appropriate members of staff should accompany the contractor or their sub-contractor during the visit/task.
3. building improvement or maintenance contracts – contractors site agent. Where a contractors' site agent is required to have access across the site and outside of the identified contractors' compound, usually to liaise with the headteacher or premises manager, during normal operational hours the contractor (employer) is required to ensure their agent has, where possible, an enhanced DBS check.

The school should also monitor the contractor's compliance with safer recruitment policies and satisfy itself that the organisation sends information regarding names of contractors on company letterhead in advance of the contractors' arrival on site.

School should always check the identity of contractors and their staff on arrival at the school before being allowed on school premises or to come into contact with children and young people. In addition, the appropriate risk assessment procedures should be adopted and schools should ensure that contractors' access to children is limited.

### **6.12 Extended schools' activities**

With regard to contractors where a third party is responsible for running the services there should be clear lines of accountability and written agreements setting out responsibility for carrying out the recruitment and vetting checks on staff and volunteers.

### **6.13 Other visitors to the school**

One-off visitors to a school should not be left unsupervised with children. For example, parents collecting their children from school are not expected to have a DBS check. If they are collecting other children, the school should check with the parent of the child/children that a named person has been authorised to collect as per normal school practice. Schools should ensure that procedures are in place for all visitors to sign in and out of the school premises.



## 6.14 Partner agencies

All partner organisations (health, police, social care, CAMHS (Child and Adolescent Mental Health Services), voluntary and community sector organisations, etc.) and external agencies should have carried out an enhanced DBS with a barred list check on their employees. Schools should ensure they have written confirmation from these organisations that any staff visiting the school have the appropriate checks and a risk assessed DBS. Schools should also request evidence of ID (photo ID badge) when the member of staff visits the school. The types of photo ID that can be used for verification are:

- Photo ID Badge
- Passport
- EU Card
- Residence Permit
- Driving Licence Photo Card

The SBM/SAO/AO will need to photocopy the ID doc, sign and date it and keep it on the individuals file as evidence that a photo ID was seen. They should populate their name on the SCR under 'Evidence checked by'.

## 6.15 School Lettings

Before agreeing to any letting, schools should ask to see a copy of the organisation's Safeguarding and Health & Safety policies and arrangements, and satisfy themselves that the organisation has appropriate procedures in place for safe recruitment, including (but not limited to) the taking up of DBS checks. Where a school is making a letting to an individual (i.e. a self-employed tutor) the school should follow the same safer recruitment procedures as per self-employed individual information, regardless of whether the children to whom they provide a service attend the school or not.

## 7. Guidance on the childcare disqualification requirements

The DfE have issued revised statutory guidance to reflect the changes to The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) - [Disqualification under the Childcare Act](#). Under the 2018 Regulations, schools and nurseries are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association (Regulation 9).

Disqualification by association is only relevant where childcare is provided in domestic settings (e.g. where childminding is provided in the home) or under registration on domestic premises (including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration).

From September 2018, schools should not ask their staff questions about cautions or convictions of someone living or working in their household and school staff are no longer required to complete the disqualification declaration form.

There are a number of wider safeguarding requirements which must continue to be adhered to, in line with KCSIE and as set out in this guidance, ensuring that staff are clear on expectations and responsibilities and are encouraged to be proactive in informing the school of any changes in their circumstances.

## 8. Safer recruitment training

On 1 September 2014, the safer recruitment training was launched by the Safer Recruitment Consortium to update the face to face and online training material and create a vehicle to ensure that good quality safer recruitment training continues to be available to schools. This 'approved' training was originally badged by the National College of School Leadership (NCSL) and then the Children's Workforce Development Council (CWDC), in December 2013 following a series of meetings between the DfE and interested parties, the Safer Recruitment Consortium was created.

It is strongly recommended that headteachers, governing body members and managers that have responsibility for recruitment and selection attend the safer recruitment training organised by the Safeguarding and Quality Assurance team and Schools Human Resources. Please check IslingtonCS for training schedules and contact details.

At least one member of any recruitment panel should have received appropriate training in line with safeguarding guidance.

The headteacher, governing body members, managers and, especially the school designated safeguarding lead should undergo updated child protection training every two years.

The training consists of four modules:

1. How safer recruitment fits within the wider context of safeguarding and promoting the welfare of children, the scale of abuse, a model of offender behaviour, some of the recurring themes in high profile professional abuse cases and how child sex abusers typically operate within organisations, and relate that to recruitment.
2. The importance of planning a recruitment campaign by sending the right messages to potential applicants and following a consistent and thorough process to obtain relevant information about each applicant, and short listing candidates for interview.
3. The importance of making the right decisions and using structured interview questions as well as pre-employment checks for the appointed candidates.
4. Examining the need for on-going awareness and vigilance and considering how organisations can develop and maintain an environment that deters and prevents abuse and challenges inappropriate behaviour.

The Department for Education (DfE) no longer coordinates arrangements for accredited safeguarding training, or maintain the online training site. The National Society for the Prevention of Cruelty to Children (NSPCC) has developed an online safer recruitment package in education training course.

For further details on the NSPCC online training course, please [click here](#) or check website [www.nspcc.org.uk](http://www.nspcc.org.uk) search for Safer Recruitment in Education course.

## 9. How to access help and support

### **Matters in relation to safer recruitment and related personnel issues**

For a range of support on issues relating to safer recruitment and personnel issues, please contact your dedicated school HR Adviser.

### **Matters relating to governors' responsibilities for safer recruitment and safeguarding**

For general enquiries and also information about the responsibilities of governing bodies and relevant training opportunities for governors, please contact Governor Services at 020 7527 5560.

### **Overall safeguarding development, training and policy**

A full range of support in relation to whole school work on safeguarding matters is available from the Safeguarding in Education Training & Development Officer and Schools Human Resources team. This support is tailored according to the individual needs of the school, ranging from consultancy, whole staff training to specific training for individual members of staff.

### **Matters concerning allegations against members of staff**

All allegations or possible allegations must be discussed with the Local Authority Designated Officer (LADO). For Islington schools, please contact the LADO team on 020 7527 8066. The LADO team will contact other agencies including colleagues in children's social care.

### **Individual child protection concerns**

All child protection concerns relating to individual children should be referred in line with the London Child Protection procedures. The Islington Children's Social Care contact is 020 7527 7400 or 020 7226 0992 (out of office hours). Alternatively, you may contact either the LADO team on 020 7527 8066 or your school's link social worker.

## **Appendix 1 - DBS agreement letter for single certificate**

### **DISCLOSURE & BARRING SERVICE SINGLE CERTIFICATE ISSUED TO APPLICANT ONLY**

#### **Agreement to present original DBS certificate to the school**

Only one copy of a disclosure certificate is issued and it is your responsibility to present the DBS certificate to the school.

\_\_\_\_\_ School & Islington Schools Human Resources require that all of our employees/volunteers present issued (original) DBS certificate.

You are reminded that failure to disclose a criminal record may lead to the withdrawal of employment/volunteer offer and if already an employee may lead to disciplinary action.

I agree to present the original DBS certificate to the school within 7 days of receipt and I am aware that failure to comply will lead to further action from HR department/school office.

<b>e-Bulk online reference number</b>	
<b>Full Name</b>	
<b>School</b>	
<b>Signature</b>	
<b>Date</b>	

**Please note that the school office should keep signed form on school personnel file for your employees/volunteers.**

## Appendix 2 - DBS Update Service Form

The Update Service is an online subscription service and is offered directly by the Disclosure & Barring Service (DBS) to allow your DBS check to be portable between employers (restrictions apply i.e. you can use your certificate again when you apply for a position within the same workforce, where the same type and level of check is required). There is an annual subscription fee you will need to pay in order for it to be portable and it will stay portable for as long as you continue this subscription.

In line with the DBS Update Service guidelines, please complete and return this form once you have subscribed or renewed the online DBS Update Service to give consent to perform a status check (usually annually, after the issue date anniversary).

I give consent for \_\_\_\_\_ School and Islington Schools Human Resources to perform a status check as many times as required on my Disclosure & Barring Service (DBS) certificate whilst employed/volunteering at the school.

Please tick the appropriate box:

- ☐ I confirm that I have just registered with the Update Service.
- ☐ I confirm that I am registered with the Update Service via another organisation.
- ☐ I confirm that I have renewed my annual subscription with the Update Service.

<b>Full name</b>	
<b>Date of birth</b>	
<b>DBS certificate (12 digit reference number)</b>	
<b>DBS issue date</b>	
<b>Name of the organisation (as set out on your DBS certificate) that requested the DBS check at the time you registered with the Update Service</b>	
<b>Type/Level of DBS check</b>	enhanced DBS check <input type="checkbox"/> children barred list check <input type="checkbox"/>
<b>Post title</b>	
<b>Consent Statement / Signature</b>  I agree to my personal data being processed for the purposes outlined above. I understand that I may withdraw my consent at any time by contacting the school. For more information about how we use your information, please refer to the staff privacy notice which is in the staff handbook/available upon request.	
<b>Date</b>	

## **Additional notes**

### **How to join the Update Service**

If you have not subscribed for the Update Service as yet, please go online to [www.gov.uk/db](http://www.gov.uk/db) and click the link for the DBS Update Service. You can join the Update Service with the **e-bulk DBS reference** (the number starts with E0). Alternatively, you can wait for the DBS certificate number, but you will have up to **30 days** only to join up from the certificate issue date.

The £13 annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through your payslip whilst employed. After you have received your DBS certificate and have subscribed to the DBS online service, please **present this form completed along with the original DBS certificate**.

### **Renewals**

If you haven't opted to automatically renew you will need to [log in to your account](#) and make a payment within 30 days before your subscription ends. Subscriptions to the update service expire 12 months after the issue date on your linked DBS certificate. If you have forgotten your ID reference number to access your account, please contact DBS on **03000 200 190**.

### **Lost certificates**

You must keep your original DBS certificate safe as the DBS will not issue a replacement DBS certificate. If you lose your certificate, you will have to apply for a new DBS check. The cost of the DBS check will be charged to you and will not be refunded to you.

### **During employment/volunteering**

Please be informed that it is your responsibility to maintain and keep your Update Service account up-to-date including the renewal of your annual subscription. If the subscription is not renewed, you are required to apply for a new DBS check and then re-subscribe to the Update Service. The cost of the DBS check will be charged to you and will not be refunded to you.

### **Employer checking the status of your certificate(s)**

You will need to consent to an employer or organisation carrying out a status check on your certificate(s) and show your **original DBS certificate (DBS check)**. However, the employer can only make the status check if they are legally able to request a new DBS check for the role in which you will be working. If you don't want an employer or organisation to continue checking the status of your certificate(s), contact them and withdraw your consent for any future checks.

It is the employees'/volunteers responsibility to disclose any unspent convictions, cautions, reprimands or warnings issued on their certificate or that may incur during their employment with the school, to the headteacher.

Failure to disclose a criminal record may lead to the withdrawal of volunteer/employment offer and if already an employee may lead to disciplinary action.

**School Office - please send signed form and instruction to reimburse employee to HR only if employee has subscribed to the Update Service.**

## Appendix 3 - Offer of appointment letter

**DATE:**

**PERSONAL**

London Borough of Islington  
**Schools Human Resources**

4<sup>th</sup> Floor, 222 Upper Street  
London N1 1XR

T 020 7527 number  
F 020 7527 number  
E name.name@islington.gov.uk  
W www.islington.gov.uk

### OFFER OF APPOINTMENT

Dear Ms/Mr XXXX,

On behalf of the Governing Body and **xxxx School**, we are pleased to confirm that you have been successfully appointed for the post of **xxxx** with effect from **Click here to enter a date..** Your contract will be with London Borough of Islington / Governing Body of **xxxx**, subject to the satisfactory completion of pre-employment checks.

You will be paid on the 26<sup>th</sup> of each month by BACS in accordance with the **Choose an item.** Your starting salary will be grade **xxxx** spine point **xxxx** which is **xxxx** per annum (pro-rata/TTO).

Prior to starting employment, you are required to come in for a pre-employment meeting and complete a DBS application form online prior to this meeting. If you already have an enhanced DBS with children's barred list check that is subscribed to the DBS Update Service, there is no need for you to complete the online application. However, you must bring your **original DBS certificate** to the pre-employment appointment and complete the DBS Appendix 2 Consent form (attached) to give us consent to check the status of your certificate.

If you need to apply for a new DBS check, please enter the following address in the web browser:  
<https://disclosure.capitarvs.co.uk/islington/>

Enter the following details to start your DBS online application:

**Organisation Reference:**

**Password:**

**Additional check:** if you have lived or worked overseas for more than three months in the last five years, you are required to provide us with a certificate of good conduct.

Upon completion of the following pre-employment forms, please contact the school office to arrange a pre-employment appointment as soon as possible.

- HMRC check-list form (formerly P46) – to enable us to set up the correct tax record
- next of kin form
- health assessment questionnaire
- bank details form

Also, please ensure that the following **original documents** are also brought into the office:



- ID – Passport, if you do not have a valid passport then the original UK Birth Certificate
- Proof of right to work in the UK / valid visa (indefinite leave/settlement) - (if applicable).
- Driving Licence – either Full Licence or Provisional
- Proof of address i.e. utility bill, bank statement, council tax etc. issued within the last 3 months (cannot be online statements, please contact bank or utility provider to send a statement through the post or go in to the bank and request a statement which is issued on the same day)
- Bank Details
- Proof of qualifications: support staff relevant to their role and teaching staff (QTS certificate with Induction certificate, degree certificate (Bed, BA, BSc, Cert Ed), skills tests (newly qualified teacher), PGCE (newly qualified teacher), Master in Teaching & Learning).
- P45 from your last employer (if applicable)

Please note if you do not bring all the requested documents, you will be required to come in again. **Your final offer of employment is subject to satisfactory completion of all pre-employment checks.**

Finally, if your references are still outstanding you will need to chase your referees as it is a safeguarding requirement that we seek at least 2 references from your present or most current employer(s).

### **Disclosure of Criminal Record – Disclosure & Barring Service (DBS) Update Service**

You are required to subscribe to the DBS Update Service – this will give you more flexibility as checks are transferrable and you can use the same DBS certificate from role to role within the same workforce. Please keep note of your DBS certificate number and go to web page [www.gov.uk/dbs](http://www.gov.uk/dbs).

You can join the Update Service with the **ebulk DBS reference** (the number starts with E0). Alternatively, you can join the Update Service with your DBS certificate number, but you have up to **30 days** only to join up from the certificate issue date.

The **£13** annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through the payroll whilst employed.

You must keep your DBS certificate safe and secure as the DBS will not issue a replacement and you may need to use it again.

Please be informed that it is the employees responsibility to maintain and keep the Update Service account up-to-date including the renewal of your annual subscription. Failure to comply, will result in the employee incurring all charges for DBS check.

We would like to take this opportunity to wish you every success in your new post.

Yours sincerely,

Name Surname  
Job Title

## Appendix 4 - DBS renewal letter

DATE:

PERSONAL

London Borough of Islington  
**Schools Human Resources**

4<sup>th</sup> Floor  
222 Upper Street  
London N1 1XR

T 020 7527 number  
F 020 7527 number  
E name.name@islington.gov.uk  
W www.islington.gov.uk

Dear Ms/Mr XXXX,

### RENEWAL OF Disclosure & Barring Service (DBS) CERTIFICATE

It is Islington Council policy to have DBS certificate renewed every three years and whilst auditing our system, it has come to our attention that your current DBS certificate has expired or is due for renewal as it was issued more than three years ago. You are required to complete an online DBS check, please enter the following address in the web browser:

<https://disclosure.capitarvs.co.uk/islington/>

Please enter the following details to start your application:

**Organisation Reference:**

**Password:**

After you have completed the online DBS application, you have to come in person to the school office and provide original identification documents as listed in the acceptable ID table. Your online application will be processed by your employer once they have verified your identity, and then sent onto the DBS. Please contact your school office to arrange a suitable time.

In addition, you are required to go online and subscribe to the DBS Update Service.

**DBS Update Service** is an online DBS service that lets applicants keep their DBS certificates up-to-date. It allows flexibility as checks are transferrable and employee/volunteer can use the same DBS certificate from role to role within the same workforce.

To subscribe for the Update Service, please go online to [www.gov.uk/db](http://www.gov.uk/db)s and click the link for the DBS Update Service. You can join the Update Service with the **ebulk DBS reference** (the number starts with E0). Alternatively, you can join the Update Service with your DBS certificate number, but you have up to **30 days** only to join up from the certificate issue date.

The £13 annual subscription fee is payable by you (only by credit card or debit card), but this will be refunded to you through the payroll whilst employed.

Please be informed that it is your responsibility to maintain and keep your Update Service account up-to-date. If the subscription is not renewed, you are required to apply for a new DBS check and then re-subscribe to the Update Service. The cost of the DBS check will be charged to you deducted through payroll.

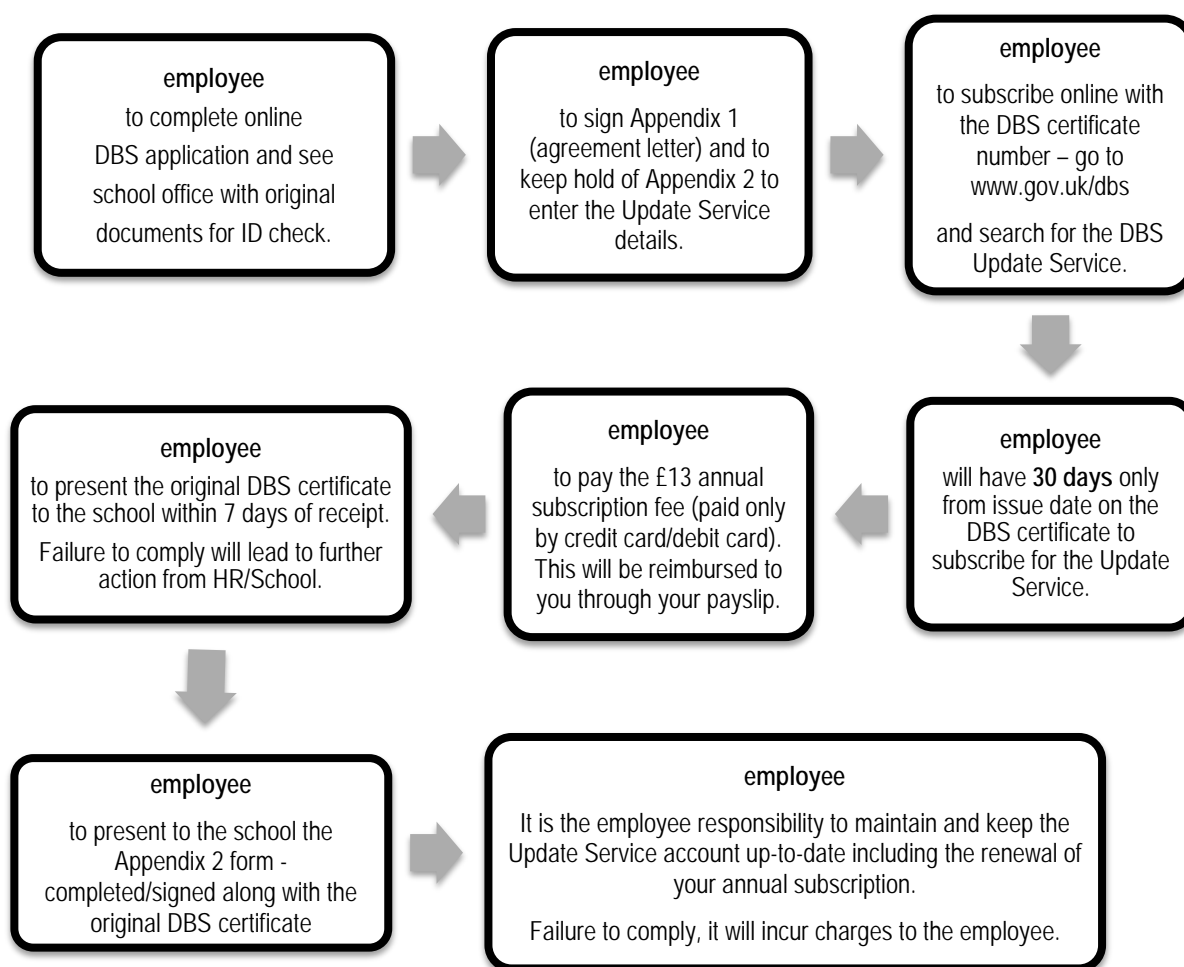
You must keep your original DBS certificate safe as the DBS will not issue a replacement DBS certificate. If you lose your certificate, you will have to apply for a new DBS check. The cost of the DBS check will be charged to you and will not be refunded to you.

You will be asked to sign two letters:

Appendix 1 (Agreement Letter) - applicant only certificate - DBS will issue only one certificate to you and it is your responsibility to show the original certificate to the school.

Appendix 2 (DBS Update Service form) - once you have subscribed to the online DBS Update service, we need your consent in writing that we can perform a status check on your Disclosure & Barring Service (DBS) certificate whilst employed/volunteering.

## DBS – an overview of the Update Service renewal process



**Failure to comply to complete the online application for renewal would lead to suspension of your next salary payment.** Should you have any queries, please contact **xxxxx**.

Yours sincerely,  
Name

## Appendix 5 - Internal risk assessment (DBS pending)

**Purpose:** To be used to assess the suitability of an applicant to begin in the proposed position while awaiting a returned DBS disclosure. The degree of risk the employee/volunteer represents to children and other members of staff.

Applicant name	
Position applied for	
Applicant start date	
DBS e-Bulk reference number	

### SECTION 1- Applicant's Disclosure Statement

Question	Applicable	Applicant Explanation/Comments
Did the applicant declare any matters on the application form, DBS online application form and/or at interview?	Yes / No If yes, please detail	
Has the individual had a DBS certificate previously? Have you seen the certificate?	Yes / No If yes, please detail	If yes, please supply: DBS certificate date: DBS certificate number: Issuing organisation:
Has the applicant worked directly with children in the past?	Yes / No If yes, please detail	
<b>Declaration by applicant and any additional comments in support of their employment</b>  I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required, could make an offer of employment invalid or lead to termination of employment.  Signature: .....Date: .....		

## SECTION 2 - Headteacher / Appointing Manager Risk Assessment

Question	Details (please circle correct answer)								
Has the person received a Barred List clearance (formerly List 99)	Yes / No Date of check: .....								
Have two references been received by the school confirming the applicant's suitability to work with children?	Yes / No								
What is the nature of the contact the individual has with children?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Frequent direct contact</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%;">Frequent indirect contact</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Infrequent indirect contact</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Intensive</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Frequent direct contact	<input type="checkbox"/>	Frequent indirect contact	<input type="checkbox"/>	Infrequent indirect contact	<input type="checkbox"/>	Intensive	<input type="checkbox"/>
Frequent direct contact	<input type="checkbox"/>	Frequent indirect contact	<input type="checkbox"/>						
Infrequent indirect contact	<input type="checkbox"/>	Intensive	<input type="checkbox"/>						

### Decision and rationale from the appointing manager / headteacher taking into account risks

Headteacher's discretion: Do you wish to proceed with employment? Yes / No

Signature: ..... Date: .....

Name (printed): .....

## Appendix 6 - Internal risk assessment for volunteers or visitors (enhanced DBS check not required)

**Purpose:** To be used to assess the suitability of a person who is working with the school on a one-off basis i.e. parent volunteer going on a school trip.

If a volunteer is not engaging in regulated activity, the school should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS with barred list check. They should consider:

- the nature of the work with children;
- what the school 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 suitability; and
- whether the role is eligible for an enhanced DBS with barred list check.

For one-off volunteers (helping at a school fete or accompanying staff on a trip out of school, a DBS disclosure is not required but appropriate risk assessments must be undertaken and under no circumstances should a volunteer/visitor in respect of whom no checks have been obtained be left unsupervised with children.

Volunteers who have frequent and intensive contact with children (frequent is once a week or more, intensive is four days a month or overnight) will be required to obtain an enhanced DBS disclosure with barred list check.

Applicant name	
Role in the school	
Proposed/actual start date	
Risk assessment undertaken by	
Date of risk assessment	

## SECTION 1 - Applicant Summary

Question	Applicant Explanation/Comments
In what capacity will the person be visiting the school?	<input type="checkbox"/> volunteer <input type="checkbox"/> attending class trip  <input type="checkbox"/> other visiting professional (please specify) .....
How regularly will this person be visiting the school and how long will the person spend at the school during each visit?	
Does this person have previous experience working with children?	Yes / No Please detail
Has the person been interviewed by someone in the school?	Yes / No Interviewed by: ..... Date of Interview: .....
Has the person at the school e.g. teacher in charge been given guidance on volunteers assisting in school?	Yes / No
Has the individual had a DBS clearance previously?	Yes / No  If yes, please advise: Disclosure date: ..... Disclosure number: ..... Issuing organisation: .....



## SECTION 2 - Headteacher / Appointing Manager Risk Assessment

Question	Details (please circle correct answer)	
What is the nature of the contact the individual has with children?	Frequent direct contact <input type="checkbox"/>	Frequent indirect contact <input type="checkbox"/>
	Infrequent indirect contact <input type="checkbox"/>	Intensive <input type="checkbox"/>

### Decision and rationale from the appointing manager /headteacher taking into account risks

**Headteacher's discretion:** Do you wish to proceed with volunteer/visiting professional? Yes / No

Please confirm what further vetting checks has been carried out by the school prior to the person's commencement?

☐ two references

☐ proof of ID and address

Signature: ..... Date: .....

Name (printed): .....

## Appendix 7 - HR/Payroll Forms – starters checklist – submission of pre-employment documents

<b>School:</b>	
<b>Employee's Name:</b>	
<b>Employee's Start Date:</b>	
<b>Employee's Post Title:</b>	
<b>Pre-employment Conducted by:</b>	

Document	Document Produced (Yes/No)	Mandatory	Original	Comments/ Date Received
DBS Online Application Form		√	√	
Proof of ID (Passport or UK birth cert.)		√	√	
Proof of address		√	√	
Proof of meeting the requirements of the Asylum and Immigration Act 1996 (e.g. proof of right to work in the UK /Valid Visa (indefinite leave to remain/settlement)		√	√	
Overseas police check/certificate of good conduct check (if applicable)		√	√	
Health Assessment Questionnaire Form		√	√	
Bank Details Form		√		
P45 + HMRC Starters Checklist Starters Checklist Only payroll to setup the correct tax code		√	√	
Next of Kin/Emergency Contact Form				
Proof of Qualifications (QTS Cert, Degree, Induction Cert for teachers)		√	√	
Full Application Form		√		
At least 2 Satisfactory References  Where possible the references should cover the last 5 years and one reference must be from the current or most recent employer.	Ref 1 <input type="checkbox"/> Ref 2 <input type="checkbox"/>	√		
Post Offer Reference  from the current employer to seek information on attendance and sickness records – this can be requested for the appointed candidate only.		√		

ADDITIONAL CHECKS			
	Completed	Date	Comments
Starter Pay Form			
Individual Teacher Report (DfE – Secure Access Portal) to check for qualifications, sanctions e.g. Prohibition from teaching check, EEA check			
Job Description/Person Spec.			
Advert			
Interview notes			
Contract & Offer Letter			
Signed contract received			
Signed Health Fitness form			
Barred List check (L99) if applicable			
DBS certificate seen			
DBS Update Service – consent form			
DBS Status check (Update Service) check via DBS web page			

**Photocopy of documents** - when you verify the original documents required with the applicant, you will need to make a photocopy of the documents and countersign, you should write “I certify that this is a true copy of the original, signed by (your name, job title, the date you saw the document)”. Please note to **cover up** sensitive information e.g. bank statements account number, account balance if you are using as a proof of address.

**References** - References for the appointed candidates: the chair of the interview panel should review the post interview checks and also request the post offer reference for sickness information e.g., the references should be fully completed before final sign off.

**Overseas police checks** – to be carried out if applicant has lived out of the country for more than 3 months in the last 5 years; it is the applicant’s responsibility to obtain a certificate of good conduct.

**Teachers qualifications/sanctions** – please ensure to check the Teaching Regulation Agency database – they have responsibility for the regulation of the teaching profession, including misconduct hearings and the maintenance of the database of qualified teachers. If the appointed teacher does not have QTS, then he/she must be on Unqualified grade until awarded with QTS.

## **Appendix 8 - DBS Update Service**

The DBS Update Service is an online service that lets applicants keep their DBS certificates up-to-date and allows employers to check a certificate online.

The service aims to save employers and applicant's time and money and improve the overall safeguarding landscape; which are all big positives. The purpose of the Update Service is:

- to allow individuals to use their DBS certificate with more than one organisation and,
- to allow organisations to perform a status check on employees/volunteers without having to complete another DBS application form.

### **Benefits to the school**

- instant online checks of DBS certificates
- school may never need to apply for another DBS check for an employee again
- less bureaucracy
- enhances our safeguarding processes and may help to reduce risks

### **Benefits to your employee/volunteer/governor**

- one DBS certificate is all they may ever need
- take their DBS certificate from role to role within the same workforce
- they are in control of their DBS certificate
- get ahead of the rest and apply for jobs DBS pre-checked

**Important:** Please ensure that your employee, volunteer and governor complete the DBS Update Service form [Appendix 2](#) so that schools and HR are able to perform the online status check.

### **Appointment of staff – schools what to do**

When recruiting new members of staff, you should ask them to join the Update Service - see offer letter [Appendix 3](#).

### **Three year re-checks and DBS checks for existing employees**

When a three-year renewal check is due for existing employees, schools should ask employees to apply for the DBS Update Service. This new service lets individuals keep their DBS certificates **up-to-date** and they can re-use it for another position in the same workforce without having to complete another DBS application - see DBS renewal letter [Appendix 4](#).

DBS three year re-checks will continue until all employees/volunteers have subscribed to the Update Service.

## Who is responsible for paying the annual fee to the DBS Update Service?

The £13 annual subscription fee is payable by the applicant (only by credit card or debit card) and **reimbursed by the school through payroll whilst employed.**

HR/Payroll will credit the employee only with the receipt of their signed DBS Update Service form [Appendix 2](#) and a copy of their DBS certificate

Volunteers/governors – DBS Update Service subscription is free of charge (it is important that schools encourage them to apply for this service).

## How to subscribe to the DBS Update Service?

Individuals can join the Update Service with the **ebulk DBS reference** (the number starts with E0). Alternatively, they can join the Update Service with the DBS certificate number, but will have up to **30 days** only to join up from the certificate issue date.

- DBS application form for non-volunteers - £65 per applicant plus annual subscription fee (£13)
- DBS application form for volunteers: £20 per applicant (no subscription fee)

[Volunteer](#) subscriptions are free of charge but if they move from a volunteer position to a paid position they will have to:

- apply for a new DBS check
- re-join the Update Service
- pay the annual fee of £13 by credit or debit card

Volunteers can't add a DBS certificate for a paid position to a free subscription which was created with a DBS certificate for a voluntary position; they will need to create a new subscription for the paid-for certificate. They can however add a DBS certificate for a volunteer position to an Update Service account that was set up for a paid-for certificate.

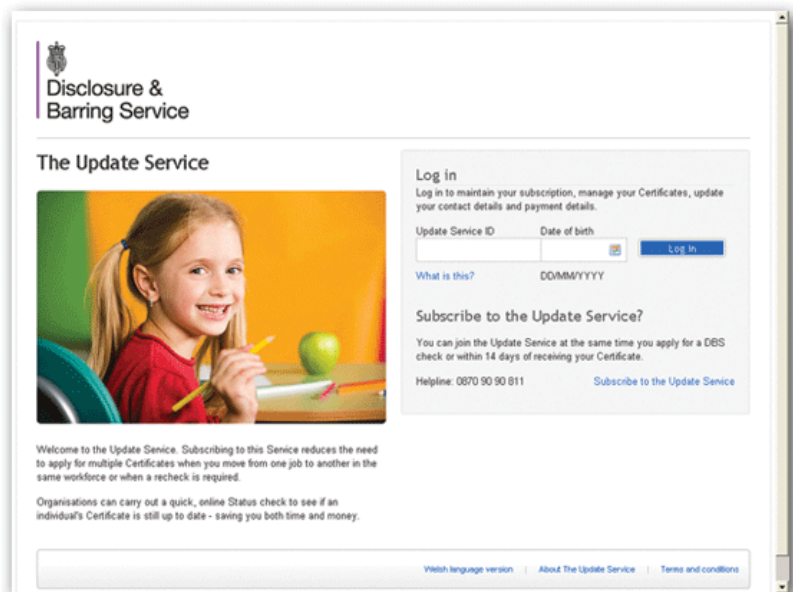
## When should the applicant join the DBS Update Service?

Individuals can join the Update Service with the **ebulk DBS reference** (the number starts with E0). Alternatively, they can join the Update Service with the DBS certificate number, but will have up to **30 days** only to join up from the certificate issue date.

## Applicant applying for the update service

Applicants can simply access the Update Service via DBS [website](#) and enter the following details:

- Name
- gender
- date of birth
- email address
- application e-reference number or DBS certificate number
- a payment card for the Update Service fee, if applicable



Subscribers will receive a unique ID number, which they must keep safe and not share with anyone, as they will use this to access their Update Service account online. Subscription lasts for one year from the issue date on the DBS certificate.

Individuals can add more DBS certificates if they need to - for example they may require more than one if their original certificate is not of the same type and level of check required by the school:

- **level:** enhanced **not** standard check
- **type:** enhanced with a children's barred list check **not** an adults' barred list check; or enhanced without a barred list check
- **workforce:** child workforce **not** adults' workforce

## To perform a status check – what you need to know

A status check allows employers to see if any relevant information has been identified about the individual since their certificate was last issued. This reduces the need to ask individuals to apply for multiple certificates if they move from one job to another in the same workforce or when a recheck is required.

Schools and Islington Schools Human Resources will, only where the staff member has subscribed to the Update Service and given consent, have the capacity to perform instant online checks of a DBS certificate. The online system will be updated **every week for conviction and barring information, and every nine months for non-conviction information.**

A status check can only be performed by the DBS '**school identity checker**' who has been trained in the DBS process and safer recruitment.

To make a status check, you will be asked to confirm that you are legally entitled to make the check and able to comply with practice. If you are not sure, you can request Islington Schools Human Resources to perform a status check.

## **The Update Service (subscribers) - Do I need to see the actual DBS certificate to perform a status check?**

Yes. The school office and/or HR will need to see the original DBS certificate to carry out a status check and to ensure that it is of the right type and level required. For the school (child) workforce, we should verify:

- ✓ **certificate level:** enhanced
- ✓ **certificate type:** enhanced with a children's barred list check.

It is the employees'/volunteers responsibility to disclose any unspent convictions, cautions, reprimands or warnings issued in their certificate or that may incur during their employment with the school, to their headteacher.

Failure to disclose a criminal record may lead to the withdrawal of volunteer/employment offer and if already an employee may lead to disciplinary action.

## **Do we need the individual's consent to perform a status check?**

Yes. We need applicant's consent in writing in order to perform a status check of their DBS certificate. Please see DBS Update Service form on [Appendix 2](#).

The individual will be able to see who has performed a status check, and when they did so, from their online account.

## **How to make a status check – step-by-step**

### **Step 1**

- Are you, the '**school identity checker**', entitled to perform a status check? Refer to the [DBS Code of Practice](#) for guidance.
- Have you seen the applicant's original certificate?
- Do you have the individual's consent to perform a status check?
- Are you legally entitled to the same level of DBS certificate (enhanced)?
- Does the DBS certificate only contain the exact workforce that you are entitled to know about, for the role you are recruiting for (child workforce)?
- If you have answered 'yes' to the above questions, you can perform a status check. If you are unsure, please contact Islington Schools Human Resources.

### **Step 2**

- Go to [www.gov.uk/dbs](http://www.gov.uk/dbs) and click the link for the DBS Update Service.
- Enter the name of your organisation.
- Enter your forename and surname.
- Enter all of the applicant's details requested by the DBS:
  - Enter the DBS certificate number.
  - Enter the current surname of the DBS certificate holder (as specified on their DBS certificate).
  - Enter the date of birth of the DBS certificate holder (as recorded on the DBS certificate) in the format DD/MM/YYYY.



### Step 3

You will be presented with the following Legal Declaration.

'I confirm I have the authority of the individual to which this DBS certificate number relates to receive up-to-date information (within the meaning of section 116A of the Police Act 1997) in relation to their criminal record DBS certificate for the purposes of asking an exempted question within the meaning of section 113A of the Police Act 1997; or in relation to their enhanced criminal record DBS certificate for the purposes of asking an exempted question for a prescribed purpose within the meaning of section 113B of the Police Act 1997.'

- You must tick the 'I agree with the legal declaration' check box to proceed.

### Step 4

You will be presented with the result of the check. You can print and keep a record of the status check as long as you protect this information in line with the DBS's Code of Practice and Data Protection legislation. Details can be found on [www.gov.uk/dbs](http://www.gov.uk/dbs).

Please remember to update the school single central record – just a reminder that it is not allowed to keep any copies of employees **DBS certificate** on their personnel file. Please destroy copies of the certificates once records have been updated.

### Status check - Interpreting the results

You must have seen the original DBS certificate to:

- satisfy yourself through robust ID checks that the person being checked is the same person as that is named on the actual DBS certificate.
- check that it is the correct level of check required by the school:
  - **level:** enhanced **not** standard check
  - **type:** enhanced with a children's barred list check **not** an adults' barred list check; or enhanced without a barred list check
  - **workforce:** child workforce **not** adults' workforce

The outcome of a valid status check will be one of the following:

- **this certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's certificate contains no criminality or barring information and no new information is available.
- **this certificate remains current as no further information has been identified since its issue.** This means that the individual's certificate did contain criminality or barring information and no new information is available.
- **this certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's certificate should not be relied upon as new information is now available and you should request a new DBS check.
- **the details entered do not match those held on our system. Please check and try again.** This means either: the individual has not subscribed to the Update Service; or the DBS certificate has been removed from the Update Service; or you have not entered the correct information.

Please be informed that if new information comes to light after the issue of the certificate the applicant will have to apply for a new DBS check.

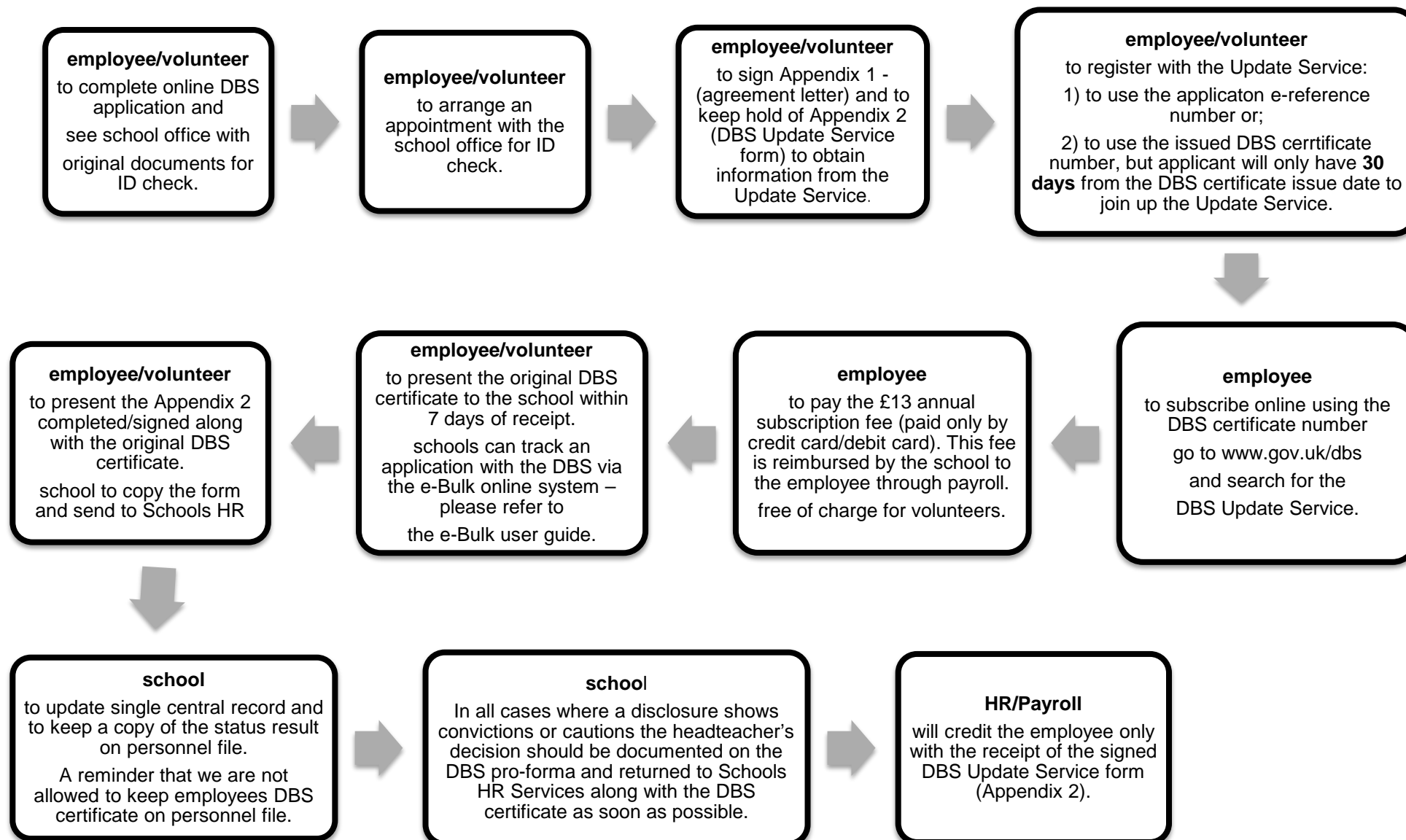
It is the employees'/volunteers responsibility to disclose any unspent convictions, cautions, reprimands or warnings issued on their certificate or that may incur during their employment with the school, to their headteacher.

**Failure to disclose a criminal record may lead to the withdrawal of volunteer/employment offer and if already an employee may lead to disciplinary action.**

In all cases where a disclosure shows convictions or cautions the headteacher's decision should be documented on the **DBS pro-forma** – [Appendix 11](#) and returned along with a copy of the individual's DBS certificate to schools Human Resources as soon as possible for final ratification. Depending on the contents of the certificate the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

For school governors where a disclosure shows convictions and/or cautions, the school should instruct the governor to show the DBS certificate directly to Governor Services at 020 7527 5560.

## Appendix 9 - DBS Update Service flowchart



## Appendix 10 - DBS schools' process for certificates with trace

### 1. How do I know if a certificate has returned with a trace?

- a. the school designated DBS e-bulk<sup>9</sup> (online) user can click the tab 'Results' and verify if there are any certificates stating match (trace). If there is a trace, the following message will show: 'Please wait to view applicant certificate'.
- b. employee/volunteer must present the original DBS certificate to the school. At the ID verification stage, the school office should request that the employee/volunteer complete and sign the agreement letter (Appendix 1) – this document also reminds the employee/volunteer that they have to present the original certificate to the school within 7 days of receipt.

### 2. What should the headteacher do upon receipt of a DBS certificate with a trace?

The headteacher should meet with the employee/volunteer to discuss the convictions and/or cautions and to confirm that the convictions and/or cautions actually relate to the employee/volunteer and document any decision made.

For school governors where a disclosure shows convictions and/or cautions, the school should instruct the governor to show the DBS certificate directly to Governor Services, contact at 020 7527 5560.

### 3. What should the headteacher do after the decision has been made?

The headteacher's decision should be documented on the **DBS pro-forma** and returned along with a copy of the individual's **DBS certificate** to Schools Human Resources as soon as possible for final ratification. It depends on the contents of the certificate the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

### 4. What if the DBS certificate issued shows the same convictions and/or cautions for an existing employee/volunteer?

- a. if this is a three year re-check with convictions/cautions the headteacher is aware of, and an interview to discuss this had taken place previously, please indicate this, sign off the DBS pro-forma and return to Schools Human Resources.
- b. if there is a new conviction/caution or there are changes to duties following the three year re-check that may affect the final decision, a full interview should take place and the full DBS pro-forma completed, signed and returned to Schools Human Resources along with a copy of the individual's **DBS certificate** for final ratification. It depends on the contents of the certificate the Head of Schools Human Resources will also need approval from the Local Authority Designated Officer.

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<sup>9</sup> The e-bulk service allows Disclosure and Barring Service (DBS) customers (Islington Council) to submit multiple electronic applications for DBS certificates and receive the results electronically.

## **Appendix 11 - DBS pro-forma for headteachers when DBS certificate gives cause for concern**

### **GUIDANCE**

If a DBS certificate reveals information that gives cause for concern, the headteacher, accompanied by a member of the Schools Human Resources team (if required) should arrange to meet with the individual to discuss the convictions/cautions and to confirm that the convictions/cautions under discussion actually relate to them.

**Existing employees have the right to be accompanied by either a trade union representative or work colleague to this meeting.**

If an individual employed by the school has not disclosed the convictions/cautions, either on an application form or to the Headteacher, s/he should be asked why they had not done so. It is a serious cause for concern that any applicant or employee has failed to provide this information when required to do so, or has provided false information. The DBS application form makes it clear that all convictions, cautions, reprimands or warnings, even if they are believed to be 'spent', need to be included.

If an individual denies that the convictions/cautions relate to them, the school should inform Schools Human Resources. The applicant will have to complete a dispute form, and possibly also the fingerprint consent form for the police to check the applicant's details against their records.

### **Factors to consider when making a decision**

- the degree of risk the employee/volunteer represents to children and other members of staff
- the nature of the conviction/caution, when it took place and whether there is a possibility of further incidents together with the possible implications, if any, for the school employing this person
- the degree of remorse, or otherwise, expressed by the employee/volunteer and their motivation to change

In addition, the headteacher should consider:

- the individual's criminal record. This should be assessed in relation to the tasks they will be required to perform working with and around children, and
- the circumstances in which the work is to be carried out – what supervision is available and how readily?

The fact that someone has a conviction or a caution should not necessarily prevent them from taking up or continuing in employment with the school, although serious consideration should be given to the information that has been received before a decision is made. **The decision should be documented for final ratification by the head teacher, governing body (personnel committee).**

### **Three-year re-check**

The DBS pro-forma is also applicable in situations where the same convictions/cautions appear, following the three-year re-check:

- Please indicate and sign the pro-forma if this is a three year re-check with convictions/cautions that the Headteacher is aware of and an interview had taken place previously. Please return the signed pro-forma and a copy of the current DBS certificate to Schools HR.
- A full interview should take place if there is a new conviction/caution or there are changes to the job duties following the three year re-check that may affect the final decision. Please complete the pro forma and send along with a copy of the current DBS certificate to Schools HR.

## DBS PRO-FORMA

**Name:** \_\_\_\_\_

Employee ☐

Self-employed ☐

**School** \_\_\_\_\_

Volunteer ☐

Governor ☐

<b><u>New Starters/Volunteers:</u></b> If new starter/volunteer, were you aware of the conviction/caution prior to this disclosure information, was it declared on the application form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<b><u>Three-year re-check:</u></b> Has an interview previously taken place? If there are no new offences, please sign this pro-forma. You will need to send a copy of the current DBS certificate to HR.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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What is the nature of the contact the individual has with children?							
Frequent direct contact	<input type="checkbox"/>	Frequent indirect contact	<input type="checkbox"/>	Infrequent indirect contact	<input type="checkbox"/>	Intensive	<input type="checkbox"/>

<b>Decision and rationale taking into account risks</b> (please follow the guidance):

Headteachers' signature:		Date	
Governing Body Sign Off: (if appropriate)		Date	
Head of Schools HR signature:		Date	
Local Authority Designated Officer signature: (if appropriate)		Date	

## Appendix 12 - Role of the school designated safeguarding lead

Governing bodies, proprietors and management committees should ensure an appropriate **senior member** of staff, from the school or college **leadership team**, is appointed to the role of designated safeguarding lead.<sup>10</sup> The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

### Deputy designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding leads. Any deputies should be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead, this **lead responsibility** should not be delegated.

The designated safeguarding lead (and any deputies) is expected to:

- Manage referrals
- Work with others
- Raise Awareness
- Undergo training at least every two years

In addition to the formal training, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role

Please refer to the [Keeping children safe in education](#) guidance September 2018 for further details.

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<sup>10</sup> When a school has a sole proprietor rather than a governing body, appropriate steps should be taken to ensure that the member of the senior leadership team who is appointed as designated safeguarding lead (DSL) is able to discharge that role with sufficient independence, particularly in relation to any allegations involving the proprietor or members of the proprietor's family. This may involve including in the appointment as DSL, written confirmation that part of the duties of the post involve contacting the Local Authority Designated Officer on any matter that the DSL considers cannot be properly dealt with internally. Consideration could also be given to providing the DSL with access to external advice from an appropriate company or legal service.

## Appendix 13 - Annual Report to Governing Body

### Annual Safeguarding Report Template to governing bodies/management committees/proprietors

*Governing bodies and proprietors<sup>11</sup> (unless otherwise stated, this includes management committees and the local authority) must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring that policies, procedures and training in their schools or colleges are effective and comply with the law at all times.<sup>12</sup>*

*Governing bodies and proprietors should have a senior board level (or equivalent) lead to take **leadership** responsibility for their school or college safeguarding arrangements.  
(Keeping Children Safe in Education: 16:2018)*

This document serves three purposes:

1. **For senior managers and Designated Safeguarding Leads:** to provide a report to governing bodies and management committees on safeguarding practice within their setting to monitor compliance with statutory requirements such as Keeping Children Safe in Education (2018) and to identify areas for improvement.
2. **For schools and colleges:** to enable the Governing Body to assure itself that the setting/college is discharging its safeguarding responsibilities effectively whilst providing corroborative evidence for Ofsted when safeguarding practice is being assessed under section 5 and section 8 of the Education Act, 2005,
3. **For governing bodies/management committees/proprietors:** to report on progress towards meeting the outcomes laid out in their Section 11 Action Plans to Islington's Safeguarding Children Board. The Section 11 audit complements the duty placed by section 175 of the Education Act 2002 on local education authorities and the governing bodies of both settings and further education institutions to make arrangements to carry out their functions with a view to safeguarding and promoting the welfare of children.

A copy of the Section 11 action plan should be appended to this Annual Safeguarding Report.

*This template is based on the 'sample framework for the designated safeguarding lead report to the governing body' developed by the NSPCC and TES and generally follows section 11 standard headings.*

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<sup>11</sup> In the case of academies, free schools and alternative provision academies the proprietor will be the academy trust.

<sup>12</sup> Section 175 of the Education Act 2002 requires governing bodies of maintained schools and colleges, in relation to their functions relating to the conduct of the school or the institution to make arrangements for ensuring that such functions are exercised with a view to safeguarding and promoting the welfare of children who are either pupils at the school or are receiving education or training at the institution. The Education (Independent School Standards) Regulations 2014 apply a duty to proprietors of independent schools (which in the case of academies and free schools is the Academy Trust) to ensure that arrangements are made to safeguard and promote the welfare of children. The Non-Maintained Special Schools (England) Regulations 2015 oblige non-maintained special schools to comply with certain requirements as a condition of their approval and whilst approved by the Secretary of State. One condition of approval is that the proprietor must make arrangements for safeguarding and promoting the health, safety and welfare of pupils, which have regard to any guidance including where appropriate, the National Minimum Standards, about safeguarding and promoting the health, safety and welfare of pupils and, in the case of schools already approved, that these arrangements at the school with respect to these matters are in accordance with the approval given by the Secretary of State. For colleges, non-maintained special schools and independent schools: the definition of 'children' applies to the statutory responsibilities for safeguarding and promoting the welfare of children i.e. those under 18.



# Annual Safeguarding Report

2017/2018

Name of Early Years Setting/School / College	
Designated Safeguarding Lead	
Designated Safeguarding Governor (education settings)	
Head Teacher/Manager/ Principal	
Report Author	
Date:	

**1. Overall statement on the quality of safeguarding over the last 12 months, based on the findings of the Section 11 safeguarding audit and Ofsted descriptors for inspecting safeguarding.**

- *Summary of the progress made in terms of actions/developments identified over the last 12 months, using the Section 11 Action Plan as a starting reference.*
- *Safeguarding incidents in the previous 12 months which have necessitated changes to policies and procedures.*
- *Comparisons with child protection data from previous year and rationale for significant differences between this year and last year.*
- *Current and emerging trends in relation to safeguarding themes, e.g., gangs, county lines, sexually harmful behaviour.*
- *Safeguarding priorities for the coming year*

**2. Management of safeguarding (standard 1)**

- *How the setting's safeguarding arrangements meet statutory and local safeguarding requirements?*
- *List of policies and procedures developed, reviewed and updated (see Appendix A)*

**3. Statement of agency responsibility (standard 2):**

- *Complaints:*
  - *Children and families: number of complaints relating to safeguarding and their outcomes*
  - *Professional: number of times the ISCB Escalation Procedure was used, brief context and outcomes*

**Table 1: Complaints**

Category	Number	Outcome
Number of complaints by children and parents reported directly to the setting.		
Number of complaints by children and parents reported to Ofsted		
Number of times the ISCB Escalation was used.		

**4. Accountability for safeguarding and promoting the welfare of children (standard 3)**

- *The role of the Designated Safeguarding Lead (DSL):*
  - *Number of Deputy DSLs and how they are used to support the DSL role?*
  - *Time, support and resources allocated to fulfil the DSL role*
- *Supervision arrangements for the DSL and case-holding staff*

**5. Service development takes the need to safeguard and promote welfare of children and is informed by the views of children and families, as appropriate (standard 4)**

- *How the setting works to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, harmful traditional practices, radicalisation and extremism.*
- *What the setting does when it suspects pupils are vulnerable to these issues.*
- *How the setting ensures that children and young people's voices are heard in relation to safeguarding and child protection.*

**6. Effectiveness of safeguarding training (standard 5):**

- *Designated safeguarding lead training:*
  - *Evidence of additional training or updates undertaken by DSL and Deputy DSL (e.g. courses, briefings and conferences delivered by the ISCB or other providers)*
- *Whole setting training:*
  - *Safeguarding training attended by governors in the last 12 months. Include any online training*
  - *How the setting ensures that all new staff and volunteers are appropriately inducted in safeguarding and child protection.*
  - *Safeguarding training attended by staff or provided to staff in the last 12 months. Include any online training*
  - *How the setting ensures staff have an understanding of issues including appropriate learning from national and local serious case reviews, radicalisation and extremism, sexual exploitation, peer on peer abuse, sexual violence and sexual harassment, county lines, domestic violence, female genital mutilation (FGM), forced marriage, substance misuse and gang activity*
  - *Details of any identified safeguarding training needs or opportunities*

**Table 3: Training completed**

<b>Name of Governor/Staff Member/Volunteer</b>	<b>Training Course Attended</b>	<b>Date</b>	<b>Review Date</b>
<i>E.g. Safeguarding Governor</i>			
<i>E.g. Designated Safeguarding Lead</i>			
<i>E.g., whole school training</i>			

- 7. Safer recruitment, vetting procedures and managing allegations about staff and volunteers (do not provide staff/volunteer names or details) (Standard 6)**
- *Compliance with guidance around safer recruitment and Single Central Record*
  - *How the setting is incorporating changes to the Single Central Record in line with Keeping Children Safe in education, 2018.*

**Table 4: Allegations against staff/volunteers**

Category	Number	Outcome
Allegations against staff or volunteers not reported to the LADO		
External allegations against staff or volunteers reported to Ofsted.		
Allegations against staff or volunteers directly reported to the LADO		

**8. The effectiveness of inter-agency working (standard 7)**

- *Number of child protection conferences and core groups the DSL, Deputy DSL or other case holding staff have been invited to and attended within the last academic year.*
- *Number of Early Help Assessments initiated*
- *How the quality of safeguarding records (child protection, Child in Need and early help) is assessed and action taken to address issues identified.*

**9. The effectiveness of information sharing (Standard 8)**

- *Number of child protection records transferred to and from other settings and whether these have taken place within the local recommended timescales.*
- *Number of safeguarding and child protection Subject Access Requests (SAR) received and responded to.*
- *Impact of Data Protection legislation, including GDPR on information sharing.*

**10. Pupil Profile - provision for pupils where there are safeguarding and child protection concerns: (do not give individual pupil details)**

- *Provision made for pupils who are identified as vulnerable or at risk – curriculum or interventions provided; use of pastoral support; specialist referrals e.g. counselling, child and adolescent mental health service (CAMHS) and young carers*
- *Use of the Pupil Premium*
- *How emotional and social development is supported within the setting?*
- *Numbers of pupils referred to external agencies (list the agencies the setting has engaged/commissioned and how pupil engagement with these agencies is monitored and reviewed)*

**Table 3: Pupil Profile**

Category	2018/2019 (year to date)	In 2017/2018 (last academic year)
Number of referrals to Children's Social Care		
Number of Children Looked After		
Number of Children Previously Looked After		
Number of children subject to Child Protection Plan		
Number of children with Child in Need plans		

Number of Early Help Assessments and Plans where education setting is the Lead Professional		
Number of Early Help Assessments and Plans where targeted services are Lead Professional		
Number of children with EHC plans		
Number of children removed from roll to be Electively Home Educated (EHE).		
Number of children privately fostered		
Number of children considered to be Young Carers		
Number of children in Alternative Provision or any other external agency.		
Number of exclusions:	Fixed term:	
	Permanent:	
Number of reported bullying incidents		
Number of reported racist incidents		
Number of reported online safety incidents		

**Future priorities:**

- The setting's priorities in safeguarding over the coming 12 months
- Any initiatives to improve safeguarding over the next 12 months
- Date of the next planned review of the safeguarding policy

**Action Plan**

**Appendix A:** in accordance with Keeping Children Safe in Education (2018), education settings must have the policies highlighted in bold below. You may wish to reference these to other safeguarding policies in the table below.

<b>Policies &amp; procedures for Safeguarding</b>	<b>Date approved</b>	<b>Next review date</b>
<b>Child Protection Policy – should include references to:</b> <ul style="list-style-type: none"> <li>• Allegations against staff or volunteers process</li> <li>• Child Sexual Exploitation (CSE)</li> <li>• Children Missing Education</li> <li>• Confidentiality and Information Sharing</li> <li>• Contextual safeguarding</li> <li>• Criminal exploitation of children, including county lines</li> <li>• DSL roles and responsibilities</li> <li>• How children are taught about safeguarding, including how to recognise when they are at risk and how to seek help when they need it</li> <li>• How to notify the DSL of a safeguarding concern and the referral process to Children’s Social Care</li> <li>• Management of allegations against staff and volunteers</li> <li>• Online Safety</li> <li>• Peer on peer abuse</li> <li>• Private Fostering</li> <li>• Radicalisation/Prevent</li> <li>• Safeguarding children who have special educational needs and/or disabilities</li> <li>• School’s approach to tackling Children Missing Education</li> <li>• Sexual violence and sexual harassment</li> <li>• So called ‘honour based violence’ including Female Genital Mutilation (FGM) and forced marriage</li> <li>• Whistle-blowing</li> </ul>		
<b>Behaviour Policy, including the use of physical intervention</b>		
<b>School Policy for Children Missing Education</b>		
<b>Safer Recruitment and selection, including single Central Record (staff vetting) *</b>		
<b>Staff Code of Conduct (including Acceptable Use of Technology)</b>		
Examples of safeguarding related policies you will have: <ul style="list-style-type: none"> <li>• Anti-Bullying</li> <li>• Data Protection and Information Sharing</li> <li>• Drugs</li> <li>• Domestic Violence and Abuse</li> <li>• Equal Opportunities</li> <li>• First Aid and Accidents</li> <li>• Gang activity</li> <li>• Health and Safety, including visitor management</li> <li>• Image Use</li> <li>• Personal and Intimate Care</li> <li>• Risk Assessments (e.g. school trips, use of technology)</li> </ul>		

<ul style="list-style-type: none"> <li>• Searching, screening and confiscation</li> <li>• Sex Education</li> <li>• Whistle-Blowing</li> </ul>		
<i>London Child Protection Procedures (online)</i>	Copy available	
<i>Statutory Guidance: Working Together to Safeguard Children (2018)</i>	Copy available	
<i>Statutory Guidance: Keeping Children Safe in Education (2018)</i>	Copy available	
<i>Information Sharing advice for safeguarding practitioners (2018)</i>	Copy available	
<i>What to do if you think a child is being abused (2015)</i>	Copy available	

\*To include audit of DBS checks undertaken, references and validation of qualifications as referenced in DfE and KCSiE, 2018 Safer Recruitment guidance

## Appendix 14 - Frequently Asked Questions

### Childcare disqualification requirements

#### 1. What are the changes to the Disqualification by association requirement?

Under the 2018 Regulations, schools and nurseries are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association (Regulation 9).

*Disqualification by association is only relevant where childcare is provided in domestic settings (e.g. where childminding is provided in the home) or under registration on domestic premises (Including where an assistant works on non-domestic premises up to 50% of the time under a domestic registration).*

From September 2018, schools should not ask their staff questions about cautions or convictions of someone living or working in their household and school staff are no longer required to complete the disqualification declaration form.

#### 2. Do we keep information on completed checks on the SCR or does it mean we can remove those columns and the old paperwork?

Our advice is to retain the current records (forms), but that schools can decide to keep the relevant column on the SCR in a separate location (i.e. securely in a separate spreadsheet or file).

#### 3. What other requirements of the Disqualification under the Childcare Act 2018 apply to schools and nurseries?

Although Disqualification by Association no longer applies to schools and nurseries, the Disqualification under the Child Care Act still applies to staff who work in a child care capacity, whether paid, volunteer or are on work placements. Relevant staff are those working in child care, or in a management role because they are: working with reception age children at any time; or working with children older than reception until age eight, outside school hours.

The [DfE guidance](#) gives a summary of the criteria that lead to disqualification, the details of specific orders and offences which will lead to disqualification are set out in the 2018 regulations. Schools should remind staff of their obligation on a regular basis, for instance, by reminding staff of the Disqualification Policy at annual safeguarding training and/or by way of an annual staff bulletin or email and/or at any point a staff member changes jobs. The DfE recommends the use of the DBS Update Service, for existing employees, to supplement self-declarations.

The table below sets out the checks carried out by schools to comply with the requirements:

Disqualification criteria	Relevant Check
Inclusion on the Disclosure and Barring Service (DBS) Children's Barred List	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal  Enhanced DBS check with barred list  Registration on DBS Update Service
Being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal

and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)	Enhanced DBS check with barred list  Registration on DBS Update Service
Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal  Enhanced DBS check with barred list  Registration on DBS Update Service
Refusal or cancellation of registration relating to childcare (except if the refusal or cancellation of registration is in respect of registration with a child minder agency or the sole reason for refusal or cancellation is failure to pay a prescribed fee under the 2006 act (regulation 4(1) of the 2018 regulations)), or children's homes, or being prohibited from private fostering, as specified in paragraph 17 of Schedule 1 of the 2018 regulations	Applicable to School and Nursery settings where EY reference number is required (for further information please contact the Islington Early Years Team).
Living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2018 regulations (note that regulation 9 only applies where childcare is provided in domestic settings, defined as 'premises which are used wholly or mainly as a private dwelling' in section 98 of the act, or under a domestic premises registration, including non-domestic premises up to 50% of the time)	No longer applies to School and Nursery settings. The regulations apply when childcare is provided in domestic settings.
Being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom	Self-declaration, either written (i.e. recruitment and DBS application forms) or verbal  Enhanced DBS check with barred list  Overseas police checks

## **DBS Update Service**

### **4. Do we have to add a column for the DBS Update Service on the SCR?**

No, the statutory requirement is that a criminal record check is carried out for all staff including supply staff, volunteers, governors and contractors (if applicable).

We would advise that you maintain your school's records on DBS checks including the 3-year renewal or Update service, on a separate spread sheet, not on the SCR.



## **5. What is the difference between 3-year DBS renewal and DBS Update Service?**

- The 3-year re-check is the Council Policy; all individuals should renew the DBS certificate (if not registered with the Update Service).
- The Update Service is an online service provided by DBS that lets applicants (at a fee) keep their DBS certificates up-to-date; this service enhances our safeguarding processes (see details of the Update Service section in this guidance).

Schools HR will carry out the Update Service status check on a yearly basis when we receive instruction from the school to refund the £13. However, schools should remind all individuals (via school meetings, e-bulletins, training) of their responsibilities whilst working in a school setting that if something happens in the course of their employment/volunteering i.e. police caution, they should inform the headteacher/line manager as soon as possible.

## **6. Does the employer need consent to carry out the online status check? Can consent be withdrawn?**

An online status check can only be performed with the consent of the individual. If an employee is registered on the Update Service and wishes to withdraw their consent to an online status check please inform Schools HR immediately:

- The school should ask the employee for their reasons for withdrawing consent.
- Where there are concerns that there may be a trace, please seek advice from Schools HR to consider carrying out a DBS check via E-bulk.
- Where consent is withdrawn, all reference to the DBS Update service username / password should be removed from the school and schools HR file.

**Remember: this is consent for an online DBS Update Service status check only and not to carrying out the Enhanced DBS check with barred list in line with the employment contract and a three year recheck.**

Islington Schools HR strongly encourage school based staff to register on the DBS Update Service.

## **Teacher prohibition orders and EEA**

### **7. What is the difference between prohibition orders check and European Economic Area (EEA) check?**

Teacher prohibition orders are made by the Secretary of State and means that a person concerned is not allowed to undertake teaching work in schools.

The EEA check comes from regulators of the teaching profession in other EEA member states as they have to share teacher prohibitions/sanctions with other EEA teacher regulators. Schools should check on individuals who have lived or worked overseas.

### **8. How will this affect the decision to recruit a teacher from the EEA?**

Whilst restrictions imposed by another EEA authority do not prevent a school from offering a teaching position to an individual, schools should review the circumstances leading to the restriction when considering a candidate's suitability for the role.

## **9. How can I check whether an individual is subject to a restriction/sanction?**

This will be via Teacher Services' System formerly known as Employer Access Online. You will need the teacher reference number (TRN) and date of birth. If you do not have the TRN, then you should check the sanctions lists.

## **10. If a teacher has got a teacher reference number, do I still have to check the sanction lists?**

If you check an individual teacher record and they do not have a sanction, then you do not need to check the sanction lists.

## **11. What does it mean by 'teachers and others' prohibited from the profession on TRA sanction's list? Does this include teaching assistants?**

On the sanctions list, 'teachers' is referring to qualified teachers with QTS and 'others' refers to unqualified teachers, teachers without QTS, instructors etc., individuals such as ex-teachers working as Teaching Assistant who carry out specified teaching work in schools.

## **Section 128 checks**

### **12. Does the Section 128 direction apply for all schools?**

Independent schools, including academies and free schools, to check that a person taking up a management position as described at paragraph 124 of the [Keeping children safe in education](#) guidance is not subject to a section 128 direction made by the Secretary of State.

It also disqualifies a person from holding office as a governor in a maintained school.

The restriction list contains the names of those individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.

### **13. How do I carry out the check?**

The check should be carried out for all current and future governors of maintained schools. The Teacher Services (previously known as Employer Access Online and which is accessed via Secure Access) include section 128 checks. So in addition to checking that a new teacher is not subject to a teaching prohibition order, Teacher Services can also be used to confirm that applicants to management positions are not barred from taking part in the management of an independent school.

### **14. What information needs to be recorded on file?**

When manually searching the list, the following information regarding the check should be taken manually and recorded on file. Suggested wording:

A Section 128 check was undertaken for:

Name .....

Position .....

Check carried out by .....

Date Checked .....

## **15. What information needs to be recorded on the SCR?**

The date the section 128 check was carried out and the name of the person that carried this out should be recorded on the SCR – governors tab (please see template).

## **The Single Central Record**

## **16. Who is responsible for the SCR and its maintenance?**

It is the responsibility of the schools to keep a single central record (SCR) to demonstrate that they've carried out the mandatory pre-appointment checks on staff and other individuals.

## **17. What information should be held on the single central record?**

SCR should only record statutory requirements. If schools choose to have separate tabs for leavers or training etc., they must ensure that this information is updated regularly - if the tab is there Ofsted will look at the information and will look unfavourably at incomplete/out of date information.

Schools should keep a backup copy of the SCR and ensure that it is accessible to named people in case of unplanned absence/illness.

## **18. Do we keep records for leavers on the SCR? Should the records be destroyed in line with the retention policy?**

There is no statutory requirement to keep records of leavers on the SCR. Settings may wish to keep a separate spreadsheet of leavers/training etc.

It is important from a safeguarding perspective that a list of leavers (with all their SCR information) should be retained in the light of future potential allegations against staff and volunteers and/or serious case reviews.

## **19. Do we need to add details of all agency staff to the SCR, even if they only work for one day?**

The DfE have confirmed that for supply staff, regardless of how long the person will work at the school (even if this is only for one day), the governing body are required to obtain written notification from the agency that all relevant checks have been carried out and this information has to be recorded on the single central record.

All agency staff should be added to the SCR as soon as possible – we recommend 1 school/working day but no later than 5 school/working days.

Settings should require all agency/supply staff to show ID when they start (ideally this should be cross checked with information that the agency has sent).

## **20. Can school governors carry out checks on the SCR?**

Yes. Safeguarding governors, the head teacher/manager and the DSL should check the SCR and this check should always include a sample of the staff files.

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To obtain more information on the Safer Recruitment guidance, please contact:



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