



Wychwood School

Foreign Teaching Staff – DBS Procedure

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Last Reviewed: February 2018

Date of Next Review: February 2019

In order to ensure that Wychwood girls are properly safeguarded when we offer a placement to foreign student teachers, foreign teachers or Gap Assistants, the procedure should be as follows:

Each member of staff must complete a criminal record check in their country of origin, a copy of which must be received by Wychwood before employment can be confirmed and before they arrive at Wychwood. ID documentation such as passport, visa etc. will be brought with the staff when they come to Wychwood. All original documentation must be copied on commencement of their employment.

Each member of staff must be informed of the paperwork they require in order to complete the UK DBS check prior to arrival at Wychwood. If sufficient documentation is available, then prior to arrival in the UK, Wychwood School will apply for a full enhanced DBS check and a Children's Barred List check.

However, in cases where a Gap assistant is coming to live in Wychwood or for interns or student teachers coming for a month or less, this is impossible. In these cases the member of staff may not join Wychwood without the criminal record check from their country of origin. Prior to arrival, a Barred List check and Risk assessments will be prepared.

- Gap assistants must then open a bank account immediately on arrival and as soon as the account opening paperwork is available, an enhanced DBS check will be carried out. The Gap assistant may not be left unsupervised until the DBS check has come through electronically.
- Interns or student teachers may not be left with girls unsupervised while they are in Wychwood although they may work in a room alone.

Required Information and Documentation for an Enhanced DBS Check

Group 1 – Primary Trusted Identity Credentials

- A current valid Passport (*any nationality*)
- Biometric Residence Permit (*UK*)
- Adoption certificate (*UK and Channel Islands*)
- Birth Certificate issued within 12 months of birth (*UK, Channel Islands and UK authority overseas i.e. Embassy or HM Forces*)
- Current photocard driving Licence - *UK/Isle of Man/Channel Islands/other EU country (full or provisional)*

Group 2a – Trusted Government/State Issued Documents

- Birth Certificate - issued more than 12 months after birth (*UK and Channel Islands*)
- Marriage/Civil partnership certificate (*UK and Channel Islands*)
- HM Forces ID card (*UK*)
- Firearms Licence (*UK and Channel Islands*)
- Current photocard driving licence – all other countries (full or provisional) (excluding UK/Isle of Man/Channel Islands and EU)
- Current paper version driving licence - UK/Isle of Man/Channel Islands and EU (full or provisional)

Group 2b – Financial/Social History Documents

- Work permit/visa (residence permit) (*UK*)
- Letter of Sponsorship from future employment provider (*Non-UK or Non-EEA only – valid only for applicants residing outside of the UK at time of application*)
- EU National ID Card
- Cards carrying the PASS accreditation logo (*UK and Channel Islands*)
- Letter from Head Teacher or College Principal of a UK institution – only to be used by 16 - 19 year olds in full time education if other documents cannot be provided

The following documents must have been issued within the past 12 months:

- P45 certificate statement (*UK and Channel Islands*)
- Council Tax statement (*UK and Channel Islands*)
- Mortgage statement (*UK or EEA*) – (*non EEA statements must not be accepted*)
- P60 statement (*UK and Channel Islands*)
- Financial statement e.g. pension, endowment, ISA (*UK*)

The following documents must have been issued within the past 3 months:

- Bank/building society statement (*UK and Channel Islands or EEA*) – (*non EEA statements must not be accepted*)
- Credit card statement (*UK or EEA*) – (*non EEA statements must not be accepted*)
- Bank or building society account opening confirmation letter (*UK*)
- Benefit statement - e.g. Child Allowance, Pension (*UK*)
- Document from Central or local government, Government Agency, or local council document giving entitlement (*UK & Channel Islands*) (*any two documents issued by different bodies*)
- Utility bill/statement such as Electricity, Gas, Water or Telephone (not mobile telephone) (*UK*)

Applicants will also require a 5 year accommodation history, details of all names used over their lifetime and, if available, a National Insurance number.

Once the Children's Barred List check and the risk assessment are completed and while waiting for the DBS check to come through, the member of staff may not be left alone with any girl or girls.

If sufficient documentation is not available to complete a DBS check either prior to arriving in the UK or after arrival in the UK, Wychwood School will complete a UK Children's Barred List Check and a risk assessment which will be reviewed every two weeks. Wychwood School

