

# KINGS' FOREST SCHOOL

## CRB Clearance Local authority Policy

### **Mandatory Enhanced CRB Disclosures required for all New Staff**

An enhanced CRB check is now mandatory for any person new to the school workforce (not the individual school) or any person re-entering the school workforce after a break of 3 months or longer. **This is the minimum requirement and our advice is that a CRB Disclosure is obtained for any new recruit who has not previously been checked by South Gloucestershire.**

### **Casual Staff**

Please note that for CRB purposes casual staff must be treated in the same way as contracted staff.

### **Newly Qualified Teachers (NQT's)**

Who come **directly** from College/University after completing their PGCE. It is deemed that the Educational Institution where they have trained will have had some responsibility and knowledge as to what the individual has been doing since they carried out the original CRB clearance. As long as evidence can be produced of that CRB check we would not insist that a further clearance be sought, providing there has been no significant break and other recruitment checks are carried out. .

### **Supply Teachers**

If the Teacher/Supply Teacher is new to South Gloucestershire or if an existing member of staff is finishing a contract (with no previous CRB check) and going on to the South Gloucestershire Supply Register – **they must complete a new South Gloucestershire CRB application.** This is because supply teaching is casual employment and not contracted and once they have been set up on our payroll system they can work in any of our Schools and therefore must have full accreditation checks.

### **Agency Supply Teachers**

Schools must check with the relevant supply agency, and obtain written confirmation that all appropriate checks have been undertaken. They must also see a copy of the CRB Disclosure in cases where the Disclosure contains information. However, identity checks must 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.

### **Foreign Language Assistants**

Following a change on 1 January 2007 in the safeguarding Children and Safer Recruitment in Education Act, the law in England and Wales now requires foreign language nationals working in schools to have obtained a CRB check. This means that all foreign language assistants, whether 2007-08 is their first, second or third year as an assistant, must by law receive CRB clearance. **All assistants working in the UK will also need to provide a police clearance certificate from their home country prior to taking up their post.**

### **Overseas Applicants**

CRB Disclosures must be completed on overseas staff. In addition, criminal records information should be sought from countries where individuals have worked or lived e.g. by obtaining certificates of good conduct from relevant embassies or police forces. The level of information contained in these certificates varies from country to country: some are complete extracts from the criminal record; others are partial.

Where an applicant is from or has lived in a country where criminal record checks cannot be made, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, extra care must be taken in taking up references and carrying out other background checks. For example, additional references should be sought, and references followed up by phone as well as letter.

## **Volunteers**

These checks are carried out free of charge and schools are advised to complete a new CRB application for volunteers where the need has been identified (see below).

Many parents and other volunteers help regularly in the classroom and/or with activities associated with the school; some will require a CRB Disclosure because of the frequency of their volunteering activity and the level of contact they have with children, others may not.

If a 'passported' CRB is accepted and the volunteer subsequently becomes a casual employee or on a Fixed term/temporary or permanent contract, they would then become an employee new to the school workforce and therefore a mandatory CRB Disclosure would be required (see above).

It is not expected that all volunteers who work in schools will be checked and this would not be a viable arrangement. However, an enhanced disclosure check should be undertaken where the volunteer has a significant level of unsupervised contact with pupils, such as:

- those who accompany pupils to and enter the water and/or changing facilities for swimming lessons
- those who accompany pupils to school camp or other residential trips involving one or more overnight stays
- those who regularly\* work at after school clubs, provide sports/music/dance drama or other coaching, where this takes place on school premises and is not supervised by an employee of the school. (This category of check does not apply where facilities are used or hired through letting arrangements. In this case the provider is responsible for disclosure requirements being undertaken)

A CRB Disclosure should be obtained where the level of volunteering is regular and involves contact with children. *Within this guidance 'regular' means three or more times in a 30 day period, or once a month or more, or overnight.*

**Under no circumstances must a volunteer who has not obtained a CRB Disclosure, because perhaps he or she does not require a Disclosure due to infrequent contact with children, be left unsupervised with children.**

**All/Volunteers are now processed as enhanced.** The overriding consideration is that appropriate checks should be carried out on all staff and relevant volunteers as part of the wider recruitment process. This should not rely solely on the CRB disclosure system and wherever possible appropriate recruitment checks i.e. qualifications and references should be completed prior to the work commencing.

However, in exceptional circumstances, if a Headteacher wishes to engage a person prior to completion of the clearance procedures they must undertake a 'risk assessment' taking

account of their knowledge of their background, employment history etc and, where appropriate, ensure additional supervision, pending the disclosure check being completed.

**Risk Assessments must be carried out, by the Headteacher for all staff who have not obtained CRB clearance prior to commencing work; a list 99 check should form part of this risk assessment.**

It is also important that appropriate induction guidance is provided for volunteers as well as new staff. This might cover points such as confidentiality and child protection arrangements.

## **Governors**

From October 2009, there is a mandatory requirement for all school governors to become registered as a suitable person to hold such a position regardless of their level of direct contact with pupils. The registration arrangements will be phased in over a 5 year period from 2009, alongside the massive task of registering all other individuals who are working with children or vulnerable adults. Initially the registration requirements will be applied to newly appointed governors; there will then be a phased approach to the eventual registration of all serving governors - firstly those without a previous CRB check then those checked prior to the registration scheme being introduced.

## **Other Visitors**

It is not necessary to obtain a CRB Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools. However, it is good practice to ensure that visitors sign in and out, and are escorted whilst on the premises by a member of staff or appropriately vetted volunteer.

Examples of people who do not need to apply for a CRB Disclosure include:

- Visitors who have business with the head teacher, principal or other staff or who have brief contact with children with a member of staff present;
- Visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school premises;
- Volunteers or parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, school fete or open day;
- Secondary pupils on Key Stage 4 work experience in other schools, FE colleges or nursery classes; secondary pupils undertaking work in another school or FE college as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or sixth form pupils in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question;
- People who are on site before or after school hours and when children are not present e.g. local groups who hire premises for community or leisure activities.

October 2009

