

## DBS/Safer Recruitment Process for People not employed directly by the Trust

### Volunteers

Volunteers must follow the application process laid out in the ELT Volunteers Policy

- 2 satisfactory references are required (unless they are a recent leaver from a secondary school in the Trust applying to do a week's work experience, in which case they require agreement from a member of the relevant SLT and a further single reference from their current college)
- A DBS undertaken in the name of the school in which they will volunteer – this will be an enhanced DBS if the volunteer will be unsupervised, or attending a residential trip
- The volunteer needs to be in school regularly for the DBS to continue to be valid: this means that the volunteer must be in school at least once every 3 months
- If the volunteer has a DBS that is on the update service, then provided that it is for the relevant work force and they can produce their original certificate, a check can be undertaken via the DBS update service. This needs to be supported by photo ID as evidence that the certificate belongs to the person presenting it
- A check via the DBS update service can also be undertaken if there is a gap of 3 months or more in the volunteer being in school
- Current volunteers must be listed on the Single Central Register

### School Clubs

These include clubs being run for payment by parents even if the school is allowing the club to use the school's facilities free of charge and can be considered a type of letting. Whilst lettings are not the direct responsibility of the school, all lettings need to be supported by a lettings form which sets out what the hirer needs to ensure is in place. There is no requirement for the staff in clubs run by third parties to be included on the Single Central Register however as part of its internal process, a school may find that it is useful place to keep a list on a non-statutory tab.

To reduce the risk to the school and most importantly students:

- All clubs need to supply the school with a **bridging letter** that confirms the following:
  - Full Name of any staff/volunteers working on site
  - DBS Number, date of issue of DBS certificate and registered body
  - 2 references have been taken up for each member of staff/volunteer
  - Any relevant professional qualifications are in place and have been checked
  - Eligibility to work in the UK has been checked and verified
  - Any overseas checks have been carried out if applicable
  - Safeguarding training has taken place – if no safeguarding training has taken place then this must be provided by the DSL, or delegated individual, at the school
- Where the school has not undertaken the DBS, then the staff member/volunteer/hirer must bring photo ID to be checked and verified by school staff the first time that they work in the school
- If the school club is run by an individual, rather than an organization then the school must process a DBS, take up references and confirm that the other elements referred to in the standard bridging letter are in place. This needs to be recorded on the Single Central Register
- The DBS must be repeated if there is a gap in service of 3 months or more

- If the individual has a DBS that is on the update service, then provided that it is for the relevant work force and they can produce their original certificate, a check can be undertaken via the DBS update service. This needs to be supported by photo ID as evidence that the certificate belongs to the person presenting it
- A check via the DBS update service can also be undertaken if there is a gap of 3 months or more in the individual being in school

## Contractors

These are staff who are working on our school site and for whose services the school is paying but who are employed by a third party or self-employed.

- An **education employment agency** will produce a vetting sheet for Supply staff supplied by them including their photo and all relevant safer recruitment information
- All supply staff that are going to be working at the school for 2 weeks or longer must be listed on the Single Central Register
- For **staff employed by a third party**, a bridging letter as outlined in the School Clubs section above must be provided
- Only those staff who are in school often enough to be viewed by the school community as staff members (eg catering staff) need to be included in the Single Central Register
- Where the contractor is **self-employed** (eg a sports coach) then the school must process a DBS, take up references and confirm that the other elements referred to in the standard bridging letter are in place
- Those self-employed contractors for whom the school has undertaken the relevant checks must be listed in the Single Central Register
- We will not be able to pay a self-employed contractor unless they are able to supply us with a Unique Tax Reference (UTR) number
- Where the school has not undertaken the DBS, then the staff member/contractor must bring photo ID to be checked and verified by school staff the first time that they work in the school

## Surrey County Council Staff

Surrey County Council issues an annual letter describing the checks that it undertakes on employees who work on school sites. This letter should be filed with the other bridging letters. Surrey County Council staff who visit schools will have official Surrey County Council photo ID badges which confirm that they have undergone all appropriate safer recruitment checks. Such staff may be unaccompanied at ELT schools and do not need to be listed on the Single Central Register.

## General

- All bridging letters should be renewed annually and filed alongside the SCR
- The school should be able to explain its system for ensuring that all staff / volunteers are in school at least every 3 months
- All regular visitors to school should have their ID checked the first time that they arrive in school to evidence that they are who they say they are – this should be done by checking photo ID or by checking the photo on the supply agency vetting sheet
- The school should be able to explain its system for ensuring that the initial ID checks are undertaken
- Reception staff should have a list of visitors to the school who are DBS cleared. Anyone who is not on this list must be accompanied at all times whilst on the school site
- Schools may find it helpful to keep a non-statutory tab as part of their SCR to assist in the production of this list