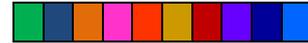


Vetting, Barring & Recruitment



Education settings must create a safe culture, including the use of recruitment procedures that help deter, reject or identify people who might abuse children & young people.

Checks are required for any individual that is working (paid or unpaid), or visiting the setting.

Governing bodies & proprietors must make reasonable decisions about the suitability of prospective employees based on [Disclosure & Barring Service](#) (DBS) checks, barred list & prohibition checks, Childcare Disqualification declarations (where relevant), identity verification, references & interview information.

When appointing staff, settings must:

- Verify the candidate's identity, mental and physical fitness, their right to work in the UK, and their professional qualifications
- Ask for written information about previous/current employment, scrutinise references and resolve concerns satisfactorily
- Get a DBS check with barred list information
- Request a Childcare Disqualification Declaration (where relevant)
- Check they are not subject to a prohibition order (if a teacher)
- Use the [DBS Update Service](#) only with consent

DBS checks should be obtained before appointment; if not you must ensure that barred list & all other checks are completed & the employee is supervised whilst the process is completed.

It is an offence to allow a barred person to work in regulated activity.

Use the **Single Central Record** for all:

- **School** staff (including supply) and volunteers (including Governors) in regular contact with children/young people in the setting
- **College** staff & volunteers providing education to or in regular contact with someone under 18
- Members of the proprietor body in independent, free schools & academies

You do not have to keep a copy of an employee's DBS certificate.

If you do you need the consent of the employee and comply with [Handling of DBS certificate information, Nov 2012](#)

[New ID checking guidelines](#) were introduced in Oct 17. These guidelines apply to all applications for standard or enhanced checks. **Contact your HR provider for more information.**

Agency & third party staff: you must obtain written notification from the agency that they have carried out all required checks on an individual, & a photograph to confirm that this is the same person who is presenting for work at the setting.

Trainee/student teachers: you must ensure that all necessary checks (including an enhanced DBS certificate & barred list check) are carried out if you are the employer; if fee-funded it is the responsibility of the initial teacher-training provider.

Overseas staff: must have the same checks as other staff, and you must make further necessary checks to consider relevant events outside the UK.

What is **regulated activity**?

You are in 'regulated activity' if through directly or contracted, paid or unpaid work you regularly (once a week or more, or on four or more days in a 30-day period, or overnight):

- Are unsupervised and responsible for teaching, training, care or supervision of students; or
- Work in a setting with the opportunity for contact with students (unless you are a supervised volunteer – see below); or
- Are in a college, and will regularly come into contact with young people under 18; or
- Drive a vehicle only for pupils; or
- Provide advice & guidance on children's well-being

Regulated activity also includes:

- Personal care e.g. helping a pupil, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing
- Health care provided by or under the direction of a health care professional

Settings **must** make a referral to the DBS for anyone who:

- Has harmed, or poses a risk of harm, to a child or vulnerable adult
- May have committed, been convicted or cautioned for a listed relevant offence
- If they have been removed from paid or unpaid work in regulated activity, or would have been removed had they not left

All volunteers and governors:

- Who are engaged in 'regulated activity' must have enhanced DBS and barred list checks;
- Who are not engaged in 'regulated activity', but may regularly come into contact with children should have an enhanced DBS check not including barred list information (required for maintained school governors)
- Can work pending receipt of a DBS certificate as long as they have been risk assessed and are not left unsupervised with a student;
- Cannot teach or care for a pupil unsupervised, without an enhanced DBS, barred list checks and, where relevant, a childcare disqualification declaration;

Supervised volunteers & governors are **not** considered to be in regulated activity, but their supervision **must**:

- be properly checked
- be regular, day to day & ongoing, whatever the volunteer period
- protect pupils & reflect:
 - their ages, vulnerability, group size
 - the number of workers & volunteers directly involved, their contact with children, & level of supervision

Settings need to use their experience & judgement to complete a **risk assessment** for:

- The nature of the work with children
- What the setting formally or informally knows about the volunteer
- Whether the volunteer has other employment or voluntary activities where referees can advise on suitability, and
- Whether the role is eligible for an enhanced DBS check

Contractors:

- **Must** have appropriate DBS checks if engaging in regulated activity or will be in regular contact with children
- Without checks who have contact with children **must** be supervised
- Who are self-employed and cannot obtain DBS checks; - the school or college should consider doing this on their behalf.
- Identity should always be checked on arrival.

Family or other visitors:

Settings cannot request DBS or barred list checks for relatives or community members, but should use their professional judgment about escorting them on site.

They should not be left unsupervised with children other than their own.

Host families:

Arrangements for pupils under 18 to have learning experiences including short term care & accommodation by a family to whom they are not related, could amount to 'private fostering' and/or regulated activity.

The setting that is making & terminating the host arrangement is the regulated activity provider and should request a DBS Certificate with barred list check.

Host families abroad cannot be DBS checked, but settings should work with other education settings and contact the foreign embassy or High Commission of the country and find out if similar checks can be done.

Work experience:

Anyone caring for, training, supervising or in sole charge of a young person on work experience, should be vetted & have an enhanced DBS check.

A barred list check should also be requested from the employer if the person working with the young person is in regulated activity and the young person is under 16 years.

Proprietors of independent schools, academies, free schools or alternative provision academies:

The Secretary of State will confirm the identity and carry out an enhanced DBS and/or other appropriate checks on an individual before they become:

- the proprietor or chair of a body of people which is the proprietor of an independent school, or
- the chair of the governing body of a non-maintained special school.

Contact your Human Resources provider for more information or follow these links:

- [Disclosure and Barring Service](#)
- [DBS Barring Referral guidance](#)
- [Keeping Children Safe in Education, DfE 2016](#)
- [Disqualification under the Childcare Act 2006](#)