

## Pre-appointment Checks Guidance

This guidance is designed to be used by those responsible for organising or appointing new staff, volunteers, Governors, supply/agency staff, trainee teachers, self-employed individuals and contractors of services. It has been compiled using the ISI Handbook for the Inspection of Independent Schools; The Regulatory Requirements (September 2016), Keeping Children Safe in Education document (DfE, September 2016), the statutory guidance issued by DfE in February 2015 regarding Disqualification under the Childcare Act 2006, and Working Together to Safeguard Children, (March 2015).

Supporting documentation and standard forms can be found: [\\bsdata2\bs-shared\\$\Central Services Shared Documents\CS Personnel\Recruitment Guidance](\\bsdata2\bs-shared$\Central Services Shared Documents\CS Personnel\Recruitment Guidance)

**Table 1: Types of Checks**

The table in Appendix 1 confirms which checks need to be completed when i.e. prior to start date.

No.	Check	Detail	Guidelines/Regulations Reference/Bolton School Documents
1	Identity Checks	These are made against an official document such as a passport, a driving licence or birth certificate. Photographic identity must be included, together with evidence of date of birth and address e.g. utility bill, bank statement or similar. This check must be completed <b>prior to the individual starting</b> . A copy of the ID must be taken, signed and dated by the member of staff who sees the original document to verify that this is a true copy of the original. This is retained in the Personnel Department.	Para. 102, page 27 (KCSIE - DfE) Para. 252 - 253, page 53 (ISI)
2	Children's Barred List Check	Previously known as List 99, this is a list (held by the Disclosure and Barring Service) of the names of individuals who are barred from working with children. This check has to be completed by a member of staff in the Personnel Department <b>prior to the individual starting. It is an offence for anyone to work in a School without clearance against the Children's Barred List.</b> In order to do the check, identity must be provided to the Personnel Department that supports the individual's name, DOB and all previous surnames where applicable.	Paras. 102 - 106, pages 27 and 28 (KCSIE - DfE) Paras. 240 - 241, page 51 (ISI)
3	Enhanced Criminal Records Check	If the individual has subscribed to the DBS UPDATE service, they will need to provide the school with their most recent original criminal records disclosure and give consent for the school to make the online check in respect of whether any changes have occurred since the date of the disclosure provided.	Paras. 92 – 94, page 25 and Para. 107, pages 28, and 29. (KCSIE - DfE)

		<p>For those who have not subscribed to the DBS UPDATE service the individual <b>must</b> have completed a Disclosure application form <b>prior to starting and this must have been submitted to DBS prior to the individual starting. Ideally, clearance should be received prior to the individual starting.</b></p> <p>A short period of work is allowed under controlled conditions, “at the Head’s discretion”, (NB for practical reasons, at Bolton School this has been extended to include “at the Senior Manager’s discretion”) and if an ‘enhanced disclosure’ is delayed, a Head, (or Senior Manager) may allow the member of staff to commence work:</p> <ul style="list-style-type: none"> <li>- without confirming the appointment;</li> <li>- after a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks having been completed satisfactorily;</li> <li>- provided that the DBS application has been made in advance;</li> <li>- with appropriate safeguards taken (for example, loose supervision);</li> <li>- safeguards reviewed at least every two weeks;</li> <li>- the person in question is informed what these safeguards are; it is recommended, but not a requirement that a note is added to the single central register and evidence kept of the measures put in place.</li> </ul> <p>If this is not possible, their start will need to be delayed.</p> <p>In the case of staff who work in EYFS settings if the enhanced disclosure is not received prior to the start date the individual <b>must not be left unsupervised</b> with child/children, they must not take a child to the toilet or change nappies.</p>	<p>Paras. 242-251, pages 51 - 53 (ISI)</p> <p>The Bolton School ‘Checklist for work BEFORE the DBS is received’ should be completed and signed by the Head or Senior Manager in the case of CS staff. Once the clearance is received from the DBS the completed form should be returned to the Personnel Department and the details logged on the Single Central Register.</p> <p>Para. E29, page 92 - 93 (ISI)</p>
3.1	Overseas checks, where appropriate	<p>Staff who have lived overseas for three months or more in the last five years are required to have an enhanced criminal records check in the same way as above but if this is not considered sufficient (because it would not cover offences committed abroad, but only those on the Police National Computer), the school should obtain whatever evidence of checking is available from the person’s country of origin (or any other countries in which he or she has lived) and do this before the appointment is made. A UK national returning</p>	<p>Paras. 114 - 115, page 33 (KCSIE - DfE)</p> <p>Paras. 263 – 266 &amp; 268, page 55 - 56 (ISI)</p>

		<p>after working in a foreign country should be asked to obtain a certificate of good conduct or equivalent from the country in question.</p> <p>Extra references should be requested for applicants from countries which do not provide a criminal record check.</p> <p>Essentially where a member of staff has worked in a school in the UK since returning from overseas, the standard checks can be made for subsequent appointments.</p>	
4	Right to Work in the UK	<p>Evidence of this must be provided <b>prior to the individual starting</b>. The easiest form of evidence is an eligible passport. A list of other valid evidence, as determined by the UK Border Agency, is available from the Personnel Department. A copy of the evidence provided should be taken, signed and dated by the member of staff who sees the original document to verify that this is a true copy of the original. This is retained by the Personnel Department.</p>	<p>Para. 102, page 27 (KCSIE - DfE)</p> <p>Para. 269, page 56 (ISI)</p>
5	Two References	<p>Two references should be taken up, ideally before interview, including a request for any reason why the applicant should not be employed for work with children. In exceptional circumstances if a reference is taken over the telephone, detailed notes should be taken, and the note dated and signed. The notes taken must include details of responses in relation to all the questions on the School's reference request form, particularly to include whether there is any reason why the individual may not be suitable to work with children. References should be checked on receipt to ensure that all specific questions have been answered satisfactorily, with appropriate follow-up where required. References not received in good time before appointment should be chased by telephone and alternative referees approached if needed.</p> <p>One reference must be from the individual's last employer. Referees must not be related to the individual.</p> <p>References must always be requested directly from the referee. Open references e.g. 'To whom it may concern' must not be relied upon.</p> <p>If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.</p> <p>Extra references should be requested for applicants from countries which do not provide a criminal record check.</p>	<p>Paras. 108 - 111, page 31 (KCSIE - DfE)</p> <p>Para. 259 - 261, page 54 - 55 (ISI)</p> <p>Bolton School Reference Request Forms</p>

6	Previous Employment History	<p>This check is no longer specified in the ISI regulations but is required as part of having regard to KCSIE. NB Having regard permits some flexibility where there is good reason which should be used rarely and only for the benefit of the pupils, not the Foundation.</p> <p>Information about previous employment should be provided in the form of an application form or, in exceptional circumstances, a CV. Checks of previous employment history should ascertain satisfactory reasons for any gaps in employment. The information provided by the candidate should be checked against references subsequently received, and discrepancies raised with the candidate.</p>	<p>Paras. 108 - 111, page 31 (KCSIE - DfE) Paras. 258 - 259, page 54 (ISI)</p>
7	Qualifications	<p>Original certificates for qualifications that are a requirement for the post should be seen <b>prior to the individual starting</b>. A copy of the certificates should be taken, signed and dated by the member of staff who sees the original document to verify that this is a true copy of the original. Copies are retained by the Personnel Department.</p>	<p>Para. 102, page 27 (KCSIE - DfE) Para. 262, page 55 (ISI)</p>
8	Medical Fitness	<p>The Foundation must satisfy itself of the medical fitness of staff to carry out the duties of the post for which they have applied. This will be provided by completion of the School's medical declaration, issued from the Personnel Department, and the subsequent clearance by the Personnel Department. If medical conditions are declared by the applicant these will be discussed with the Line Manager and clearance sought from him/her. Clearance should be received <b>prior to the individual starting</b>.</p>	<p>Para. 102, page 27 (KCSIE - DfE) Paras. 254 - 257, page 53 - 54 (ISI)</p>
9	Prohibition Orders	<p>Prohibition orders and interim prohibition orders prevent a person from carrying out teaching/coaching/assessing and reporting on progress as a part of their work in schools. In the case of the Foundation those who carry out work under the supervision of a qualified teacher are unlikely to require a check. Prohibition orders and interim prohibition orders are made by the Secretary of State following consideration by a professional conduct panel. This check, and, from 18.1.16 a check to identify teacher restrictions imposed by all EEA authorities has to be completed by the Personnel Department <b>prior to the individual starting</b>. The check is done using the free Teacher Services' system and can be done using the Teacher's Reference Number (TRN) or their surname. Identity must be provided to the Personnel Department that supports the individual's name and DOB.</p>	<p>Paras. 97 and 98, page 27, and Para. 114, page 33 (KCSIE - DfE) Paras. 267, page 55, 268 page 56 and 270 – 277 pages 56 and 57 (ISI)</p>
10	Disqualification from Childcare, including by	<p>Staff in schools, (including regular volunteers and students), who work in early years provision and those who provide out of school care for children who have not attained the age of 8, will need to complete a form in which they answer questions and sign a declaration to demonstrate that they are safe to work with children. They must complete</p>	<p>NB Statutory guidance was issued by the DfE in February 2015, to supplement KCSIE. Para. 95, page 25 (DfE KCSIE)</p>

	Association – Staff Suitability Checks	the declaration, on behalf of themselves, and <b>any other person(s)</b> who lives in the same household as they do. This must be completed and received by the Personnel Department <b>prior to the individual starting.</b>	Paras 128 – 143 pages 27 – 28 and Para 283 page 57, (ISI)
11	Prohibition from management of independent schools directions	The Secretary of State has powers to bar people from taking part in the management of an independent school. The power, prior to September 2014 was under section 142 of the Education Act 2002, and related only to misconduct. Since September 2014 the powers have been strengthened under section 128 of the Education and Skills Act 2008. This check applies to those appointed to positions <b>from 12.08.15</b> and applies not only to proprietors and Governors but to all posts of a leadership nature in an independent school including Headteachers, all staff on the senior leadership team (including non-teaching staff) and teaching positions with departmental headship. This check has to be completed by Personnel through the Disclosure and Barring Service AND/OR the NCTL (depending on the nature of the post) <b>prior to the individual starting.</b>	Paras. 99 and 100, page 26 (KCSIE - DfE) Para. 278 – 282, page 57, 309 – 310 pages 65 and 66 (ISI) Letter dated 11.08.15 from DfE

## Definitions

The September 2016 ISI regulations state, on pages 47 - 50 that “currently there is more than one definition of “regulated activity” which is relevant to schools. The following are those most relevant and in the order of most relevance to schools.

### 1 - **ALL REGULAR WORK FOR SCHOOLS WITH OPPORTUNITY FOR CONTACT WITH CHILDREN IS REGULATED ACTIVITY** except

- Work (not entailing personal care, e.g. toileting, dressing within definition 2) by supervised volunteers
- Work (not entailing care or teaching, within definitions 2 or 3) by occasional/temporary contractors
- Work by pupils for other pupils (excepting for those in early years) (known as “the peer exemption”).

### 2 – **Relevant personal care, or health care is regulated activity.**

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing e.g. in Nursery, Beech House and Kidzone;
- Health care means care for children provided by or under the direction or supervision of, a regulated health care professional.

Note that care within this definition is always regulated; considerations of regularity and supervision do not apply.

### 3 - **Regular, unsupervised teaching, training, instructing, caring for or supervising children is regulated activity, and so is regularly**

- Providing advice or guidance for children on well-being, or
- Driving a vehicle only for children

## Deciding whether a person is engaging in regulated activity

### Key questions:

- Is the activity they will do “work”? (A person, for example, visiting the head or their own child would not be working.)
- Is the work regular? (See definition of “regular” below)
- Does it give rise to opportunity for contact with children? (This applies whether or not that contact is required by the work and whether or not it actually takes place. The issue is whether there is “opportunity”.)
- Is the work for the purposes of the school? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hours.)

If the answer to all these questions is “yes”, the person is working in regulated activity unless an exception as below applies:

- Is the person a volunteer?
  - If so, does their work involve personal care of pupils? (See definition of personal care, above.)
    - **If so, the volunteer is engaged in regular activity because personal care work is always regulated activity.**
- If not, are they supervised? (See supervision guidance below.)
  - **If so, the volunteer is not engaged in regulated activity as a supervised volunteer, not doing personal care work, is not in regulated activity.**
- Is the person a contractor?
  - If so, are they administering personal care or health care, as defined? [These are always regulated activity.]
  - If not, are they teaching pupils? [Regular teaching is always regulated activity.]
  - If not teaching work, is the contract for occasional or temporary non-teaching work (such as, a quick plumbing task – a few hours or a day)? (There is no definition of “occasional or temporary” but see the definition of “regular”.)
    - **If so, the contractor is not in regulated activity as non-teaching work by occasional or temporary contractors is not regulated activity.**

### ***A note about School holiday periods:***

Following a risk assessment, Bolton School has adopted the following approach when deciding whether an individual is in regulated activity during the school holiday periods: The criteria relating to Bolton School being a specified establishment does not apply during the school holidays since there is not the opportunity for unsupervised contact with children. The children who are present during the school holiday periods i.e. children attending Kidzone or BSSL Leisure clubs are always supervised by a person in regulated activity. Individuals therefore who are solely working during the school holiday periods will not be considered to be in regulated activity. This is relevant for the following groups of individuals; new permanent staff without DBS clearance who are not working with children, contractors, volunteers and casual workers who are not working with children.

<sup>2</sup>*Regularly*: frequently - once a week or more often, on four or more days in a 30 day period, or overnight between the hours of 2a.m. and 6a.m. and the opportunity for face to face contact with children.

<sup>3</sup>*Supervision*: This applies when the Foundation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity<sup>iii</sup>;

- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The Foundation must have regard to this guidance. This gives Heads and Managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows:

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves<sup>iv</sup>. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Heads and Managers should consider the following factors in deciding the specific level of supervision required in an individual case:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual’s work (or, in a specified place such as a school, the individual’s opportunity for contact with children);
- how vulnerable the children are (the more they are, the more the Head/Line Manager might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker.

In law, The Foundation has no entitlement to do a Children’s Barred List check on a worker who, because they are supervised, is not in regulated activity.

iii If the work is in a specified place such as a school, paid workers remain in regulated activity even if supervised.

iv In future, the Government plans to commence a statutory duty on an organisation arranging regulated activity (under the 2006 Act or 2007 Order, both as amended) to check that a person entering regulated activity is not barred from regulated activity; and plans to commence a stand-alone barring check service by the new Disclosure and Barring Service.

v A volunteer is: a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

**Table 2: Checks required for different groups of individuals.**

**Any offers of employment/engagement must be conditional upon receiving the required checks if the checks have not been completed at the time of the offer.**

Type	Detail	Guidelines/Regulations Reference	Checks required (see table above)
<p>2.1 Employee working on a regular basis NB This does not include supply staff through an agency or volunteers.</p>	<p>Permanent, temporary, casual or supply staff employed and paid directly by the School through the payroll system. Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract on a <i>regular (see definition above)</i> basis.</p> <p>Information about checks 1, 2, 3, 3.1, 4, 5, 6, 7, 8, 9, 10 and 11 on staff must be entered onto the single central register. NB See note in final column re checks 10 and 11.</p>	<p>Paras. 112, pages 31 and 32 (KCSIE - DfE) Paragraph 18 on page 48 and 49, Paras. 235 - 239, on pages 49 - 51 and Para. 311 on page 66 - 67 (ISI)</p>	<p>1-9. (9 is for teaching staff only). Staff in schools, (including regular volunteers and students), who work in early years provision and those who provide out of school care for children who have not attained the age of 8, will need check 10. Staff appointed to all posts of a leadership nature will need check 11.</p>
<p>2.1 Employee <b>not</b> working on a regular basis NB This does not include supply staff through an agency or volunteers.</p>	<p>Permanent, temporary, casual or supply staff employed and paid directly by the School through the payroll system. Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract <b>not</b> on a <i>regular (see definition above)</i> basis.</p> <p>A suitable risk assessment should be undertaken but generally if they are not working on a regular basis and are supervised by suitably checked school staff, they are classed as not in regulated activity. The full range of checks is still required though <b>except</b> barred list and on occasions criminal records check. NB ISI Para 330 states “Staff not in regulated activity are still staff and are now clearly covered by the ISI regulations</p>	<p>Para. 330 on page 70 (ISI)</p>	<p>1, 4, 5, 6, 7, 8, and 9 plus documentation about supervision arrangements.</p> <p>Staff in schools, who work in early years provision and those who provide out of school care for children who have not attained the</p>



	<p>and KCSIE. Staff who are not in regulated activity do not require barred list checks. But other checks must still be undertaken as required by the standard, and KCSIE likewise requires full use of applicable vetting checks <u>including enhanced criminal records checks (without barred list information) if indicated by a risk assessment for new appointments</u>".</p> <p>Suitable supervision arrangements must be in place. These have to be fully documented, <u>agreed with the member of staff concerned</u>, and regularly reviewed to test their effectiveness in practice. Information about the checks must be included on the SCR.</p>		<p>age of 8, will need check 10.</p>
<p>2.3 Supply Staff employed by an agency</p>	<p>Staff employed and paid by an agency.</p> <p>Written confirmation must be obtained from the agency that it has carried out the checks on an individual that the school would otherwise perform, and the school must receive a copy of the enhanced criminal records certificate, from the agency before the person is due to begin work at the school.</p> <p>The written confirmation, (or equivalent) of the above and a copy of the ID should be forwarded to the Personnel Department once completed in order that it may be checked during an ISI inspection.</p> <p>NB Agency Staff should have a new Criminal Records Check every three years.</p> <p>Information about checks 1 - 11 on supply staff must be entered onto the single central register.</p>	<p>Para. 116, page 33 (KCSIE - DfE)  Paragraph 19 on page 59 and 60, Paras. 288 - 294, page 59 - 60,  Paragraph 20 on page 67 – 69, Paras. 316 - 328, pages 68 - 70 (ISI)</p>	<p>1-9/10/11 as appropriate. The Supply Agency checklist (or equivalent i.e. confirmation email) must be completed by the Agency and sent to the School with a copy of the enhanced criminal record disclosure <b>prior to the individual starting</b>. Identity Check (1 above) on arrival must be done by the member of staff who has arranged the appointment, who must see a photograph of the individual, evidence of the individuals address and date of birth and the original enhanced criminal records certificate. All the documentation must be</p>

			forwarded to the Personnel Department.
2.4 Self Employed/ Consultant	<p>Includes Visiting Music Teachers and Freelance Instructors.</p> <p>The definition of 'staff' according to the ISI is: Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer. The following are included: teachers, peripatetic teachers and coaches, part-time staff, students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the school, (for example as after-school carers).</p> <p>Therefore if an individual is self-employed, the School must perform the same checks as it would for an employee because no other body/agency can demonstrate that the appropriate checks have been made.</p> <p>Information about checks 1, 2, 3, 3.1, 4, 5, 6, 7, 8, and 9 and checks 10 and 11, where appropriate on self-employed staff and contractors must be entered onto the single central register.</p>	<p>Para. 102, page 27 (KCSIE - DfE)</p> <p>Paragraph 18 on pages 48 - 49, Para. 235 - 239, pages 49 - 50 (ISI)</p>	<p>1-9 Self Employed/ Consultants in schools, (including regular volunteers and students), who work in early years provision and those who provide out of school care for children who have not attained the age of 8, will need check 10. Staff appointed to all posts of a leadership nature will need check 11.</p>
2.5 Trainee/Student Teacher	<p>Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training providers to carry out the necessary checks i.e. these individuals will have been checked by their supplying university therefore it is not necessary to see their disclosure or complete checks apart from identity.</p> <p>If they are not fee funded and salaried by the school, the same checks as for an employee must be completed.</p> <p>Trainee Teachers do not need to be entered onto the single central register.</p>	<p>Paras. 117 and 118, page 34 (KCSIE - DfE)</p> <p>Para. 346, page 72 (ISI)</p>	<p>Identity Check (1 above) on arrival must be done by the member of staff who has arranged the placement for the student and then the documentation to confirm the ID check has been done must be forwarded to Personnel.</p>
2.6 Volunteers	<p>Unpaid position within School. A volunteer is: a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to</p>	<p>Flowchart on Page 30 (KCSIE - DfE) - Paras. 122 - 127, pages 35 and 36 (KCSIE - DfE)</p>	<p>Regular Volunteers will generally require checks 1, 3, 3.1, 5, no concerns raised by others in the</p>

	<p>benefit someone (individuals or groups) other than or in addition to close relatives.</p> <p>The checks required will be dependent upon whether the individual will be volunteering <i>regularly</i> and in regulated activity – see definition above. NB If the volunteer will carry out personal care this is always regulated activity.</p> <p>Those colleagues engaging volunteers should carry out an informal risk assessment and work through the checklist at Appendix 2 below.</p> <p>In summary, the advice is to make decisions about the need for additional, discretionary checks on the basis of an informal risk assessment in relation to the person, the work, the vulnerability of the children and the situation. These could include, for example: references, an informal interview, and checking with the school community for any concerns.</p> <p>‘One-off’ volunteers, for day outings, school concerts and such would not require vetting checks but they should not be unsupervised and must not undertake any kind of personal care.</p> <p>Volunteers who have been subject to vetting checks should be included on the single central register of appointments.</p>	<p>Paras. 333 - 338, pages 70 - 71 &amp; Appendix 3 (ISI)</p> <p>Appendix 2 of this document below</p>	<p>school community, plus an informal interview.</p> <p>Following completion of the Bolton School Regulated Activity Checklist, if they are in Regulated Activity i.e. unsupervised, they also require a check of the Children’s Barred List (no. 2 above)</p>
<p>2.7 Employees of third parties (visiting professionals)</p>	<p>Individuals working at the school on a <i>regular</i> basis but employed by a third party for example, psychologists, nurses, dentists, and other public sector staff, should have been checked by their employing organisation, whether LA, Primary Care Trust or Strategic Health Authority. It is not necessary for the school to see their disclosure as appropriate checks should have been carried out. However, this should be confirmed in writing by the employing organisation prior to them starting and their identity needs to be checked when an individual arrives to ensure imposters do not gain access to children.</p>	<p>Para. 116, page 33 (KCSIE - DfE)</p> <p>Paras. 228, page 46 and paras. 345 - 346, page 72 (ISI)</p> <p>Bolton School has added the differentiation of ‘regular’ for these cases</p>	<p>Regular Visiting Professionals: 1 to 9 and 10/11 as appropriate. The Supply Agency checklist (or equivalent i.e. confirmation email) must be completed by the third party organisation and sent to the School <b>prior to the</b></p>

	<p>The same rules apply to CCF instructors, sports referees and equivalent professionals supplied by a central body.</p> <p>If they are not working on a <i>regular</i> basis the employing organisation should still confirm that the full range of checks has been carried out <b>except</b> barred list and criminal records check. Suitable supervision arrangements must be in place. These have to be fully documented, agreed with the member of staff concerned, and regularly reviewed to test their effectiveness in practice. A check of their identity on arrival must also be completed.</p> <p>Information about the checks must be included on the SCR.</p>	<p>so that it is consistent with other groups (i.e. staff not in regulated activity) and workable.</p>	<p><b>individual starting.</b> Identity Check (1 above) on arrival must be done by the member of staff who has arranged the appointment and all the documentation forwarded to the Personnel Department.</p> <p>Non-regular Visiting Professionals: Identity check on arrival as per above plus confirmation from the employing organisation that checks 1, 4, 5, 6, 7, 8, and 9, 10/11 as appropriate.</p>
2.8 Visitors	<p>The school does not have the right to request criminal records and barred list checks or ask to see a copy of the criminal records certificate for visitors (e.g. children’s relatives or other visitors attending a sports day, visitors to the head/other staff or those who have only brief contact with children in the presence of a teacher; visitors carrying out repairs or servicing equipment; pupils aged under 16 on work experience or similar; those on the school site when pupils are not present; students (pupils) aged eighteen or over studying as pupils).</p> <p>Professional judgement should be used to decide the need to escort or supervise visitors.</p> <p>Single Central Register – Not applicable.</p>	<p>Para. 138, page 38 (KCSIE - DfE) Para. 361, page 74 (ISI)</p>	<p>No vetting checks required but inspectors will discuss the relevant procedures with the school and review a sample of records.</p>
2.9 Contractor	<p>The checks required will be dependent upon whether the contractor will be in regulated activity – see definition above.</p>	<p>Paras. 134 - 137, pages 37 and 38 (KCSIE - DfE)</p>	<p>Contractors working at the school on a long</p>

	<p>The employing organisation of the contractor, or in the case of a self-employed contractor, the individual or a representative of their professional association will need to complete either the Long Term Pre-Appointment Checklist or the Short Term Pre-Appointment Checklist</p> <p><a href="\\bsdata2\bs-shared\$\Central_Services_Shared_Documents\CS_Personnel\Recruitment_Guidance\FORM - Contractors (long-term) Pre-appointment Checks Confirmation (February 2016).dotx">\\bsdata2\bs-shared\$\Central_Services_Shared_Documents\CS_Personnel\Recruitment_Guidance\FORM - Contractors (long-term) Pre-appointment Checks Confirmation (February 2016).dotx</a></p> <p><a href="\\bsdata2\bs-shared\$\Central_Services_Shared_Documents\CS_Personnel\Recruitment_Guidance\FORM - Contractors (short-term) Pre-appointment Checks Confirmation (August 2016).docx">\\bsdata2\bs-shared\$\Central_Services_Shared_Documents\CS_Personnel\Recruitment_Guidance\FORM - Contractors (short-term) Pre-appointment Checks Confirmation (August 2016).docx</a></p> <p><b>UNLESS</b> the contractor is to be supervised by a member of Bolton School staff or another person/employee of a contractor who has had all the checks outlined above at 2.1.</p> <p>NB Supervision of Contractors must be “regular and day to day” and "reasonable in all the circumstances to ensure the protection of children”.</p> <p>In the case of a short term contractor who will not be supervised, before they start work, the school must receive written confirmation from the company, or in the case of a self-employed contractor a representative from their professional association (using the checklist referred to above) that an enhanced DBS check with a check of the Children’s Barred List has been undertaken and the school must check photographic identification of the contractor on arrival at the school.</p> <p>In the case of a long term contractor, who may have unsupervised access to children, <b>before they start work</b>, the school must receive written confirmation from the company, or in the case of a self-employed contractor a representative from their professional association (using the checklist referred to above) that all the relevant checks as outlined in 2.1 above have been undertaken and the school must check photographic identification of the contractor on arrival at the school.</p>	<p>Paras. 344, 347 – 355 page 72 - 73 (ISI)</p>	<p>term basis will need to be subject to the same checks as school staff i.e. 1 to 9, 10/11 as appropriate. Written confirmation that this has happened will need to be provided by the employing organisation prior to the individual starting work. Identity Check (1 above) on arrival must be done by the member of staff who has engaged the contractor and all the documentation forwarded to the Personnel Department.</p>
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	<p>Contractors should be issued with the <a href="\\bsdata2\bs-shared\$\Central_Services_Shared_Documents\CS_Personnel\Recruitment_Guidance\Long_Term_Contractors_Guidance_about_Pre-appointment_Checks_and_Vetting_(August_2016).pdf">\\bsdata2\bs-shared\$\Central_Services_Shared_Documents\CS_Personnel\Recruitment_Guidance\Long_Term_Contractors_Guidance_about_Pre-appointment_Checks_and_Vetting_(August_2016).pdf</a></p> <p>The written confirmation and a copy of the ID should be forwarded to the Personnel Department once completed in order that it may be checked during an ISI inspection.</p> <p>In these cases the school must ensure that their contract with the company provides for the required checks on staff to be completed by the company.</p> <p>Contractors who have been subject to vetting checks should be included on the single central register of appointments.</p> <p><b>NB: Separate bespoke documentation is available for Coach Operators.</b></p>		
<p>Chair of Governors - Proprietor</p>	<p>The 'proprietor' is the person or body of persons responsible for the management of the school and includes individual proprietors or formally constituted boards of governors, directors or trustees. For registration purposes the Chair of the Board of Governors is treated as the Proprietor and he/she is responsible for ensuring that all other members of the proprietorial group have been subject to the checks outlined below.</p> <p>To date on the basis that Governors of Bolton School are encouraged to access the school regularly and without supervision they are normally classed as being in regulated activity and therefore a barred list check is completed. On the appointment of a new Governor the Clerk and Treasurer would undertake an assessment to determine whether the individual will be in regulated activity.</p> <p>Information about checks 1, 3, 3.1, 4, 11 (and 9 if appropriate [but most unlikely]) must be entered onto the single central register.</p>	<p>Para. 130, page 36 -37 (KCSIE - DfE) Paragraph 20 on Pages 60 – 62. Paras. 295 - 306, pages 60 - 64 for the Chairman of Governors (ISI)</p>	<p>1, 3, 3.1, 4, 11 NB The DBS application for the Proprietor must be countersigned by the DfE before being sent to the DBS.</p> <p>Following completion of the Bolton School Regulated Activity Checklist, if they are in Regulated Activity i.e. unsupervised, they also require a check of the Children's Barred List (no. 2).</p>

Other Governor	NB Between 1.9.03 and 30.04.07 CRB checks could be at the standard level unless the individual also had responsibility for regularly caring for, training, supervising or being in sole charge of children. Information about checks 1, 3, 3.1, 4, 11 (and 9 if appropriate [but most unlikely]) must be entered onto the single central register.	Para. 129, page 36 (KCSIE - DfE) Paragraph 20 on Page 64, Paras. 307 - 310, pages 64 - 66 (ISI)	1, 3, 3.1, 4, 11 Following completion of the Bolton School Regulated Activity Checklist, if they are in Regulated Activity i.e. unsupervised, they also require a check of the Children's Barred List (no. 2)
Casual Bar and Waiting workers for BSSL Events	Providing this group of staff work in accordance with BSSL Events Supervision Policy for Casual Bar and Waiting workers, they are not considered to be working in a Specified Establishment or in Regulated Activity therefore not all of the checks need to be completed and the names and details of these workers do not need to be included on the Single Central Register.	Correspondence with ISI on 20.02.2014	1, 4, 5, 6 & 8. (Two references will be requested and a minimum of one will obtained.)

[Accompanying Forms/Templates:](#) Checklist for work BEFORE the DBS/Overseas Check is received  
Supply Agency Checklist  
Regulated Activity Checklist (Volunteers/Governors)  
Contractors (long term) Pre-appointment Checks Confirmation  
Contractors (short term) Pre-appointment Checks Confirmation  
Staff suitability declaration

**Appendix 1: When checks need to have been completed by**

<b>ALWAYS prior to start date:</b>		<b>If Criminal Records clearance has not been received (DBS or Overseas) the following checks must ALSO be completed prior to start date:</b>	
<b>Check</b>	<b>Table 1 ref. no.</b>	<b>Check</b>	<b>Table 1 ref. no.</b>
Identity	1	Two references	5
Children's Barred List	2	Employment history	6
Application for Enhanced Criminal Records Check through the DBS needs to have been made. Any relevant overseas criminal records check must have been completed	3 & 3.1	The 'Checklist for work BEFORE the DBS is received' should also be completed.	
Right to work in UK	4		
Certificates to demonstrate relevant qualifications	7		
Medical Fitness	8		
Prohibition from teaching	9		
Disqualification from Childcare including by association	10		
Barred from taking part in the Management of an Independent School	11		

**Please note that the EYFS continues to include the provision that providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for. Where a new member of staff starts work before the disclosure is available, the school must ensure that the person is supervised at all times, all other checks (including barred list) have been completed satisfactorily and the inspectors will ensure that recruitment procedures are otherwise robust. This additional provision applies to Beech House, the Nursery and Kidzone (Pages 92 and 93, Para. E29, ISI and Pages 17 and 18, Paras 3.9 – 3.13 EYFS Statutory Framework September 2014).**



**Appendix 2: ISI's Vetting Checks on Volunteers**

