

# SAFER RECRUITMENT POLICY

Aim  
Scope  
Legislation and Regulation  
Persons to Record  
Systems and Governance  
Process  
    What should be Recorded  
    Completing the Checks  
    Identity Checks  
    Qualifications  
    Prohibition Check  
    Barred List Check  
    Section 128 Check  
    DBS Check  
    Right To Work Check  
References

Safer Training  
HR Employee Files  
Training  
Responsibilities  
Forms  
Annex A  
Annex B

## Aim

This Policy sets out the Trusts responsibilities and requirements in relation to safer recruitment, pre- employment checks and maintenance of the Single Central Record (SCR) including ongoing employment checks.

## Scope

This Policy applies to all staff involved in recruitment processes, especially to principals and school Safeguarding Leads who have responsibility and oversight of the maintenance of the SCRs, members of the central People Team and all recruiting managers.

## Legislation and Regulation

The legislative requirement for maintaining a SCR is detailed in the original publication “Safeguarding Children and Safer Recruitment in Education (2007)” and expectations set in [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/102422/Keeping_children_safe_in_education_-_GOV.UK.pdf).

## Persons to Record

All schools must use the Trust SCR format (Annex A) and spreadsheet and not add or delete headings. The SCR must be maintained electronically within the school, password protected and accessed only by a secure password and backed up every week.

The password must be changed at least once per every school year.

There must be a member of staff on site that can access the SCR. It must be accessible to the Principal, Designated Safeguarding Lead, the Trust's Director of Educational Welfare & Safeguarding, designated school administrator and designated People & HR Team Lead and Chief Finance and Operating Officer.

The SCR must cover all staff, including teacher trainees on salaried routes, agency, and contractors and/or third-party supply staff who work at the school, members of the Local Stakeholder Board (LSB) and members and trustees of the Trust. The SCR must therefore include:

- All staff who are employed directly by the school;
- All long-term supply/agency staff and daily supply even if only on site for one day;
- Any volunteer who works regularly with children;
- All who are engaged in "[Regulated Activity](#)";
- Trustees and members;
- Members of the LSB;
- Volunteers;
- All agency, contractors, and third-party staff regardless of how many days they will be working at the school;
- People brought into the school to provide regular additional teaching or instruction but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers, Artists etc;
- Regular contract staff such as contract cleaners or caterers;
- Visitors who are in the school on a 'regular' basis must be on the SCR. In this context, 'regular' means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period (or in some cases, overnight). Visitor protocol guidance is at Annex B.

Volunteers who carry out unsupervised teaching or look after children regularly, or who provide intimate or personal care or healthcare on a one-off basis in Schools will be in regulated activity. They must be added to the SCR.

## Systems and Governance

Schools must obtain written notification from any agency or contractor/ third party to confirm that the relevant assurance checks have been completed. This includes obtaining the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff. The school must also check that the person presenting themselves for work is the same person on whom the check has been made.

The details from the agency must be recorded on the SCR and the date you received the information. The confirmation must be filed. The agency must be contacted if they have not provided the information required.

SCR records for non-school staff (i.e., DMAT) are maintained centrally and provided where appropriate to individual school SCRs.

Trainee/student teachers that receive a salary must have the necessary checks carried out by the school. Where trainee teachers are fee funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. The letter of assurance for the training provider should be recorded on the SCR under the 'contractor' tab.

The SCR should reflect the current workforce. When someone leaves the school, their record must be removed from the SCR.

## **Process**

### ***What Should Be Recorded***

The SCR is an integral part of the Trusts Recruitment and Selection Policy, recording and referencing the pre-employment checks within a single comprehensive document. The information that must be contained in the SCR is:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- a check of professional qualifications; and
- a check to establish the person's right to work in the UK;
- a section 128 check for those in management positions

Under each of these headings should be recorded:

- Date check completed; or
- Relevant information; or
- NR (NOT REQUIRED).

Cells should never be left blank.

The Trust's template (excel format) for the SCR complies with the Statutory regulations and best practice to support us in delivering the principles of Safer Recruitment.

You must never leave an empty field. If not required insert NR in the cell.

In the first instance dates (or NR) must be recorded in each cell. Occasionally it is useful to include notes on the SCR if there has been additional information required. For example, if a DBS certificate hasn't arrived then you would need to do a separate barred list check and a risk assessment. You must add a note on the SCR that indicates that a risk assessment is on file.

**Disqualification:** Schools must ensure that they are not knowingly employing a person or engage a contractor, agency worker or third-party organisation who is disqualified in connection with relevant childcare provision. This is achieved primarily through applications to the Disclosure and Barring Service (DBS). In support of this, schools should take an opportunity to create the right culture and environment so that staff feel comfortable, where it's appropriate, to discuss matters outside of work, which may have implications for the safeguarding of children in the workplace.

In Line with Statutory Guidance any staff, contractors, agency workers or third party organisations working with under 5's, under 8's in out of school hours or those involved in the management of such provision will be verbally reminded by the headteacher to self-declare if they are disqualified through meeting the 'Disqualification under the Childcare Act 2006', to inform the school if their relationships and associations may have implications for the safeguarding of children, and to inform the school of any changes in circumstances in relation to disqualification.

Each school SCR will have a tab labelled 'Disqualification' and this will include a record of all staff names alphabetically (including volunteers and other non-contracted workers) with the date of when the above verbal reminder was completed. NOTE: If a member of staff or worker provides a positive disclosure then the Director of Educational Welfare and Safeguarding and People Team should be contacted to inform next steps.

### ***Completing the checks***

No new employees can commence employment without all appropriate and satisfactory pre-employment checks are in place unless there is formal authorisation

via email from the Chief People Officer following assessment by the central Trust review team comprising of the Chief Executive Officer, Chief Finance and Operations Officer, Director of Educational Welfare and Safeguarding and Chief People Officer. A completed risk assessment by the Principal on behalf of the member of staff must be included as part of the review.

Where a school is authorised to allow an individual to start work in related activity relating to children before the DBS certificate is available, a separate barred list check must be undertaken. The individual should also be appropriately supervised, and all other checks undertaken.

### ***Identity Checks***

The documents you check must confirm name, date of birth, address and should be in a photographic form of identity such as a passport or driving license. If the individual cannot provide any form of photographic evidence, you should try to seek more than one additional form of ID along the lines required by the DBS checklist. It is best practice to check the name on a birth certificate, where this is available. Further identification checking guidelines can be found on [How to prove and verify someone's identity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-prove-and-verify-someone-s-identity).

They must be able to show:

- one document from Group 2a
- two further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address.

You must see originals. Photocopies must never be accepted.

Record on the SCR the evidence you have seen, e.g., passport, driving licence etc., plus the date it was checked.

Take a copy of the documents, sign, and date that the original has been seen and hold the copy in the employee HR file. Copies should be sent to People Team for uploading into the HR System.

### ***Qualifications***

You must record the professional qualifications that are a requirement of the job, e.g., Qualified Teacher Status (QTS) for a Teacher or perhaps an NVQ2 for a Teaching Assistant.

Schools must use the Teaching Regulation Agency's (TRA) Employer Access Service to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

If the person needs to be registered with any other professional body to do the job, such as a health care professional or Social Worker, you also need to record that you have carried out the relevant checks.

Record the qualification/s that you have evidenced, and the date seen. Copy the documents, sign, and date that the original has been seen and hold the copy in the employee HR file. Copies should be sent to People Team for uploading into the HR System.

If the person has an overseas qualification and you are unsure of its comparability to a UK qualification you can check this with HR or direct with various websites such as the UK national agency for international qualifications and skills ([UK ENIC](#)).

### ***Prohibition Check***

It is a statutory requirement that a Prohibition Order check must be made for any teacher the school employs.

This is not the same as a Barred List check (obtained via the DBS). Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). The prohibition check can be made via the Teachers Services' System. This is a free service for schools, local authorities, and supply agencies in England to check the record of any teacher they are considering employing.

New teachers will also have a prohibition check completed 12 months after one year's employment anniversary to ensure no record exists of any TRA that may have been in progress at point of recruitment.

Through the Teaching Regulation Agency's (TRA) [Employer Access Schools](#) you can check:

- teacher's personnel details;
- initial teacher training qualifications;
- qualified teacher status;
- induction status;
- supplementary qualifications;
- details of any active sanctions;
- a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current;
- prohibition from teaching;
- Section 128 Direction check;
- Barred List check.

In the absence of the QTS number checks can still be made on the website, Teachers Services' System. This provides a full and comprehensive list of all staff with QTS or unqualified that have any sanctions against them. For QTLS checks The

Society for Education and Training will provide information of any sanctions against staff.

This service will also identify any existing prohibitions and sanctions made by the General Teaching Council (GTCE) before its abolition in March 2012.

It must be recorded on the SCR if a Prohibition Order check is required and the date of the check.

### ***Barred List Check***

A Children's Barred List check (formerly List 99) must be undertaken on all staff working in schools in Regulated Activity. If an Enhanced DBS check has been made this can include a check against the Children's Barred list if requested. If a member of staff is to be allowed to start work before their DBS disclosure has been returned, you must carry out a separate Barred List check prior to starting work at the school. No new starter can commence employment without a Children's Barred list check.

It is unlawful to conduct a Barred List check for a person who is NOT engaged in Regulated Activity. This has implications when checking some Volunteers. Where this applies, a risk assessment must be completed to mitigate against the risk of contact with children when on site and a record retained.

A volunteer is not in regulated activity where they are working in a school under regular day to day supervision by someone who is in regulated activity (like a Teacher or Teaching Assistant).

Where this is the position:

- the school does not need to carry out an enhanced DBS check on the volunteer (although has the discretion to choose to do so), and
- must not carry out a Barred List check; and
- must complete a volunteer risk assessment.

In line with the [Governance handbook and competency framework - GOV.UK \(www.gov.uk\)](http://www.gov.uk) all Trustees will receive an enhanced DBS check with Children's Barred list given the potential for their roles to include working in regulated activity.

### ***Section 128 check***

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management position in the school as an employee; a trustee; part of the governance or has been delegated any management responsibilities.

A check for Section 128 direction must be carried out using the Teaching Regulation Agency's (TRA) Employer Access Service

Where the person will be engaging in regulated activity, a DBS barred list check can also identify any section 128 direction. The DBS certificate will also indicate the outcome of a section 128 direction check.

It must be recorded on the SCR if a Section 128 direction check is required and the date of the check.

There is no exhaustive list of roles that might be regarded as ‘management’ for the purpose of determining who requires a Section 128 check. Within DMAT, a section 128 direction check must be completed for all school & MAT leaders, senior leaders, and governance in the school. This is also relevant for Trustees.

### **DBS Check**

The Trust requires a new DBS check for all new employees regardless of any break in service.

New appointments are summarised in the table below:

<b>Person</b>	<b>Circumstances</b>	<b>Mandatory Requirement</b>	<b>Trust Requirement</b>
New staff	>3-month break of service	DBS + Barred List	
	Similar position	Optional above	DBS & Barred List
New volunteer or Trustee	Contact with children + not supervised	DBS + Barred List	
	Contact with children + supervised	DBS optional no barred list	Enhanced DBS No Barred list check
Agency and Contractor	If regulated activity	DBS + Barred List by organisation (or just DBS if not in regulated activity)	

Record on the SCR: The DBS issue date, DBS number, date of Children’s Barred List and the date the certificate was seen, the date the DBS update service was checked, or date the confirmation was received from the relevant organisation.

Do not keep copies of the DBS applications/supporting documentation once the number has been obtained. These must be appropriately destroyed in accordance with GDPR.

A risk assessment must be completed if an Enhanced DBS check is not clear.

When you have undertaken DBS rechecks, update your SCR with the current details.

It is important to note that if a school chooses to carry out an enhanced DBS check on a volunteer who does not qualify for a Barred List check they must ensure that when the DBS application form is completed box that requests the Barred List check is not ticked.

The Disclosure and Barring Service introduced a portability scheme in July 2013. This allows individuals to subscribe to the scheme by paying an annual fee (free for volunteers) that enables their next DBS disclosure to be considered portable.

This means that a school proposing to engage an employee or volunteer who holds a portable DBS can accept their current DBS and check on-line to see if there have been any changes. This is a free service. If there has been an update to the information contained on the disclosure, the school must request a new one. If there are no amendments the school can accept the current DBS certificate for the purposes of the pre-employment check and update the SCR as live.

For new starters who utilise the DBS update service, the school must still check the original DBS certificate as part of pre-employment checks and complete the relevant sections of the SCR. The school should also record that they have completed the on-line portability check and record the date/who completed the check.

The Trust requires that all staff are registered with the update service and the People Team will complete an update check annually. Employees will need to join the DBS update service and the Trust will cover any expenses incurred in doing so.

### ***Right to Work Check***

For individuals who have lived or worked outside the UK, schools must carry out the same checks as for everyone else but in addition must make any further checks considered appropriate.

These checks could include, where available:

- Criminal records checks for overseas applicants - [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](#) should be used to inform checking processes; and for teaching positions
- obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.
- Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database.

- Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available, schools should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

The Home Office has published guidance on criminal record checks for overseas [applicants](#). The DFE has also issued guidance on the employment of overseas-trained teachers. This provides information on the requirements for overseas trained teachers from the European Economic Area to teach in England and the award of QTS for teachers qualified in Australia, Canada, New Zealand, and USA.

Schools must record on the SCR what document has been seen to verify the person's right to work in the UK and the date of the check.

### **References**

Two references should be obtained prior to interview for all shortlisted appointments where able to do so and must be obtained before any formal offer of employment is made. One of the required references should always be obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent employment and reasons for leaving should be obtained from the school, college, Local authority (LA) or organisation at which they are employed.

References should be scrutinised, and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. They should always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.

Employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor should they only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, employers should ensure they originate from a legitimate source.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

Any information about past disciplinary action or allegations should be kept in a separate secure HR folder.

References should be retained in the employee file.

### ***Annual Declarations***

The Annual Declaration requires staff to declare:

- Criminal convictions;
- Their understanding of, and agreement to adhere to key policies;
- Business or personnel interests; and
- Changes to personnel data (as applicable).

The school must issue the Annual Declaration to all staff immediately prior to the start of their employment and yearly thereafter. All sections must be completed. The date of completion of the Annual Declaration must be recorded on the SCR.

Schools must be able to evidence that all staff have completed the Annual Declaration, specifically the section regarding acceptance of safeguarding information.

## **Safer Recruitment Training**

Safer recruitment training teaches safeguarding skills that help schools to better protect children while recruiting staff and volunteers.

At least one member of any recruitment panel must have received appropriate Safer Recruitment training in line with safeguarding guidance and the member details must be specifically highlighted in the interview panel records.

The Trust has an established provision for training for all Trust staff.

Safeguarding interview questions appropriate to the post being recruited to must be asked.

All electronic application forms must be signed by the candidate at the interview.

All staff must attend a Safeguarding Refresher training session every year and a register must be taken to evidence their attendance. All staff must read the most recent update of 'Keeping Children Safe from Education' Part 1 and Annex A. Staff must sign and date to acknowledge that they have read and understood this document. This should be recorded on the SCR.

Staff in leadership positions (i.e., SLT/SEND/CO/Phase Leads/Year Leads/Safeguarding Team) will sign and date to confirm that they have read the full document.

## HR Employee Files

Having completed the pre-employment checks in line with the Recruitment and Selection Policy, the Electronic files must contain the following:

- Two references (one of which must be from the applicant's most recent employer and be provided by their line manager or headteacher) which the school considers to be satisfactory;
- Signed hard copy of the application form or electronic application form sent via a work email or uploaded on to the Trusts recruitment platform;
- Photocopies/scans of original documents confirming any educational and professional qualifications referred to in their application form;
- Evidence of Identity, in most cases this is a copy of photo ID. If alternative identity checks were required, these must be kept in the file;
- Confirmation of fitness to work and copies of any risk assessments completed because of any occupational health assessment;
- Right to Work;
- If the DBS disclosure revealed a criminal record and a DBS risk assessment is required a copy of the risk assessment must remain on the file;
- Contract of Employment – Signed by the recruiting manager and Employee;
- Equal Opportunities Monitoring form;
- Offer of appointment letter;
- Prohibition print check – dated;
- All interview related information for the employee –, interview scoring template (including evidence of safeguarding questioning), records of observations and other tasks undertaken;
- Mental and physical fitness to work risk assessments;
- Copy of any amendment to contract letter, including hours, grade, pay etc;
- Letter of Reassurance;
- Training records / certificates including Safer Recruitment;
- Confirmation of the initial DBS check including issue date, DBS number, barred list date and check completed by/date;
- Annual Declaration Forms.

Files must not contain:

- The DBS certificate. The DBS number is recorded on the SCR;
- Any documentation of proof of address such as a bank statement or electrical bill must be returned to the member of staff or destroyed.

Employee files are confidential, and the SCR should be password protected and regularly backed up. A hard copy of the SCR should always be available in case of IT failure/breakdown.

Any electronic employee files held outside of the HR platform should be stored in a secure place and have restricted access.

## **Training**

SCR Training will be provided for staff where their role requires them to have responsibility for maintenance and quality assurance of the SCR.

## **Responsibilities**

The school Principal has overall responsibility and accountability for the SCR and the content of the employee files but will delegate the process of maintaining them to the school SCR Lead. The SCR must be reviewed half-termly by the principal and/or the Designated Safeguarding Lead. The Trust will also undertake termly checks on the SCR. These checks will be undertaken by Central Trust Staff (e.g., Chief People Officer, Director of Educational Welfare and Safeguarding, Executive Principals). A record of findings from the check should be kept. This should outline the focus of the check, strengths and any actions requiring attention. Copies of this should be shared with the Principal, the Designated Safeguarding Lead, the Chief People Officer, and the Director of Educational Welfare and Safeguarding. Where any actions require attention deadlines will be set and a follow-up check will be undertaken.

Staff are responsible for providing relevant documentation in a timely manner. Should this not be provided this should be escalated to the school Principal and Chief People Officer.

The Trust People Team will secure DBS, Prohibition and 128 checks, fitness to work assessments and references for all employees and will provide this to the school for recording on the SCR. All other checks must be undertaken by the school.

For Volunteers and Governors, the Trust People team undertakes the DBS and 128 checks and will provide this to the school for recording on the SCR. All other checks are to be undertaken by the school.

The person who was responsible for verifying all the documents and clearances must be recorded on the SCR template.

## **Forms**

SCR Template

Childcare Disqualification

Pre-employment inc DBS Risk Assessment

Letter of Assurance – Agency

Letter of Assurance – Contractor – Regulated

Letter of Assurance – Contractor – Unregulated

Letter of Assurance – Self Employed Contractors  
SCR Termly Review Template

## Annex A

### Dartmoor Multi Academy Trust Safer Recruitment – SCR Principles

Ensure that you are familiar with **Part 3 of KCSIE (safer recruitment)**

All schools within DMAT must use the **DMAT SCR template**. This template complies with the statutory guidance and best practice to support schools in delivering the principles of safer recruitment:

- Fidelity with the template is important.
- Do not alter the headings or delete columns.
- **Training tab** – please add columns, as necessary, and title accordingly.

Please list staff in **alphabetical order**, by their surname on the SCR. Please do not insert own categories for organising staff by role. The 'role' column enables schools to filter by role.

SCR should be a **live document**. Leavers should be removed from the SCR.

Where a member of **staff has several roles** within the school, only record that member of staff once on the SCR under their main role.

**Right to work check** – <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide> - The annexes provide guidance on the list of acceptable documents for right to work checks

Where there is not a requirement to enter a date or information in a cell please insert '**NR**' – **Not Required**.

It is for the Principal / DSL to determine whether a contractor is in **regulated activity** or not. Page 35 of KCSIE provides an overview of the definition for regulated activity.

**Contractors / agency / third party staff** – ensure familiarity with the DMAT guidance and requirements.

Do not leave **columns/cells blank**. If you are awaiting information, record this as a comment – ensure comment includes a date for following-up.

To ensure **avoidable errors** do not occur:

- do not copy and paste rows from one spreadsheet to another

- as part of the school’s internal SCR checking; ensure that you check that what is recorded in the individual cell meets the requirements of the column heading and guidance.

## Annex A

### Reference Points:

#### KCSIE Sept 2021 Reference points:

It is important that colleagues are familiar with Part 3 of KCSIE – Safer Recruitment.

Appointments:	Agency and third-party supply staff:	Volunteers:	Contractors:
<ul style="list-style-type: none"> <li>• Para 211 - 213</li> </ul>	<ul style="list-style-type: none"> <li>• Para 268 - 271</li> </ul>	<ul style="list-style-type: none"> <li>• Para 287 - 294 – including requirement of risk assessments (para 289)</li> </ul>	<ul style="list-style-type: none"> <li>• Para 272 -277</li> </ul>

#### Regulated activity:

- Page 56 – including definition of ‘regularly’ (footnote 66)

#### Childcare disqualification:

- Para 245
- <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#staff-covered-and-relevant-settings>
- ‘Where schools or local authorities use staff from any agency, or third-party organisation (for example a supply teacher, music teacher or sports coach) to work in relevant childcare provision, or contract out such childcare, they must obtain confirmation that the agency or organisation providing the staff has informed them that they will be committing an offence if they are deployed to work in relevant childcare, or are directly concerned in the management of such provision, if they are disqualified under the 2018 regulations. This should include the provider requesting that their staff inform them if they consider that they could be disqualified under the legislation.’

#### Paragraph 228: Starting work in regulated activity before DBS is available

Where a school or college allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check have been completed.

- Pre-appointment check – para 229 - obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available

Annex F: Statutory guidance - Regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised – pgs. 111-113

**Should there be any questions please firstly raise these with the DSL. If further clarification is required, please email [HR@DMATschools.org.uk](mailto:HR@DMATschools.org.uk)**

## **Annex B**

### **Visitor Protocol Guidance**

All visitors to the school will be asked to bring formal photographic identification with them at the time of their visit. They must follow the procedure below:

- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal photographic identification upon request.
- Attention should be raised to the safeguarding procedures at the school. By signing in, the visitor confirms acceptance of the procedures.
- All visitors will be asked to sign the signing in system. Required information will include their name, organisation, who they are visiting and vehicle registration.
- All visitors will be required to wear an identification badge and lanyard. Both the badge and lanyard must remain visible throughout their visit.
- Visitors must be escorted from reception by their point of contact. The contact will then be solely responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List (see below).

### **Approved Visitor List**

The school will hold an approved visitor list for visitors who frequently visit to undertake work within the school (including contractors and supply staff). To qualify for this list the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear enhanced DBS check and a copy of this has been registered on the School's SCR; AND
- b) A current clear DBS children's barred list check has been undertaken for those working in regulated activity; AND
- c) A letter of assurance from the relevant organisation that confirms all other appropriate checks have been completed

### ***Other requirements:***

- a) Visitors on the approved List MUST follow the same procedures on entry to the premises (i.e., come to reception and sign the signing system and then escorted from reception by their point of contact to a base point). Once on site, approved visitors are allowed unescorted access throughout the school.
- b) Approved visitors will be required to wear an identification badge and lanyard. This indicates that, whilst they have all appropriate checks to be unaccompanied on site, they are not a school member of staff and therefore may require additional support
- c) in relation to specific pupil concerns or fire alarms/lockdowns etc. Both the badge and lanyard must remain visible throughout their visit.
- d) A copy of the approved visitor list will be always kept behind reception so that office staff who are not privy to the school SCR are able to sign in as appropriate.
- e) This must be kept up to date.

### **Visitors Departure from the School**

- On departing the school, all visitors MUST leave via reception and:
- Sign out in the same manner as signing in.
- Return the identification badge and lanyard to reception.

### **Unknown/Uninvited Visitors to the School**

Any visitor to the school site who is not wearing an identity badge or who is unaccompanied should be challenged politely to enquire who they are and their business at the school.

They should then be escorted to reception to sign in and be issued with an identity badge or to be collected by their point of contact. The Principal must be informed to review the incident.

The procedures under “Visitors to the School” above will then apply. If the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.

### **Trustees and Volunteers**

All Trustees and volunteers must comply with safeguarding procedures and sign in as an approved visitor. The People Team will assist in obtaining the DBS checks.

New volunteers will be asked to comply with this Policy by the point of contact when coming into the school for an activity or class supporting role.