



# SAFER RECRUITMENT POLICY

For PACT secondary schools

## Introduction

PACT schools are committed to safeguarding and promoting the welfare of all children in our care. We ensure that our recruitment policies and practices contain the necessary measures to enable us to employ a workforce that fulfils its roles and responsibilities with full regard to this commitment.

This policy aims to ensure compliance with legislation and incorporate best practice to ensure that we are effective in attracting, recruiting and retaining an appropriately skilled and talented workforce. The process for checking and vetting potential employees is a critical part of this process. Robust and rigorous recruitment and selection practices help to prevent unsuitable applicants from gaining positions within the school and help to ensure that the workforce is fully committed to contributing towards a safe and secure school environment.

This policy has been written in accordance with 'Keeping Children Safe in Education' (KCSIE), September 2022, 'Working Together to Safeguard Children' (WTSC) July 2018, 'The Protection of Freedoms Act 2012' and guidance from the Disclosure and Barring Service (DBS) 2013. It also takes into consideration the findings and recommendations of the Bichard Inquiry and is linked to the school's Child Protection & Safeguarding Policy. We aim to meet all regulatory requirements in order to fully safeguard pupils.

## Roles and responsibilities

The Head is responsible for the internal organisation, management and control of the school. However all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

At least one person who sits on staff recruitment panels has completed some form of safer recruitment training.

## Equal Opportunities

The Laurels School is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

The recruitment and selection process is applied fairly and consistently to all applying for positions

within the school.

## **Safeguarding Statement**

We ensure that all our recruitment and selection practices reflect our commitment to safeguarding and promoting the welfare of all children and young people in our care.

## **The Recruitment Process**

The main elements of the process are:

- The following is provided to all interested applicants: A PACT application form, job description (usually including person specification which describes the necessary qualifications, skills, experience and knowledge which a candidate should possess to perform the job duties), information about the school and the PACT Charter of Educational Principles.
- Ensuring job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children.
- Ensuring that the person specification includes specific reference to suitability to work with children and includes both essential & desired criteria.
- Advertising to include what qualifications, experience and qualities are required and that, if successful, they will need to undertake an enhanced certificate through the DBS. Mention will also be made of the school's commitment to safeguarding & promoting the welfare of children.
- Using the PACT application form to obtain and scrutinise comprehensive information about applicants, and checking for discrepancies or anomalies (preferably by someone involved in the recruitment process).
- Ensuring two references are obtained that help assess applicants' suitability for the post through specific focused questions (where possible one character and one professional reference) before an applicant is offered the position.
- All candidates shortlisted for interview will bring with them their ID, qualifications and Right to Work.
- Online searches will be carried out for shortlisted candidates in order to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.
- Conducting face to face interviews that ask appropriately robust questions (with written notes kept & details of outcome, as per the attached examples).
- Verification of identity.
- Verification of qualifications and skills (if relevant).
- Verification of an applicant's previous employment history and experience.
- Completion of mandatory employment checks, such as Enhanced Certificate via the DBS and a Barred List check. In the case of teachers from overseas they must provide proof of their past conduct as a teacher and the school will make further checks when appropriate, such as criminal record checks and obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. Such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.
- Verification of overseas police check
- Verification of prohibition order from teaching and management check

- Verification that the applicant has the health and capacity for the job.
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice (to include regular formal safeguarding training).

Information packs sent out to candidates should include the following:

- Application form (which includes current and former names, date of birth, current address, NI number, qualifications, employment history since finishing full time education, and full contact details of referees. Applicants for teaching posts should also provide their DfE reference number and qualified teacher status (if applicable).
- Job Description (which includes main duties of the post and individual's responsibility for promoting and safeguarding the welfare of children).
- Person specification (which details what an ideal candidate would be like).

## Vetting checks

Various vetting checks are undertaken depending on what category the individual falls within, changes to recruitment checks over time and whether they are required to be included on the Single Central Register (SCR) on appointment.

Regulations provide a detailed list of the checks which are required for each member of staff, and these are reflected accordingly on the single central register (SCR).

The definition of staff is: *'Any person working at the school whether under a contract of employment (ie. all employees, no matter what sort of work they do), under a contract for services (ie. self-employed people arranged and/or paid direct by the school) or otherwise than under a contract (ie. self-employed people who are arranged by the school for the purposes of the school but for example paid directly by parents such as some peripatetic teachers), but does not include supply staff or a volunteer'*. The following are therefore included in staff: teachers, peripatetic teachers and coaches, part-time staff, students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the school (for example as after-school carers). In line with the Protection of Freedoms Act 2012, this definition is restricted to only include those individuals who meet the requirements for regulated activity.

The minimum age at which a person is required to have a DBS check when engaged in a regulated activity is 16.

The school will accept prior DBS checks made on behalf of other organisations (unless there is a gap in employment of three months or more). However this will only be a temporary measure and a new disclosure will be applied for and a Barred List check obtained. New DBS certificates are no longer automatically sent to the school, therefore this should be brought in by the member of staff once received. Staff will be encouraged to subscribe to the DBS Update service for future checks within 19 calendar days of their certificate being received (this is mostly beneficial for peripatetic staff who may work in a number of different organisations). The school will then be able to carry out free online status checks periodically, providing written permission has been obtained.

If a new employee has not yet received their DBS certificate prior to their starting date and they do not have one from another setting, a short period of work is allowed under supervised conditions, at the Head's discretion. As long as a Barred List check has been carried out, the DBS application has been made, at least two references have been received (either verbally or in writing) and their identity has been checked and all other relevant checks have been completed satisfactorily, the employee will

be able to take up their post. However a risk assessment (see attached) will be completed prior to their commencement, which will include details of appropriate safeguards to be taken (eg. Supervision by another member of staff). A note with this information will be added to the SCR. Any risk assessments in place are reviewed every two weeks with the employee and the person in question is made aware of the safeguards in place.

If a new employee has not previously lived in the UK, they will need to bring a document from their country of origin issued by the local police, confirming that they do not have a criminal record. They will also need to apply for an Enhanced DBS certificate. In the case of all overseas teachers, they will be requested to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. Such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

## **Regulated activity**

For most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of staff engage in regulated activity.

Regulated activity can be defined as follows:

- All regular work for schools with opportunity for contact with children (whether or not that contact is required by the work and whether or not it actually takes place). For the purpose of assessing whether a person is working in regulated activity, 'regular' includes 'frequent' (once a week or more often), or on 4 or more days in a 30-day period, or overnight (between 2am & 6am).
- Relevant personal care (ie. helping children with washing, eating, drinking; or healthcare by or supervised by a professional).
- Regular, unsupervised teaching, training, instructing, caring for or supervising children providing advice/guidance on wellbeing or driving a vehicle only for children if done regularly.

When deciding whether a person is engaging in regulated activity, the following key questions will be asked:

- Is the activity they will do 'work'?
- Is the work regular?
- Does it give rise to opportunity for contact with children? (This applies whether or not that contact is required by the work and whether or not it actually takes place)
- Is the work for the purposes of the school? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hour)

If the answer to all these questions is 'yes', the person is working in regulated activity unless an exception as below applies:

- Is the person a volunteer?
  - If so, does their work involve personal care of pupils? If so they are engaged in regulated activity.
  - If not, are they supervised? If so they are not engaged in regulated activity.
- Is the person a contractor?
  - If so, are they administering personal care or health care as defined? If so this are always regulated activity.
  - If not, are they teaching pupils? If so this is always regulated activity.
  - If not teaching work, is the contract for occasional or temporary non- teaching work (eg. a quick plumbing task). If so they are not in regulated activity.

A **supervised** volunteer who regularly teaches or looks after children is not in regulated activity. However for this to apply there must be supervision by a person who is in regulated activity themselves; the supervision must be regular and day to day, and the supervision must be 'reasonable in all the circumstances to ensure the protection of children'. In these cases, the school has no entitlement to do a barred list check.

## **Pre-appointment checks**

For all new appointments to regulated activity, an offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of pre-employment checks. This includes the following:

- Verification of a candidate's identity preferably from current photographic ID (ie. passport or driver's licence) and proof of address (copy of utility bill or bank statement dated within the last 3 months);
- Enhanced DBS check with barred list information;
- Separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Teacher Services system;
- Check that a candidate taking up a management position is not subject to a section 128 direction made by the Secretary of State using the Teachers Services System;
- Verify the candidate's mental and physical fitness to carry out their work responsibilities.

- Verify the person's right to work in the UK;
- If the candidate has lived or worked outside the UK for more than 3 months within the last 5 years, further checks will be made which the school considers appropriate (for example a certificate of good conduct from a local police force or additional references). If the candidate has worked in a school in the UK since moving from overseas then the standard checks can be made for subsequent appointments.
- Verify professional qualifications, as appropriate.
- Shortlisted candidates will undergo an online search. The School will look for information that is "*publicly available online*" i.e. freely available to the public as part of a simple online search (for example, using a web browser, website, or social media platform). The starting point will be a search of the applicant's name on a recognised search engine, e.g. Google, followed by a review of the most prominent social media and video networking sites – e.g. Facebook, Instagram, LinkedIn, Twitter, Tik Tok and YouTube. Where a number of individuals appear in a name search, their name will be combined with key words such as the name of their current or previous employer and the city or town in which they are residing or have lived. This may result in multiple searches being carried out, particularly for common names. As a rule of thumb, search criteria and the number of searches carried out will be limited to what is necessary to identify the correct individual if possible and locate the relevant data, if any. The School will avoid searches which may be considered excessive in terms of time spent and search results and sources reviewed. The search will be carried out by someone who is not involved in the decision making process.

A DBS certificate must be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the school may undertake an online update check through the DBS Update Service.

There is no requirement to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked in a school in England in post which brought them into regular contact with children or in any post in a school since 12 May 2006. However the school may request an enhanced DBS check with barred list information should there be any concerns.

We **may not** request an enhanced DBS check with a barred list check for anyone working in the school who is not in regulated activity, but may request an enhanced DBS check **without** a barred list check. See the Flowchart of DBS and barred list checks of KCSIE 2022.

The school will ask for written information about previous employment history and check that information is not contradictory or incomplete. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained, scrutinised and any concerns resolved satisfactorily, preferably before the appointment is confirmed. They should always be requested directly from the referee and the school should not rely on open references, for example in the form of "to whom it may concern" testimonials.



As soon as an offer has been made to a candidate, the following should be in place prior to their starting date:

- Two satisfactory references;
- A check on Barred List; and
- Verification of the candidate's identity, medical fitness, qualifications and professional status.

As many checks as possible should be made in writing, with copies or notes placed on the individual's personnel file.

If the candidate is found to be on the Barred List, the DBS Disclosure shows that he or she has been disqualified from working with children, the applicant has provided false information or there are concerns about his or her suitability to work with children, this should be reported to the police and/or the DfE/DBS/TRA. **If a school knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity.**

## **Records of Checks and the Single Central Register (SCR)**

An individual checklist is completed for all staff employed at The Laurels or those attending school on a regular basis (see appendix).

In addition to the various staff records kept in schools and on individual personnel files, a single central register of recruitment and vetting checks is kept in accordance with the Department of Education's requirements. This will be updated on a regular basis as and when required. Our School Administrator is responsible for keeping this register.

The SCR contains details of checks on the following people who are working within the school environment at the current time:

- All staff (including supply staff) who work at the school;
- All others who work in regular contact with children in the school, including volunteers working in regulated activity; and
- All members of the proprietor body.

For the purposes of creating the record of checks for supply staff provided through a supply agency only those agencies which operate a Safer Recruitment Policy will be used. The school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school must see copies of the DBS. Photographic identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS check will be treated as confidential.

Generally, the information recorded in the SCR is whether or not the following checks have been carried out or certificates obtained, the date on which the checks were completed and by whom:

- Identity check;
- Barred List check;
- Enhanced DBS check (or DBS Status check)
- Prohibition from teaching check;
- Prohibition from management check (if applicable & for appointments after August 2015);
- Further checks on people living or working outside the UK;
- Check of professional qualifications; and
- Check to establish the person's right to work in the UK.

Although not a statutory requirement, the school's SCR also contains checks of employment history (e.g. application form/cv), references and a medical fitness declaration for members of staff.

For staff working across different PACT schools, the checks are carried out by the school where they are based for the majority of time or where they first started. However their identity is checked before starting work in each school and their details are recorded on the SCR of all the schools where work is undertaken. In the event of an inspection, copies of personnel files can be requested.

The record of checks will be kept up to date and be readily available for school inspections as

required.

Identity checks are made against official documents such as a passport (which will also verify permission to work in the UK), driving licence or a birth certificate.

Details of all members of the governing body and record of checks carried out are included on the SCR.

The individual proprietors who make up the governing body are checked as per the arrangements for staff appointments. Since May 2007, recruitment checks on proprietors include Barred List check, enhanced disclosure, identity, overseas (where appropriate) and right to work in the UK. Since September 2012, it is no longer possible to undertake Barred List checks for new appointments. The DBS certificate for the Chair must be obtained via the DfE. Since September 2015, all members of the governing body, the CEO, the Head and all individuals in management positions (HOD's and SMT) are checked via the TRA website for 'prohibition from management of independent schools' (also known as a section 128 direction).

### **Arrangements for those falling outside the definition of staff, supply staff and proprietors**

Several categories of people fall outside of the main regulations concerning appointment but may still need checks as part of having regard to KCSIE. These main groups are described below.

The arrangements for volunteers will vary by individual and activity. The school assesses whether the individual will be in regulated activity. When volunteers are supervised they do not generally fall within this definition and so would not require barred list checks (except if providing personal care). An unsupervised volunteer, whose presence is frequent and regular, is in regulated activity and an enhanced DBS with barred list information should be done. However even where a volunteer is not in regulated activity, they may still require other checks which come from having regard to the KCSIE guidance. New regular volunteers should have an enhanced DBS check. The school may decide what other checks to undertake to be assured of the suitability and competence of the individual, which may include some of the following: references, informal interview and no concerns raised by others in the school community. Volunteers who have been subject to vetting checks are included on the SCR. 'One-off' volunteers for day outings do not require vetting checks but they should not be unsupervised or undertake any kind of personal care. Please refer to the attached Risk Assessment for volunteers.

Visiting professionals such as psychologists, nurses and other public sector staff will have been checked by their employing organisation. It is therefore not necessary for the school to see their disclosure, however their photographic identity should be verified on arrival. The same rules apply to sports referees and equivalent professionals supplied by a central body.

Where contractors are working at the school on a long term basis (eg. caterers or cleaners), they are subject to the same checks as school staff with written confirmation supplied by the employing organisation and the school checking identity on arrival. Where the employees of contractors such as builders will have access to areas where unsupervised contact with children is possible, the school will ensure that the DBS checks are undertaken by the contractor. Before a new individual starts work,

the school will check photographic identification on arrival at the school. The school will keep a record of the confirmations from the contractor. Temporary contractors are not entered on the SCR but identity checks are still carried out.

It is not necessary for the school to undertake vetting checks on visitors to the Head/other staff or those who have only brief contact with children in the presence of a teacher; visitors carrying out repairs or servicing equipment; secondary school pupils under 16 on work experience or similar; those on the school site when pupils are not present; students (pupils) aged eighteen or over studying as pupils. Individuals returning from maternity leave, sabbaticals or similar, where continuity of employment is maintained do not need to be checked as new employees but renewed checks may be undertaken. Similarly, staff with 'zero-hours' contracts (or those providing regular cover) that have continuity of service between periods of work do not need to be rechecked on each occasion.

As part of the Prevent Duty, any visiting speakers, whether invited by staff or by the pupils themselves, must be deemed suitable and be appropriately supervised. Even where specific vetting checks are not prescribed, a background check via an internet search for example should be carried out and photographic identity checked on arrival.

## **Recruitment of ex-offenders**

Applicants for all posts within the school will have access to this policy which contains information about the recruitment of ex-offenders below.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. We do not discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

A DBS check is only requested if one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, the application forms, job adverts and recruitment briefs contain a statement that a DBS will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover to the Head, and it will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the school to ask questions about an entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

## **Referrals**

The school will report to the DBS, within one month of leaving the school, any person (whether employed, contracted, a volunteer or student) whose services are no longer used because they are considered unsuitable to work with children. Failure to make a report constitutes an offence and as a consequence could lead to the school being removed from the register of independent schools. The school should also make a report using the same process where this relates to supply staff, in addition informing the supply agency of the circumstances and action taken. Where a dismissal does not reach the threshold for DBS referral, separate consideration will be given to a Teaching Regulation Agency (TRA) referral, where a teacher has been dismissed (or would have been dismissed had they not resigned) and a prohibition order may be appropriate. Proprietors have a legal duty to respond to requests from the DBS for information held on record.



## **Protection of Children Act**

There is a statutory requirement for the provision of the Protection of Children Act and Barred List scheme to be applied where employees work in the provision of care services to children. Employees who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the DfE or the Disclosure and Barring Service.

## **Monitoring and review**

The Governors acknowledge their responsibility in ensuring that this policy is effective in its implementation and meets all current regulatory requirements.

Although this policy is only formally reviewed every 2 years, it will be amended earlier if legislation or procedures change prior to that time. In order to assess the effective implementation of this policy and to ensure compliance with all relevant legislation, the Governor in charge of safeguarding will review staff appointments made each term.

This policy is monitored by the Head, as well as staff turnover and reasons for staff leaving.

This policy should be read in conjunction with the following related policies:

Child Protection & Safeguarding.

## APPENDIX

### Interview Prompts

A Record of Interview Form should be used to record notes and the outcome of the interview. Suitability for the role:

What can you bring to the role considering that it is a new school?

What are your core strengths? 3. What are your weaknesses?

### The School and staff:

What makes a successful school?

If you realised any member of staff was discontent with some aspects of the school, what would you do?

3. How do you think you could contribute to creating a good atmosphere in our school reflecting its ethos?

4. How would you react if a senior member of staff queried some aspect of your teaching?

### Teaching and learning:

Describe a good lesson

Describe a lesson that did not go well

How would you organise teaching and learning for a mixed ability group? 4. Do you differentiate between outcome or task?

What are the important things to consider when setting up a class?

How would you incorporate the resources and opportunities that London offers into your lesson planning?

7. Key stage 3 subject kg / equipment

8. Have you thought or researched into possible science projects, competitions and events for our pupils?

### Ensuring progress:

1. What assessment strategies would you use? 2. How would you motivate a reluctant child?

How would you meet the needs of gifted and talented children in the class?

Tell us about your experience of assessment for learning and assessment of learning 5. What strategies do you use to manage children with special educational needs?

### Behaviour management:

What do you think is the best way to motivate pupils?

Bullying is often a serious issue that has to be dealt with in all areas of work with children. In your experience, what is the best way to deal with it? (Child protection issues)

Why do you want to work with children? What do you think you have to offer? Give an example of how children have benefited from contact with you.

### Career development:

How will you develop yourself as a professional teacher?

What is your understanding of effective performance management? 3. What are your plans for the future?

How would you like to see your career to develop?



Are you prepared to go on courses?

How long do you expect to stay here?

Would you aim to widen your experience by seeking posts in other schools after a reasonable period here?

Safeguarding:

1.What do you understand by the term 'safeguarding children'? 2.How did your previous organization tackle child protection?

3. If a pupil came to you and told you they wanted to tell you something but you had to keep it a secret – what would you say?

The Laurels:

How would you describe the purpose of the tutorial system?

how can you foster links between science, philosophy and faith in your teaching? 3.how do you see your role as teacher in relation to the parents of your pupils?

Other

## STAFF RECRUITMENT CHECKLIST

Name .....

Position .....

Starting Date .....

	Date sent	Date received	Checker's initials
Application form			
Offer letter			
Acceptance letter			
Proof of address			
ID Check			
Reference (Character)			
Reference (Professional)			
Right to work in the UK			
Overseas check			
Prohibition from Management check (Section 128)			
Prohibition order check (teaching staff only)			
Qualifications (list all below):			
Barred List			
DBS Check			
Statement of Medical Fitness			
Online Check Completed			

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Approved by head teacher	Yes
Approved by SMT	Yes
Approved by Safeguarding Governor	Yes
Approval required by PACT Board or sub-committee of Governors	Yes
Next Review Date	Autumn 2023

## RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO DBS CLEARANCE

Name of prospective employee:		Name of Head:	
Proposed Post Title:		Name of person carrying out the RA:	

### Pre-Risk Assessment Checks (must be completed before a Risk Assessment is put in place)

Checks	Yes/ No
ID	
Prohibition from teaching	
Prohibition from Management (Section 128)	
Overseas check	
Right to work in the UK	
Online Search	

### **RECORD OF FINDINGS** – Should be completed in conjunction with the risk assessment key questions contained within the Safer Recruitment Policy

<u>Reasons for considering commencement of employment prior to receiving clearance:</u>	<u>Consequences, to service delivery, of waiting for clearance:</u>	<u>Level of access during “waiting period”:</u>
<u>Supervision arrangements during</u>	<u>Pre-employment checklist:</u>	<u>Previous CRB/DBS clearance:</u>

<u>“waiting period” and any other control measures:</u>	Has the employee left employment? Medical clearance received? Y / N Y / N Qualifications verified? N Barred list check completed? References? Y / N Satisfied with general background & employment history checks?	Is a previous disclosure available? Y / N Has it been seen by you? Y / N What is its date? _____
<p><b><u>Assessment of Risk following control measures:</u></b></p> <p>HIGH MEDIUM LOW</p> <p><b><u>Options:</u></b></p> <p>This prospective employee will not commence work prior to satisfactory clearances.</p> <p>Following risk assessment, I have determined that the above named may commence employment with the identified control measures. They are aware of the safeguarding measures in place. I undertake to personally review this situation at intervals of no less than every two weeks.</p> <p><b>Signed:</b> _____ <b>Date:</b> _____ <b>Review Date:</b> _____</p>		

## RISK ASSESSMENT FOR VOLUNTEERS

<b>Name of volunteer:</b>		<b>Name of Head:</b>	
<b>Proposed Post Title:</b>		<b>Name of person carrying out the RA:</b>	

**RECORD OF FINDINGS** – Should be completed in conjunction with any relevant risk assessment key questions contained within the Safer Recruitment Policy

<u>Will the person be unsupervised or involved in regulated activity (eg. personal care)?</u>  Y / N	<u>Does the activity meet the definition of regular (ie. once a week or more often, on 4 or more days in a 30 day period or overnight?:</u>  Y / N	<u>Consider reasons for offer of volunteer help, is the person known to someone in the school community or do they come recommended?</u>  
<u>Induction &amp; supervision arrangements, including any other control measures:</u>  Induction carried out or arranged?      Y / N Barred list check completed? (if unsupervised or in regulated activity)      Y / N Supervision in place (if applicable)?      Y / N  <div style="text-align: right;">or N/A</div>	<u>Consider the following prior to commencement:</u>  Reference checks?      Y / N Informal interview?      Y / N Any contrary indications from school community?      Y / N Satisfied with general background & identity checks? <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> Y / N	<u>Previous CRB/DBS clearance:</u>  Is a previous disclosure available?      Y / N If yes has it been seen by you?      Y / N  What is its date? <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> / <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> If no has a new disclosure been applied Y / N for? Will be supervised until received.

**Assessment of Risk following above considerations & control measures:**

HIGH

MEDIUM

LOW

Further information : \_\_\_\_\_

**Signed:** (Supervisor)\_\_\_\_\_ **Date:**\_\_\_\_\_ **Signed:** (Volunteer)\_\_\_\_\_