



THE FEDERATION
OF
ALL SAINTS
AND
ST MARGARET'S
CATHOLIC
PRIMARY SCHOOLS

Policy on Criminal
Background Checks

We follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DCSF, and the Local Authority (LA), copies of which can be made available.

Our policy applies to all staff, governors and volunteers working within our School.

We recognise that staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse and offer support to children in need.

As part of the ethos of our School, the staff and governors are committed to:

- ensuring the School practises safer recruitment in checking the suitability of staff and volunteers to work with children;
- All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. If staff are found to have a criminal record the appointment is reconsidered by the Head Teacher and the Recruitment Committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.
- The Head Teacher sits on all appointment panels where the candidates are external applicants. The Head Teacher and at least one member of the Governing Body has undertaken training on Safer Recruitment.
- New staff are inducted into safeguarding practices. Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.
- ensuring that all staff and volunteers understand, and adhere to, the School code of conduct;
- Volunteers must also have Criminal Records Bureau clearance. For a brief activity, such as a school visit, which does not involve the supervision or close contact of children the school may telephone for a "99" check. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building a full DBS search will be conducted. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children. In addition any volunteer wishing to come into school will have an initial interview with the Head Teacher.
- It is assumed that visitors with a professional role ie. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted.
- The Schools will maintain a Single Central record in each school office which will be reviewed annually.

Date written or reviewed	By	FGB/Committee/HT	To be reviewed again
December 2014	GM	T + L/H+S/FGB	SPRING TERM 2016

Date written or reviewed	By	FGB/Committee/HT	To be reviewed again
December 2014	GM	T+L/H+S/FGB	Spring Term 2016
Spring Term 2016	GM	FGB	Autumn 2017
Autumn 2017	GM	FGB	Autumn 2018

Work and employment covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001, relevant to Local Authorities.

1. Any employment carried out wholly or partly in the precincts of a prison, remand centre or young offenders institution.
2. Any employment or work which is concerned with the provision of health services and which is of such a kind as to enable that person to have access to persons in receipt of such services in the course of his normal duties.
3. Any employment by a local authority in connection with the provision of social services which enables the holder to have access to any of the following people in the course of his normal duties. Those:
 - over the age of 65
 - suffering from serious illness or mental disorder of any description.
 - addicted to alcohol or drugs
 - blind, deaf or without speech
 - substantially and permanently disabled by illness, injury or congenital deformity.

(If a person carrying out their normal duties potentially has an opportunity to abuse a vulnerable person he or she would be considered to have 'access').

4. Jobs involving contact with children in a '**regulated position**' (see below) or in a further education institution where normal duties involve regular contact with persons aged under 18.

Definition of 'regulated position'

- a) Any member of staff whose normal duties involve work in:
 - A care or residential home exclusively or mainly for children
 - An educational institution
 - A children's home or voluntary home
 - A home provided under s.82(5) of the Children Act 1989.

(Positions do not have to be based in one of the above establishments to be covered e.g. could be office based but normal duties involve work in schools).

- b) A position whose normal duties include work on day care premises on which children under 8 are looked after for at least two hours per day.