


JFS Policies – SCR and Safer Recruitment – January 2024

Headteacher	Chair of Governing Board
	
Dr David Moody	Mr Andrew Moss

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Single Central Record, Personnel Files and Safer Recruitment Policy

1. Introduction and Purpose

- 1.1. It has been a requirement since 2007 that all schools must maintain a Single Central Record (SCR) of recruitment and vetting checks.

2. Scope

- 2.1. This Policy applies to all staff involved in recruitment processes, especially to headteacher, relevant members of SLT, the DSL, DDSL and HR.

3. Legislation and Regulation

- 3.1. 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 (KCSIE).

4. Format of the SCR

- 4.1. The SCR must be maintained electronically within JFS SCR Tracker accessed only by a secure password and backed up every week.
- 4.2. There must be a member of staff on site that can access the SCR. It must be accessible to the headteacher, HR team and the DSL.

5. Who should appear in the SCR?

- 5.1. Paragraphs 269 to 273 of “Keeping Children Safe in Education 2022” states that the SCR must cover the following people:

- all staff, including teacher trainees on salaried routes, agency and third-party supply staff who work at the school.

- 5.2. The SCR must therefore include:

- All staff who are employed directly by your JFS;
- All long-term supply/agency staff and daily supply;
- Trainee teachers on salaried routes;
- Any volunteer who works regularly with children;
- All who are engaged in “Regulated Activity”;
- Trustees, governors and volunteers;
- People brought into JFS to provide regular additional teaching or instruction but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers etc;
- Regular contract staff such as contract cleaners or caterers;
- Visitors who are in JFS on a ‘regular’ basis must be on the SCR.

- 5.3. 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). Appendix 3 details the visitor protocol guidance.

- 5.4. Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the

person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children;

- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;
- c) relevant personnel care or health care provided by or provided under the supervision of a health care professional. [Personnel care includes helping a child for reasons of age, illness or disability, with eating drinking, or in connection with toileting, washing, bathing and dressing. Health care means care for children provided by, or under the direction of supervision of a regulated health care professional.]

5.5. Work under (a) or (b) is regulated activity only if done regularly.

5.6. Work under (c) is always regulated activities, regardless of their frequency or whether they are supervised or not.

5.7. Volunteers who carry out unsupervised teaching or look after children regularly, or who provide personnel care on a one-off basis in .The school and college will be in regulated activity. They must be added to the SCR.

5.8. Agency staff must be included in your SCR.

5.9. The school must obtain written notification from any agency or third party to confirm that the relevant 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. JFS HR team must also check that the person presenting themselves for work is the same person on whom the check has been made. The HR team and JFS must check that the vetting details correspond with the relevant DBS certificate.

5.10. 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.

5.11. Trainee/student teachers that receive a salary must have the necessary checks carried out by JFS. Where trainee teachers are fee funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school 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.

5.12. Some visitors are required to be on the SCR, for example regular JFS staff, adults / parents that listen to children read etc.

5.13. The SCR should reflect your current workforce. When someone leaves JFS, you should remove the record from the SCR.

6. What information should be recorded on the SCR

6.1. The SCR is an integral part of JFS's Recruitment and Selection Policy, recording and referencing the pre-employment checks within a single comprehensive document. The statutory guidance

states: “The information that must be recorded in respect of staff members (including Teacher trainees on salaried routes) is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed”:

- 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 (includes EEA check);
- a check of professional qualifications; and
- a check to establish the person’s right to work in the UK;
- a section 128 direction check.

6.2. Under each of these headings the guidance states you should record:

- what has been seen;
- when it was seen, and,
- by whom it was seen.

6.3. The JFS tracker for the SCR complies with the Statutory regulations and best practice to support the school in delivering the principles of Safer Recruitment.

6.4. It is often 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.

6.5. **Disqualification:** Schools must ensure that they are not knowingly employing a person 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.

6.6. Each JFS SCR will have a tab labelled 'Disqualification' and this will include a record of all staff names alphabetically (including volunteers - other non-contracted staff are covered through the attached letter of reassurance) with the date of when the above verbal reminder was completed. NOTE: If a member of staff provides a positive disclosure then the Headteacher and/or Designated Safeguarding Lead should be contacted to inform next steps.

6.7. No new starter can commence employment without all appropriate pre-employment checks in place unless there is formal authorisation via email from the Headteacher. This must include a completed risk assessment by the Headteacher on behalf of the member of staff.

7. Identity Checks

7.1. 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.

7.2. 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](#).

7.3. They must be able to show:

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

7.4. At least one of the documents must show the applicant’s current address. The JFS HR team

conducting their ID check must then also use an appropriate external ID validation service to check the application.

- 7.5. **You must see originals.** Photocopies must never be accepted.
- 7.6. Record on the SCR the evidence you have seen, e.g. passport, driving licence etc., plus the date it was checked and the name of the person who checked it.
- 7.7. Take a copy of the documents, sign and date that the original has been seen and hold the copy in the personnel file.

8. Qualifications and Registration

- 8.1. You must record the professional qualifications **that are a requirement of the job**, e.g. Qualified Teacher Status (QTS) for a Teacher or perhaps a NVQ2 for a Teaching Assistant.
- 8.2. 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.
- 8.3. Record the qualification/s that you have evidenced, the date seen and who has checked it. Remember, if you want to check **all** qualifications you may choose to do so but you are only required to check the qualifications that are relevant for the job.
- 8.4. Copy the documents, sign and date that the original has been seen and hold the copy in the personnel file.
- 8.5. If the person has an overseas qualification and you are unsure of its comparability to a UK qualification you can check this with your HR provider or direct with various websites such as [NARIC](#).
- 8.6. Updates from 'Recruit teachers from overseas' (GOV.UK, March 2023) provides further information.

9. Prohibition Check

- 9.1. Since the 03 April 2014, it has been a statutory requirement that a Prohibition Order check must be made for any teacher the school employs. This does not apply to other staff groups although checks are completed on professional services staff if they provide small teaching-based sessions (i.e. an LSA working with a group of 5 children on a writing intervention).
- 9.2. 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 joining JFS will also have a prohibition check completed 12 months after 1 year's employment anniversary to ensure no record exists of any TRA that may have been in progress at point of recruitment.
- 9.3. Through the **Teachers Services' System**, schools 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.

9.4. In the absence of the QTS number you can check on the website, [Teachers Services' System](#): whilst you cannot enter the number to do a personnel check if you click on **Teachers prohibited from the profession**. This provides a full and comprehensive list of all staff with QTS, QTLS or unqualified that have any sanctions against them.

9.5. You must record on your SCR if a Prohibition Order check is required, the date of the check and the name of the person who checked it.

10. Barred List Check

10.1. 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.

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

10.3. 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).

10.4. 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
- must complete a volunteer risk assessment

10.5. In line with the Governance Handbook paragraph 16 (DfE, 2020) all Trustees and governors will receive an enhanced DBS check with Children's Barred list given the potential for their roles to include working in regulated activity.

11. Section 128 Direction Checks

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

11.2. A check for Section 128 direction must be carried out using the [Teachers Services' System](#).

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

11.4. You must record on your SCR if a Section 128 direction check is required, the date of the check

and the name of the person who checked it.

11.5. A section 128 direction check must be completed for all leaders, senior leaders and governance in JFS. This is also relevant for JFS Trustees.

12. Enhanced DBS check

12.1. It is a JFS requirement that all DBS checks must be renewed every three years at an enhanced level. Where possible, this requirement extends to agency/contractors who are involved in regulated activity on site and any contractual/service level agreement with new agency/contractors should include this expectation prior to proceeding

12.2. Employees should be encouraged to join the DBS update service [see below] and the school are at liberty to find effective ways of reimbursing the cost to those staff members who do this.

12.3. It is important to note here that if a school chooses to carry out an enhanced DBS check on a volunteer who does not qualify for a Barred List check you must ensure that when you complete the DBS application form you do not tick the box that requests the Barred List check.

12.4. JFS requires an enhanced DBS check **without** a barred list check for all trustees.

12.5. JFS requires a new DBS check for those employees who are joining not for the first time regardless of any break in service.

12.6. New appointments are summarised in the table below:

Person	Circumstances	Mandatory	JFS requirement
New staff	>3-month break of service	DBS + Barred List	DBS + Barred List
	Similar position <3-month break	Optional above	DBS + Barred List
New volunteer or Trustee	Contact with children + not supervised	DBS + Barred List	DBS + Barred List
	Contact with children + supervised	DBS optional no barred list	DBS no barred list
Agency and Contractor	If regulated activity	DBS + Barred List by organisation (or just DBS if not in regulated activity)	Name, DBS confirmation (including barred list as appropriate), letter of reassurance

12.7. 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.

12.8. Record the name of the person in JFS who was responsible for processing the DBS form and confirming its clearance.

12.9. 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.

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

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

12.12. 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.

12.13. This means that if JFS is proposing to engage an employee or volunteer who holds a portable DBS, they 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, JFS must request a new one. If there are no amendments JFS can accept the current DBS certificate for the purposes of the pre-employment check and update the SCR as live (i.e. new dates for DBS as 12.6).

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

13. Right to Work

13.1. 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.

13.2. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the [Teacher Services'](#) (TRA). Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, The school should consider the circumstances that led to the restriction or sanction being imposed when considering their suitability for employment.

13.3. 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.

13.4. Employers must confirm the right of those they seek to employ to work in the UK. The evidence that was provided and date when these checks were carried out. In addition, the name of the individual who carried out the check should be recorded. There is useful guidance on the [GOV.UK website](#) if there is any uncertainty.

13.5. You must record on your SCR what document has been seen to verify the person's right to work in the UK, the date of the check and the name of the person who checked it.

14. Application Forms and Shortlisting for Interview

14.1 Where a role involves engaging in regulated activity relevant to children, schools and colleges should include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

14.2 Schools and colleges should also provide a copy of the school's or college's child protection policy and practices and policy on employment of ex-offenders in the application pack or refer to a link on its website.

14.3 Schools and colleges should:
ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach)
consider any inconsistencies and look for gaps in employment and reasons given for them, and, explore

all potential concerns.

- 14.4 In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.

15. References

- 15.1. Two references must be obtained prior to interview for all shortlisted appointments. 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.
- 15.2. References for Agency staff must be sent to JFS as part of the due diligence process.
- 15.3. The school should ensure that the recruitment processes are robust and thorough. It is JFS's policy that if a teaching reference request is returned, with the candidate graded as satisfactory or less the offer of the post must not be confirmed until further information, including additional references, has been obtained.
- 15.4. 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.
- 15.5. 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.
- 15.6. 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.
- 15.7. Any information about past disciplinary action or allegations should be kept on a separate secure HR folder.
- 15.8. Some existing employees may have gaps in their personnel files. It is important that in these cases you show an audit trail of your attempts to gather the required information if the record is since September 2016.
- 15.9. If it is found that the predecessor school **did not** confirm that application forms and/or references existed, either by an entry on the SCR and or a note in the employee personnel file, rigorous efforts must be made to obtain them, and notes kept in their folder.
- 15.10. References should be retained in the personnel file.

16. Staff Declarations

- 16.1. All members of staff have a duty to declare the following:
- Criminal convictions;
 - Business or personnel interests; and
 - Changes to personnel data (as applicable);
 - Adherence to key policies.

17. Safer Recruitment Training

- 17.1. Safer recruitment training teaches safeguarding skills that help schools to better protect children while recruiting staff and volunteers. From 01 September 2014, safer recruitment training no longer needs to be approved by the Secretary of State. However, schools will continue to be required to ensure that at least one member of any recruitment panel has received appropriate training in line with safeguarding guidance.
- 17.2. School leaders will use their professional judgment to determine appropriate training for the needs of their staff and their school. The school must ensure that at least one member of every interview panel has undertaken safer recruitment training, and this is evidenced in your interview notes by including the initials of the trained individual.
- 17.3. All interview questions must include at least one safeguarding question appropriate to the post being recruited. JFS Interview Questions ensure that the required expectations at interview are adhered to.
- 17.4. 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.
- 17.5. Staff must sign and date to acknowledge that they have read and understood this document.

18. Personnel Files

- 18.1. The personnel files must be organised with dividers and be in chronological order.
- 18.2. Having completed the pre-employment checks, the electronic personnel 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 JFS 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 Recruitment Board;
 - 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 medical fitness and copies of any risk assessments completed as a result of the occupational health assessment;
 - (See Appendix 1 - Declaration of Medical Fitness);
 - Right to Work;
 - If the DBS disclosure revealed a criminal record and a DBS risk assessment is required (see appendix 4) a copy of the risk assessment must remain on the personnel file;
 - Contract of Employment – Signed by the headteacher and Employee;

- Equal Opportunities Monitoring form;
- Offer of appointment letter;
- Prohibition print check – dated;
- All interview related information for the employee – (including evidence of safeguarding questioning), records of observations and other tasks undertaken;
- Health/medical related risk assessments;
- Copy of any amendment to contract letter, including hours, grade, pay etc;
- 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;

18.3. It 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.

18.4. It is very important that both the SCR and Personnel files are confidential. 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 (ref 4.2).

18.5. The electronic personnel files should be stored in a secure place and have restricted access.

19. Training

19.1. Training on maintenance of the SCR will be included as part of the induction process for appropriate staff in the school, human resources and governance.

20. Responsibilities

20.1. The Headteacher has overall responsibility for JFS SCR, and the content of the employee personnel files but will delegate the process of maintaining them to JFS HR Team. The SCR must be checked six times per academic year by the Headteacher and regularly by JFS HR Team.

21. Monitoring and Compliance

21.1. Compliance with this Policy will be monitored by the Headteacher, the HR team and the relevant members of the Governing Body.

22. Review

22.1. The Policy will be reviewed at least every two years.

Appendix 1 – Safer Recruitment Checks - Forms

Risk Assessment Form – Safer Recruitment Checks

Form to be authorised by the Headteacher only

Details of staff member	
Name	
Job Title	
Start Date	

Outstanding recruitment checks			
Use the notes in the section below to summarise the information contained within the rest of this document			
Check type	Required	Complete	Notes
Application form	Yes/No	Yes/No	
DBS	Yes/No	Yes/No	
Interview notes	Yes/No	Yes/No	
Overseas police check	Yes/No	Yes/No	
Pre-employment health check	Yes/No	Yes/No	
References	Yes/No	Yes/No	
Any checks identified as incomplete above require the associated Risk Assessment section completed below. Any checks identified as complete above do not require the associated Risk Assessment section completing below.			

Final Approval and Sign off (Please also sign checks on the following pages)
I confirm that the individual checks on the following pages have been signed as agreement that the outstanding vetting checks are accepted and approved as detailed within this document and that the member of staff is suitable to work at JFS without these outstanding checks in place.
Name:
Signed:
Date:

Why do we complete pre-employment checks for members of staff and volunteers

JFS takes the safeguarding of our students extremely seriously. In order to fully protect everyone in our care the Human Resources team complete rigorous pre-employment vetting checks to ensure that we employ suitable people to work with the young people within our care. Detailed below is the requirement for each of the vetting checks detailed on the front page.

Application form

We always ask that all staff and volunteers complete a written application form, this form provides information about previous employment history to enable us to check that information is not contradictory or incomplete. The application form also provides details of the referees, enables applicants to disclose previous criminal records which may be discussed at interview and demonstrates the qualifications held.

DBS

A DBS certificate discloses any information about criminal convictions (except any offences that are eligible for filtering) including any unspent or spent convictions, cautions, warnings or reprimands. The DBS maintains 'barred lists' of individuals who are unsuitable to work with children and vulnerable adults. Under the **Protection of Freedoms Act (2012)**, schools have a legal requirement to make sure any volunteer or employee is not on any Barred List before engaging in any regulated activity with children or vulnerable adults.

References

The purpose of seeking references is to allow the school or college to obtain objective and factual information to support appointment decisions. References should always be obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed. References should be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate.

Interview notes

The interview notes are used to demonstrate the suitability of each candidate offered a role at JFS as well as complying with our safeguarding duty to ask questions relation to the safeguarding of children and providing evidence of who interviewed to ensure appropriately trained staff are on each interview panel.

Overseas police check

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. This includes obtaining an enhanced DBS certificate if the individual has never been to the UK. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available: criminal records checks for overseas applicants; and for teaching positions, obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

Pre-employment health check

When appointing new staff, schools and colleges must verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

Application Form				
Please tick Yes/No/NA as appropriate	Yes	No	NA	Comments
Is the applicant a long serving current member of staff who has remained in position or moved internally?				
Was a CV sent in place of a completed application form?				
Did the CV cover all requirements within the application form?				
Is the applicant known by a senior member of staff?				
Was the applicant referred by a known organisation and JFS hold their application to this organisation on file?				
Can an application form be completed retrospectively?				
Rationale for why this person should commence work without a completed application form being obtained:				
Signed by HT:		Date:		

DBS				
Please tick Yes/No/NA as appropriate	Yes	No	NA	Comments
Is the role involved in regulated activity?				
Have ID documents been seen?				
Has a DBS been applied for?				
Does the applicant have a previous DBS which can be evidenced?				
Is the applicants previous DBS on the update service?				
Does the applicant have any declared criminal convictions?				
Is the applicant known by any senior staff?				
Can barred list checks be run separately?				
Have the references confirmed any concerns in their last work place?				
Will the applicant be supervised whilst on school premises?				
Rationale for why this person should commence work without a completed application form being obtained:				
Signed by HT:		Date:		

References				
Please tick Yes/No/NA as appropriate	Yes	No	NA	Comments
Is the applicant a long serving current member of staff who has remained in position or moved internally?				
Were references provided at application stage?				
Were references sought? If so please state the dates				
Is the applicant known by a senior member of staff?				
Was the applicant referred by a known organisation and JFS hold their references sent to this organisation on file?				
Can references be sought retrospectively?				
Does JFS hold a clear DBS for the applicant?				
Have any safeguarding concerns been raised regarding the applicant if they have already worked within the school?				

Rationale for why this person should commence work without two references from previous employers being obtained:			
Signed by HT:		Date:	

Interview Notes				
Please tick Yes/No/NA as appropriate	Yes	No	NA	Comments
Was there an interview for the candidate?				
Were any notes made during the interview process?				
Can the interviewers confirm in writing that they interviewed the candidate and confirm they asked safeguarding questions?				
Can the interviewers provide notes to summarise the interview?				
Were any other tasks involved in the interview, if so please detail?				
Can interview notes be completed retrospectively?				
Rationale for why this person should commence work without interview notes being in place:				
Signed by HT:		Date:		

Overseas Police Check					
Country/Countries where the check will be required:					
Country		Dates in country			
Country		Dates in country			
Country		Dates in country			
Country		Dates in country			
Please tick Yes/No/NA as appropriate		Yes	No	NA	Comments
Has the applicant provided evidence that a Certificate of Good conduct/Letter of Good Repute/Criminal Records Check has been requested?					
Is the certificate/letter from a country where it may be difficult to obtain?					
Have references been sought from any relevant overseas organisations where the applicant worked during their time overseas?					
Have the references been validated, signed and dated?					
Has the applicant disclosed information of any convictions from overseas?					
Rationale for why this person should commence work without Overseas Police Checks being obtained:					
Signed by HT:			Date:		

Pre-Employment Health Check					
Please tick Yes/No/NA as appropriate		Yes	No	NA	Comments
Has the applicant been sent the pre-employment health questionnaire?					
Has the applicant completed the pre-employment health questionnaire?					
Has the applicant declared any health conditions within their application or during the interview process?					
Did the applicant start employment at JFS prior to the introduction of mandatory health checks in 2010?					
Can a pre-employment health check be sought retrospectively?					
Rationale for why this person should commence work without a Pre-Employment Health Check being obtained:					
Signed by HT:			Date:		

Appendix 2



VOLUNTEER FORM

Name of Interviewer

Date

PERSONAL INFORMATION

Title

Forename

Surname

Address

Postcode

Home Telephone

Mobile

Email (please print clearly)

Occupation (Past or present)

Contact person in case of emergency

Contact number(s) in case of emergency

Do you have any physical or mental health issue we should know about?

Have you ever volunteered anywhere before? (Please state where, for how long and nature of work involved)

What role are you interested in at JFS? (See page 2 for guidance)

How did you hear about volunteering at JFS?

SKILLS

Do you have any special skills that could be part of your volunteering in any of our departments? (Please tick all of the relevant boxes)

- | | | | | | |
|--------------------------|-----------|--------------------------|---------------------|--------------------------|-------------------|
| <input type="checkbox"/> | ART | <input type="checkbox"/> | JEWISH
EDUCATION | <input type="checkbox"/> | POLITICS |
| <input type="checkbox"/> | ECONOMICS | <input type="checkbox"/> | MATHEMATICS | <input type="checkbox"/> | PSYCHOLOGY |
| <input type="checkbox"/> | ENGLISH | <input type="checkbox"/> | LANGUAGES | <input type="checkbox"/> | SCIENCE |
| <input type="checkbox"/> | GEOGRAPHY | <input type="checkbox"/> | LRC | <input type="checkbox"/> | SOCIOLOGY |
| <input type="checkbox"/> | HISTORY | <input type="checkbox"/> | MUSIC | <input type="checkbox"/> | TECHNOLOGY |
| <input type="checkbox"/> | ICT | <input type="checkbox"/> | PE | <input type="checkbox"/> | EXTENDED SERVICES |
| <input type="checkbox"/> | ARCHIVING | <input type="checkbox"/> | OTHER | | |

Explain in detail what you feel you can offer, as a volunteer, in the field(s) that you have ticked above. You may indicate fields not itemised that you feel we could benefit from.

REFERENCES

Please give contact details of two referees who are not family members. One of them should have known you for a minimum of two years. Please state if you have worked for JFS before and in which capacity.

FIRST REFEREE (not family member)

Title	Forename	Surname
Address		
Postcode		
Mobile		
Email (please print clearly)		

In what capacity do you know this referee?

How long have you known this referee?

SECOND REFEREE (not family member)

Title	Forename	Surname
Address		
Postcode		
Mobile	Email (please print clearly)	

In what capacity do you know this referee?

How long have you known this referee?

CONVICTIONS

Y/N

Please state any convictions/cautions you have had for criminal Convictions must be declared due to the client group with which you may have contact while volunteering at JFS. Any information will be kept confidential and will be considered only in relation to the type of voluntary work you are applying for.

Have you ever been convicted of any criminal offence by Court of Law? (If 'Yes' please give details of all convictions).

Signature

Date

Appendix 3: Compliance & Vetting –

NAME _____ ROLE _____

What is the employee's start date at JFS?	MANAGER NEEDS TO CONFIRM
Have you checked the employee's date of birth?	
Have you checked their National Insurance Number?	
Do you have a copy of their CV/Application Form?	

Have you checked their Identity?	
What type of ID document was checked?	
Have you checked their Proof of address?	

Do they have the right to work in the UK? If yes, do they require a visa ? If yes, have you seen the appropriate visa ? When does the visa expire?	
Does the job require Sponsorship ? If yes, have you seen the appropriate documentation ?	
Does the employee have Fitness to work & occupational health clearance ?	

Has the employee undertaken a Valid Enhanced DBS ? What is the date of issue ? What is the DBS number ?	
Has a Children's Barred List check been completed? If so, on what date was this completed?	
Has the employee worked abroad for more than 3 months in the last 5 years? If yes, has an Overseas Police Check been completed? If yes, on what date was this issued?	

Does the employee require specific qualifications for their role? If yes, what are they? (e.g. A Levels, degree, etc) If yes, have you authenticated these qualifications ?	
Does this role involve any teaching responsibilities ? If yes, have you made a Prohibition Order Check ? (<i>If you need JFS to do this, please confirm</i>) If yes, what is their Teacher Reference Number ?	PLS COMPLETE

Have you seen a minimum of 2 verified and authenticated references ?	
Have you completed online searches as detailed in KCSIE?	

Has the employee received appropriate Safeguarding Training as part of their induction?	MANAGER NEEDS TO CONFIRM
------------------------------------------------------------------------------------------------	--------------------------------

Name of person completing information:	
Name of Organisation:	
Date information supplied:	

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person

Is the volunteer in 'Regulated' Activity? Yes No

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes No

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	
Is this volunteer with children between the hours of 2am and 6am	This is regulated activity and the person must have an Enhanced DBS check

Decision

- High Risk** – the person has no previous connection with the school AND cannot provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name)

Headteacher (Signature).....

Date

Chair of Governors (Print Name)

Chair of Governors (Signature).....

Date

Appendix 5

Visitor Protocol Guidance

All visitors to the JFS 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 JFS 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 JFS and a safeguarding leaflet issued. By signing in, the visitor confirms acceptance of the procedures.
- All visitors will be asked to sign the electronic signing in system or JFS equivalent. Required information will include their name, organisation, who they are visiting and vehicle registration. A photograph will also be taken if using the electronic signing in system.
- All visitors will be required to wear an identification badge and a purple JFS 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 JFS will hold an approved visitor list for visitors who frequently visit the JFS site to undertake work within the JFS (including contractors, supply staff and ambassadors). 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 JFS's SCR **AND**
- b) A current clear DBS children's barred list check has been undertaken **AND**
- c) **A completed JFS vetting sheet that confirms all other appropriate checks have been completed (see Appendix 3) or at the minimum a letter of reassurance from the relevant organisation**
- d) **Other requirements:**
 - Visitors on the approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in via the e-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 JFS.
 - Approved visitors will be required to wear an identification badge and an amber JFS lanyard. This indicates that, whilst they have all appropriate checks to be unaccompanied on site, they are not an JFS member of staff and therefore may require additional support in relation to specific pupil concerns or fire alarms/lockdowns etc. Both the badge and lanyard must remain visible throughout their visit.
 - A copy of the approved visitor list will be kept behind reception (or on the electronic signing in system) at all times so that office staff who are not privy to the JFS SCR are

able to sign in as appropriate. This must be kept up to date.

Visitors Departure from JFS

On departing the JFS, all visitors MUST leave via reception and:

- Sign out in the same manner as signing in.
- Return the identification badge and JFS lanyard to reception.
- A member of staff must escort those visitors with red lanyards back to reception.

Unknown/Uninvited Visitors to the JFS

Any visitor to the JFS site who is not wearing an identity badge or who has a red JFS lanyard and is unaccompanied should be challenged politely to enquire who they are and their business on the JFS site.

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 headteacher must be informed to review the incident.

The procedures under “Visitors to the JFS” above will then apply. In the event that 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 JFS grounds, police assistance will be called for.

Trustees, Ambassadors and Volunteers

All Trustees, Members, Ambassadors and volunteers must comply with safeguarding procedures and sign in as an approved visitor. The Regional Coordinators will assist in obtaining the DBS, ambassador ID badge and relevant checks for ambassadors. The Governance Team will assist in obtaining the DBS and relevant checks for the Trustees and Members.

New members of the national/regional team will be made aware of this Policy as part of induction as completed by the governance team, RED, ROD or Regional Safeguarding Lead.

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