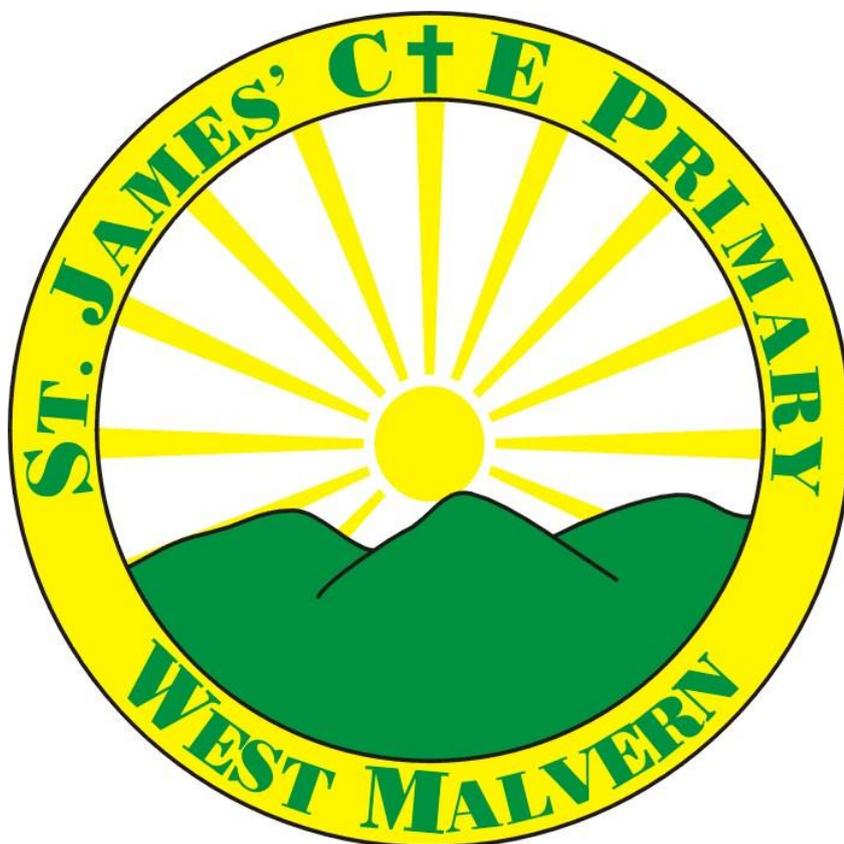


St. James' CE Primary School



Learning Together: Caring Together

Children Working With Adults Policy

Policy Reviewed: November 2015

Agreed by Governors: November 2015

Next review date: November 2018

Enhanced Disclosure Checks and Supervision

All Staff

All staff must be checked through the Local Authority and the Disclosure and Barring Service (DBS) when they are first appointed. An Enhanced Disclosure Form must be completed online and three items of 'proof of identification' brought in to school for checking and records. Identification items are used to complete the relevant section of the Enhanced Disclosure Form. This form is sent to Worcestershire County Council for authorisation and completion. The completed DBS will be returned directly to the applicant who has the responsibility of presenting it in school, who will keep a record of the DBS number on the Single Central Record (SCR). A check of the Barred List will also be carried out.

An eligibility to work in the UK check will also take place and a copy of the appropriate passport page will be taken.

Teaching staff appointed from 2/9/13 are also subject to a Prohibition from Teaching Check.

All teachers and other staff (where applicable) will be required to provide evidence of their professional qualifications. Status checks will be carried out i.e. QTS, HCPC.

Where appropriate, an overseas check will be carried out.

Upon commencement of employment, an induction procedure will be followed and a Code of Conduct issued.

Volunteer Helpers

Disclosure checks are carried out free of charge for volunteer helpers. Volunteer helpers will be provided with an induction; to include an overview of Safeguarding and Child Protection procedures, Health and Safety procedures and the Behaviour and Discipline Policy. A volunteer who does not have a DBS may continue to work with children, at the Headteacher's discretion and subject to Risk Assessment, but only in the presence of another member of staff.

Governors

At St. James', Governors must undertake a DBS as above when they commence their term. This is due to the nature of their work (including in-school monitoring, which could, in some cases, be construed as 'regulated activity').

Visiting Organisations

Generally groups working regularly with children have already arranged their own disclosure checks. In order for the checking of this not to be burdensome to staff, the following guidelines should be followed

- No individual should work with an individual or group of children without a member of St. James' CE Primary School present (this may be a TA).
- Photographs **MAY NOT** be taken by visiting organisations for any reason. If photographs are requested, the Headteacher will arrange for photographs to be taken by a member of staff and sent on to the organisation.
- The school will ensure that no children can be identified in the pictures before forwarding them.
- Under no circumstances will personal details of the children be released to visiting organisations.

Off-Site Visits

Where children will be working with other adults, the teacher organising the visit will obtain a verbal confirmation of DBS clearance from the organisation. The same guidelines as for visitors to the school should be followed, where practicable.

In order to maintain a high adult: child ratio, parents are sometimes asked to accompany the school. The following guidelines should be followed:

- Where possible, take parents who have been cleared by DBS.
- Make sure that there is at least 1 member of staff to 10 children.
- Groups and activities should be arranged so that a member of staff is working alongside parents i.e. they are 'supervised'.
- Children should only visit the toilet with a member of staff (who has been DBS checked) present.

Contractors

Following advice from the Local Authority we:

- Try to arrange all maintenance work either before 8.30am or after 3.30pm.
- Use County approved contactors.
- Accompany all contractors while they are on the premises if the children are in school.