



Wychwood School

House Staff – Safer Recruitment and DBS Checks **Author: AC AKJ** **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 House staff, the procedure should be as follows:

DBS, ID, Children's Barred List and Prohibition Checks

Each member of staff must have an enhanced UK Disclosure and Barring Service Check (DBS) the result of which must be received by Wychwood School before employment can be started or confirmed along with photo ID documentation such as passport, visa etc. All original documentation must be supplied prior to commencement of their employment.

If the employee is from overseas they must also complete a criminal record check in their country of origin, a copy of which must be received by Wychwood School before arriving. If this is not available the member of staff cannot be appointed to a house position. If this is available then the member of staff cannot work within the boarding house until enhanced DBS check is completed. They may work within school but not the boarding house if an appropriate risk assessment has been undertaken by the Head and they are supervised in all contact with pupils.

Each member of staff must be informed of the paperwork they must have in order to complete the enhanced UK DBS check within the three months prior to commencement of their employment at Wychwood School. The member of staff will need to have at least one of the following documents:

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

In addition they will need to have at least two additional documents from the attached checklist showing proof of current address in their home country. If this is satisfactory, then on arrival in the UK, Wychwood School will immediately apply for a Children's Barred List check and a UK DBS check. Employment cannot be confirmed until a satisfactory Children's Barred List check and UK DBS check is received by the employee and verified by the school.

A check will also be made to establish whether the applicant is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act and whether they are subject to any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in such a direction;

New members of house staff have the opportunity to register with the online DBS Update Service but this is not a requirement of employment.

Following the guidelines set out in a letter dated 19.09.13 from Ian Jacobs from the Department of Education (on behalf of Mr Edward Timpson MP Parliamentary Under Secretary of State for Children and Families) in response to a query from Mr Edward Timpson at St George's School, there is no requirement to re-check the DBS status of house or any other staff every three years unless there is cause for concern.

Checks for non-staff members who live on school premises

The following checks are carried out on anyone over the age of 16 living on the school premises but not being employed by Wychwood School:

- Enhanced DBS check
- Children's Barred List check
- Photo ID
- Written agreement specifying the terms of their accommodation, guidance on contact with pupils, responsibilities to supervise visitors and notice of termination of agreement should evidence suggest they are unsuitable to have regular contact with pupils.

Anyone living on the school premises but not being employed by Wychwood School must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

All persons visiting a member of the boarding staff overnight must be notified to the Head in advance so s/he can produce the appropriate risk assessment. The visitor must move through the boarding house by the shortest possible route and will always be accompanied in the boarding house by the member of staff s/he is visiting.

All persons visiting boarding accommodation (e.g. outside delivery and maintenance personnel) are kept under staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.