



**Minsthorpe Academy Trust
Staff Recruitment
Policy & Procedures
(including contractors, agency and
volunteer staff)**

Adopted from 01/09/2010 following consultation in June 2010

Updated July 2018

1 Summary

- 1.1 This Recruitment and Selection Policy has been produced in line with the DfE guidance 'Keeping children safe in education' (September 2018). This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. Where this guidance is superseded, the new guidance will be followed and this policy updated at the next earliest review.
- 1.2 This policy applies to the recruitment of **ALL** staff at the College. Only the Principal, and where necessary the Governing Body, can authorise the commencement of a recruitment and selection process. The authorisation is stage 1 of the pre-employment checklist at Appendix 1.

2 Recruitment and selection policy statement

- 2.1 The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 2.2 The College is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job, is critical to the College's performance and fundamental to the delivery of a high quality service.
- 2.3 The College is committed to partnership working with a range of organisations that provide fixed term staff and/or volunteers. Such organisations will be required to evidence that the necessary recruitment and vetting checks have been carried out before their staff are allowed regular access to children. Volunteers sourced independently by the College will be subject to the same process through the Personnel & HR Director.

3 Purpose

- 3.1 To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.
- 3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4 Scope

- 4.1 This policy applies to all the College employees and governors responsible for and involved in recruitment and selection of all staff. Where a Principal, or Vice Principal is being appointed the Governing Body will follow the procedures detailed in the Governing Body Terms of Reference.
- 4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Principal as detailed in the Governing Body Terms of Reference.

5 Aims and Objectives

- 5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- 5.2 To ensure a consistent and equitable approach to the appointment of all College staff.
- 5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- 5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

6 Principles

- 6.1 The following principles are encompassed in this policy:
 - All applicants will receive fair treatment and a high quality service
 - The job description and person specification are essential tools and will be used throughout the process
 - Employees will be recruited on the knowledge, experience and skills needed for the job
 - Selection will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
 - Selection will be based on a minimum of completed application form, shortlisting and interview
 - Monitoring and Evaluation are essential for assessing the effectiveness of the process
 - Posts will normally be advertised.
 - The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

7 Equal Opportunities

7.1 The College is committed to providing equality of opportunity for all and upholding the principles of the Equality Act 2010, ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

8 Safer Recruitment — Recruitment and Selection Training

8.1 It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

9 Pre-recruitment Process

9.1 Objective

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the College. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the College's commitment to safeguard children and young people.

9.2 Application Form

9.2.1 A standard application form, produced by the College, will be used to obtain a common set of core data from all applicants.

9.3 Job Description and Person Specification

9.3.1 An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is also required for all posts.

9.4 References

- 9.4.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions and safeguard children. References should always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. References will be requested directly from the referee using the standard proformas at Appendix 2 (Teaching Posts) and Appendix 3 (Associate Staff).
- 9.4.2 References will be sought on all short listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.
- 9.4.3 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. 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.
- 9.4.4 Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks).

10 Interviews

10.1 The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

10.2 Interview Panel

10.2.1 A minimum of two interviewers will form the interviewing panel, but preferably three. At least one member of the panel will be a Governor.

10.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of interview panel will have undertaken Safer Recruitment Training).
- meet before the interviews to:
 - ⇒ review documentation prior to the interview commencing;
 - ⇒ consider any issues to be explored with each candidate and who on the panel will ask about each of those;
 - ⇒ ensure the panel are clear about the assessment criteria for use during the interview.

10.2.3 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

10.3 **Scope of the Interview**

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the College's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.
- ask the candidate if they wish to declare anything in light of the questions that have been (or will be) put to his/her referees (see 10.3.2 below)

10.3.2 If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

11 Conditional Offer of Appointment: Pre Appointment Checks

11.1 An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references;
- verification of the candidate's identify from current photographic ID;
- an enhanced DBS check with barred list information;
- a prohibition order check, using the Teacher Services' system;
- a Section 128 direction check, using the Teacher Services' system (those involved in management of the college only);
- verification of candidate's eligibility to work in the UK;
- verification of professional qualifications, as appropriate;
- verification of the candidate's mental and physical fitness to carry out their work responsibilities.

11.2 If an individual is due to start work in regulated activity before the DBS certificate is available the start date will be changed, alternatively the college will ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

11.3 The College will liaise with Human Resources in order to follow relevant DBS guidance if a disclosure reveals information that a candidate has not disclosed in the course of the selection process. (See Policy on Recruitment of Ex-Offenders, Appendix 4, and Risk Assessment Pro-forma, Appendix 5).

11.4 All checks will be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- recorded on the College's Single central record; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

11.5 It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The College will make a report to the Police and/or DBS if:

- It receives an application from a barred person;
- It is provided with false information in, or in support of an applicant's application; or
- It has serious concerns about an applicant's suitability to work with children.

Post Appointment Induction

11.6 There will be an induction programme for all staff, governors and other volunteers newly appointed to the College, regardless of previous experience.

12 Contractors and Agency Staff

Contractors engaged by the College must complete the same checks for their employees that the College is required to complete for its staff. The College requires confirmation that these checks have been completed before employees of the Contractor can commence work at the College.

Agencies who supply staff to the College must also complete the pre-employment checks which the College would otherwise complete for its staff. Again, the College requires confirmation that these checks have been completed before an individual can commence work at the College.

The College will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the College.

13 Volunteers

A risk assessment will be completed for all volunteers before they undertake any duties for the College (see Appendix 6).

The College will request an enhanced DBS disclosure with Children's Barred List information on all volunteers undertaking regulated activity with students at or on behalf of the College.

Under no circumstances will the College permit an unchecked volunteer to have unsupervised contact with students.

It is the College's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the College for three consecutive months or more.

Those volunteers who are likely to be involved in activities with the College on a regular basis may be required to sign up to the DBS update service as this permits the College to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the College will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

In certain circumstances the College may obtain an enhanced DBS certificate (without barred list information) for volunteers who are not engaged in regulated activity.

Pre-employment checklist

Appendix 1

	Signature	Date
Authorisation: This must be obtained prior to the recruitment process commencing. This must be the Principal or their delegated representative.		
Training: At least one member of the shortlisting and interview panel should have carried out the safer recruitment training.		
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.		
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people.		
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.		
Shortlisting: Interview panel members should also shortlist the applications.		
References: References must be requested prior to interview. Chase if not received. Selection Panel to scrutinise references. If there are any discrepancies or concerns these should be taken up with applicant at interview or the referee.		
Invitation to Interview: Interview invitation letters must include relevant information and instructions.		
Interview: The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.		
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:		
Identity: This should be verified on the day of interview and copied.		
Right to work in UK: This again should be verified on the day of interview and documentation copied.		
References: If not received and scrutinised prior to interview.		
Qualifications Checked: This should be verified on the day of interview — original certificates must be submitted and copied.		
DBS: An enhanced level DBS disclosure with barred list information will be required.		
Prohibition check: Confirm candidate to be employed as a teacher (including ITT) is not subject to a prohibition order issued by the Secretary of State.		
Section 128 direction: If applicable confirm candidate is not subject to a section 128 direction which prohibits or restricts a person from taking part in the management of the college.		
Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.		
QTS (for teacher only). The candidate should provide original documentation to prove that he/she has obtained QTS.		
Supply Teachers — All supply teachers must undergo the same checks as above.		
Volunteers and Casual Staff — All of the above checks should be carried out.		

	Signature	Date
Employment Offer: This must be a written offer with acceptance forms signed by the Principal and a Governor and will only be made following satisfactory completion of the above checks.		
Acceptance: Acceptance forms received from successful candidate.		
Personnel Database: The Personnel & HR Director will complete the 'New Starter Form' for MCC payroll, and add personnel details into the MIS.		
Payroll: Finance Team Leader will receive New Starter Form and add details to College Payroll system.		
Induction: Induction programme undertaken upon commencement of duties.		

Appendix 2

Post Applied for: _____ Institution: _____
 Applicant: _____ Referee: _____
 Date Issued: _____ Position: _____

Note: Any fields left blank will be queried with you in accordance with DfE Guidance

Please confirm the following:

Candidate's Job Title:

Dates of Employment:

From:	<input type="text"/>	To:	<input type="text"/>
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Length of time employed in the above role: Length of time known/ reporting to you:

	Excellent ✓	Good ✓	Satisfactory ✓	Poor ✓	Comments (optional)
Relationship with staff					
Relationship with pupils					
Classroom/Group management					
Planning and preparation					
Quality of teaching and learning provision					
Subject knowledge					
Marking and assessment					
Quality of professional judgement					
Honesty & integrity					
Timekeeping and reliability					
Ability to work in a team					
Ability to inspire good work from students					
Examination Results					
Experience of using ICT					
Initiative shown					

Reason for Leaving:	
Would you re-employ? If yes, in what capacity? If no, why not?	Yes/No
Are there any disciplinary procedures which the applicant has been subject to in which the disciplinary sanction is current? If yes, what was the outcome?	Yes/No

This reference form is designed in accordance with the requirements of the DfE guidance: Keeping children safe in education.

Has the applicant ever been the subject of any child protection allegations or concerns? If yes, what was the outcome of the enquiry?	Yes/No
Do you consider the applicant a suitable person to work with children? If no, why not?	Yes/No
Are you able to recommend for the post he/she has applied for. If no, please state your concerns	Yes/No
Please give details of any key achievements or any other comments you wish to make with regard to this candidate's suitability for the post in question	

<p>I understand that:</p> <ul style="list-style-type: none"> • I have a responsibility to ensure that the reference is accurate and does not contain any misstatement or omission. • The contents of this reference will be used to assist with recruitment decisions and consequently the contents are likely to be shared with the person for whom the reference is provided. 	
Signed:	Date:
Print Name:	Position:

This reference form is designed in accordance with the requirements of the DfE guidance: Keeping children safe in Education

Please return to:

By Post:

**Mrs C Green,
 Personnel & HR Director,
 Minsthorpe Community College,
 Minsthorpe Lane,
 South Elmsall,
 Pontefract,
 West Yorkshire,
 WF9 2UJ**

By Email: cgreen@minsthorpe.cc

Appendix 3

Post Applied for:	Institution:
Applicant:	Referee:
Date Issued:	Position:

Note: Any fields left blank will be queried with you in accordance with DfE Guidance

Please confirm the following:

Applicant's Job Title:

Dates of Employment:

From:		To:	
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Length of time employed in the above role: Length of time known/ reporting to you:

	Excellent ✓	Good ✓	Satisfactory ✓	Poor ✓	Comments (optional)
1) How do you rate the applicant in relation to the vacancy applied for?					
A. Relevant Skills					
B. Relevant/Similar experience					
C. Relevant knowledge					
2) How would you rate the applicant with regard to job performance?					
A. Work output					
B. Work quality					
C. Accuracy					
D. Initiative					
3) How do you rate the applicant with regard to their personal attributes?					
A. Honesty and integrity					
B. Timekeeping and reliability					
C. Relationships with colleagues					

Reason for Leaving:	
Would you re-employ? If yes, in what capacity? If no, why not?	Yes/No
Are there any disciplinary procedures which the applicant has been subject to in which the disciplinary sanction is current? If yes, what was the outcome?	Yes/No

This reference form is designed in accordance with the requirements of the DfE guidance: Keeping children safe in education.

Has the applicant ever been the subject of any child protection allegations or concerns? If yes, what was the outcome of the enquiry?	Yes/No
Do you consider the applicant a suitable person to work with children? If no, why not?	Yes/No
Are you able to recommend for the post he/she has applied for. If no, please state your concerns	Yes/No
Please give details of any key achievements or any other comments you wish to make with regard to this applicant's suitability for the post in question.	

<p>I understand that:</p> <ul style="list-style-type: none"> • I have a responsibility to ensure that the reference is accurate and does not contain any misstatement or omission. • The contents of this reference will be used to assist with recruitment decisions and consequently the contents are likely to be shared with the person for whom the reference is provided. 	
Signed:	Date:
Print Name:	Position:

This reference form is designed in accordance with the requirements of the DfE guidance: Keeping children safe in education.

Please return to:

By Post:

**Mrs C Green,
 Personnel & HR Director,
 Minsthorpe Community College,
 Minsthorpe Lane,
 South Elmsall,
 Pontefract,
 West Yorks
 WF9 2UJ**

By Email: cgreen@minsthorpe.cc

Minsthorpe Community College Policy on the recruitment of ex-offenders

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

This policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process.

- as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Minsthorpe Community College complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Minsthorpe Community College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Minsthorpe Community College can only ask an individual to provide details of convictions and cautions that the College are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Minsthorpe Community College can only ask an individual about convictions and cautions that are not protected
- Minsthorpe Community College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Minsthorpe Community College has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- Minsthorpe Community College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- Minsthorpe Community College select all candidates for interview based on their skills, qualifications and experience

- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- Minsthorpe Community College ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Minsthorpe Community College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, Minsthorpe Community College ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Minsthorpe Community College makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request
- Minsthorpe Community College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

DBS Risk Assessment Pro-forma

Name of Applicant:
Position Applied for:
Organisation:
Date of Risk Assessment:
Person completing Risk Assessment

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS Application form and/or the RO2 form?	Yes / No If 'No' state reason	
Does the applicant agree that the information detailed on the DBS Disclosure Certificate is correct? <i>(Where an applicant is challenging the information, the matter will need referring to the disputes teams at the DBS)</i>	Yes / No If 'No' what do they think is incorrect and why?	
Were any offences work-related or committed within the context of a work setting? (Either paid or unpaid work).	Yes / No If 'Yes' give details	
Are there any mitigating circumstances? eg immaturity, traumatic life event.	Yes / No If 'Yes' specify what	
What is the applicant's attitude to the offence(s) now?	e.g. regret/remorse/justified/denial	

<p>Do the matters disclosed form any pattern which could increase the risk of re-offending?</p> <p>Can the applicant demonstrate what positive actions they are taking not to re-offend?</p>	<p>Yes / No</p> <p>If 'Yes' specify</p>	
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Any further information

Is there any other information relevant to this Risk Assessment regarding the applicant, the work itself or the location/environment where the activities will take place?

Level of Risk:

Please complete the level of risk posed by appointing/employing the applicant in this job. Give reasons (high, medium, or low risk)

Risk Level	Reasons

Can protective measures be put in place to render the risk low? Yes / No

Outline the protective measures, e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.

Outcome of Risk Assessment	
I am satisfied that based on the above, the criminal background of this person should not prevent them taking up the position.	
I am not satisfied that based on the above, the criminal background of this person should not prevent them taking up the position.	

Risk Assessment completed by:

Signed (Manager)

Date:

Print Name (Manager)

Authorised by Principal (if not carrying out risk assessment):

Signed (Principal)

Date:

Print Name (Principal)

Risk Assessment Form for Volunteers

Name of volunteer:	Type of voluntary work:
Intended date(s) of volunteering:	Manager responsible for volunteer:

Questions	Considerations
<p>Will the volunteer be undertaking regulated activity? i.e. is the work:</p> <ul style="list-style-type: none"> • unsupervised; • undertaken once a week, four or more times in a 30 day period or overnight and • provides the opportunity for contact with children 	<p>Yes / No</p> <p>If Yes, a DBS check and Children's Barred List check must be completed before the individual undertakes any regulated activity with children.</p> <p>If No, see the section below on volunteers who will not be undertaking regulated activity.</p>
<p>If the volunteer will be undertaking regulated activity has an enhanced DBS check with Children's Barred List been requested?</p>	<p>Yes / No</p> <p>If No, the volunteer must not undertake any duties for the College.</p> <p>If Yes, confirm date requested.</p>
<p>Has the original DBS disclosure certificate been received?</p>	<p>Yes / No</p> <p>If No, the volunteer must not undertake any duties for the College.</p> <p>If Yes, does it contain any criminal records information? Yes / No</p> <p>If Yes, carry out a DBS risk assessment to determine whether the disclosure is satisfactory in the opinion of the College.</p>
<p>Is the individual barred from working with children?</p>	<p>Yes / No</p> <p>If Yes, it is an offence for a barred person to work with children or apply to work with children. The College must inform the Police and the DBS immediately. You must contact the College's DSL.</p>

If the volunteer will not be undertaking regulated activity follow the steps below to determine whether a DBS check is necessary*	
What type of work will the volunteer be undertaking?	Insert details of the work to be undertaken by the volunteer.
Would the work fit the definition of regulated activity above if it was undertaken more frequently?	Yes / No If Yes, it is possible to carry out an enhanced DBS check. If No, an enhanced DBS check cannot be carried out.
Has formal or informal information been obtained about the volunteer from staff, parents and other volunteers from within the college community?	Yes / No If Yes insert summary details of the information obtained. If No, consider whether information should be sought. If information is not sought record here the reasons why not.
Does the volunteer work or carry out voluntary activities elsewhere?	Yes / No If Yes, has a reference been requested and is it satisfactory? If No, are there any other third parties from whom a reference may be obtained?
Based on the above information will a DBS check be requested?	Yes / No If Yes, confirm date requested. If No, the volunteer must not have unsupervised access to children. You must also consider the level of supervision required with reference to the statutory guidance on supervision which is reproduced below: <ul style="list-style-type: none"> • the supervision must be by a fully vetted member of staff; • 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 following factors must also be considered: <ul style="list-style-type: none"> • what are the age of the children the volunteer will be working with? • how many children will the volunteer be working with? • are other individuals helping to look after children? • how much opportunity does the work give the volunteer for contact with children? • how vulnerable are the children? and • are there any other individuals being supervised by the supervising member of staff at the same time? If so, how many?

<p>Level of supervision:</p>	<p>What level of supervision should the individual receive taking into consideration the responses to the above questions? (you must comment on how the supervision will work in practice)</p>
<p>Additional measures / comments:</p>	

Personnel & HR Director Date

Authorised Manager Date
 (responsible for volunteer)

Designated Safeguarding Lead Date