



## Broughton Hall High School

### Policy for CRB & Vetting Checks

#### Background

With effect from 12<sup>th</sup> May 2006, it is mandatory for schools to obtain CRB checks on:

- All new employees
- People who have a break in service of more than 3 months
- People who have not previously been eligible for a Disclosure and move to work that involves significantly greater responsibility for children than in their present position.

#### Single Central Record

The school will maintain a single central record, updated and managed by a nominated member of staff and under the management of the Head Teacher and the Business Manager.

The record should include:

- the correct checks for all staff employed at the school, whether directly or through an agency; anyone else who is identified by the school as 'working in regular contact with children'
- identity; name and confirmation that address and date of birth have been checked
- qualifications; where the qualification is a requirement of the job, that is example those posts where a person must have qualified teacher status
- evidence of permission to work for those who are not nationals of a European Economic Area country and that steps have been taken to check their suitability
- List 99 check, if appropriate as a separate item

- CRB enhanced disclosure, including List 99 check for all those who require a check under the guidance and regulation applying at the time they were recruited
- the date that the check was evidenced and who carried it out.

Further checks may be required where a member of staff has lived outside the UK. This is because CRB disclosures will not generally show offences committed abroad.

### **Checks for existing staff employed by the school**

Staff who were not previously eligible for criminal background checks, or those who were recruited before March 2002, will not need to apply for a CRB disclosure.

However, a CRB disclosure may be requested by the school if:

- It has concerns about a person's suitability to work with children
- If a staff member moves to a role that involves greater contact with children, and his or her previous work did not require an enhanced CRB disclosure

### **Checks for new staff**

All new appointments to the school staff will be required to undergo an enhanced CRB check either prior to appointment or as soon as possible after appointment.

This requirement extends to any peripatetic teachers and it is the responsibility of the Head of Department in which the peripatetic teacher is working to ensure a CRB disclosure is made.

### **Repeat Checks**

Ofsted and the DCSF have agreed that before the new vetting and barring scheme under the Safeguarding Vulnerable Groups Act comes into force, schools do not need to routinely repeat CRB checks on people who are already registered or agreed as suitable/fit to work with children.

### **Accepting existing CRB disclosures**

In its guidance dated July 2009, the CRB no longer supports portable CRB disclosures and says that any organisation that accepts an existing CRB disclosure does so at its own risk. The Sept 2009

school will therefore not accept portable disclosures and will check all new members of staff and volunteers.

### **Checks for Volunteers**

A volunteer is person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

Enhanced CRB checks are required on all volunteers who are working in the school

The Head Teachers might also consider:

- What is known about the volunteer by the rest of the school community, “including formal or informal information offered by staff, parents and other volunteers”
- If the volunteer’s employment or other volunteering activities are likely to be able to provide references on suitability

Teachernet notes that parents or local residents volunteering to help on “one-off trips” would not normally need to CRB checked, if they would not have any unsupervised contact with children.

### **Permission to work while waiting for CRB clearance**

Teachernet sets out the government’s position on employing people who are waiting for CRB clearance:

The DCSF strongly recommends that disclosures are obtained on staff before they take up post but recognises that in certain exceptions staff may need to be employed at short notice.

In these circumstances, Head Teachers have the discretion to employ staff who have not yet received their Disclosure, provided that they have been checked against the DCSF’s List 99 and that all other relevant pre-appointment checks have been carried out on them...

## **Checks for Governors**

The public communications unit at (DCSF) has confirmed that at present governors do not need a CRB check in order to sit on the governing body for a school.

However, paragraph 4.18 (see page 39) of the guidance document Safeguarding Children and Safer Recruitment in Education states that governors involved in "regular work in the presence of, or care for, children, or training, supervising or being in sole charge of children" do require a CRB check. In this case, they would be considered in the same way as adult volunteers.

Broughton Hall High School will undertake an Enhanced CRB check on all new Governors appointed after May 2006

## **Use of Recruitment or Supply Agencies**

Head teachers will ask supply teachers to produce their copy of the Enhanced Disclosure to provide assurance that the check has been made as well as producing identification and will ask agencies to confirm the validity of the documents. Similarly, Heads may ask teachers recruited independently who were checked under previous arrangements to produce documentation certifying that the person has been satisfactorily checked.

## **Checks for Students**

Pupils who undertake short periods of work experience that involve contact with children in other schools or education establishments need not be checked. However, students who are required to work with children as a necessary part of a training course, e.g. student teachers, nursery nurses, etc, will need to be CRB checked when they are accepted onto the course.

## **Checks for Exam Invigilators**

People employed as examination invigilators, with more than a three-month gap between examination sessions, will need to be CRB-checked before each examination season. Clearly this presents onerous requirements on undertaking the checks as well as cost implications.

Best practice should be to hold refresher training sessions for all invigilators, using the training material supplied by the NAA once every three months.

The Exam Officer should provide a list of all exam invigilators employed by the school to the Head Teacher evidencing the exam invigilator CRB status. The list should be regularly updated and maintained on a cost effective basis.

### **Checks for Ofsted Inspectors**

Inspectors do not have to show their CRB disclosure to schools as it is the responsibility of their employing organisation, in this case Ofsted, to ensure that checks have been made. However the school will rightly want to check the identity of individuals when they arrive for an inspection.

### **Checks for Visitors to the School**

#### LA Screening Document

- Professionals who visit the school are expected to provide evidence of their CRB status or to complete a Screening Document
- The school uses the Screening Document with all those visiting, the school - to give the message that it is a safe environment.
- The school ensures that the screening document is read, understood, signed and retained by the school
- The school reception will ask all visitors to sign the document upon entrance to the school. These forms will remain filed in the school office for a period of up to 12 months.

18th September 2009

