

Policy for Safer Recruitment, DBS & pre-employment checks

Author:	People Services
Date of issue:	April 2023 (Updated August 2023)
Date of next review:	May 2024

Policy Statement

We recruit people of the highest calibre who understand and recognise the vision and aims of Milton Keynes College, and who are committed to safeguarding and promoting the welfare of our students.

This will be essential for pupils having a positive experience at Milton Keynes College and ultimately contributing to the College being a safe environment, where safeguarding is at the centre of everything we do.

For the appointment of the senior staff such as department leads, the Governing Body should be involved and be part of any selection panel and the People Services team will support the process as required by the College.

For the appointment of other staff, members of the Senior Leadership Group, Teachers, Tutors and Support Staff the Governing Body will normally delegate this responsibility to the Head of Department.

Volunteers and Associates will be treated in the same way as paid colleagues and must complete an application form and undertake relevant checks.

All selection panels require at least one member of staff with Accredited Safer Recruitment training; we follow the Milton Keynes recommendation that this is updated every 3 years. This person will be involved with the complete recruitment process for that role.

We are committed to employing the right people, in the right role and deterring those who are seeking opportunities to harm students.

The DBS check searches personal details provided by applicants against police records and other sources.

There are three types of check that the College may request from the DBS:-

- **Standard Check** – shows unspent convictions, cautions, reprimands and final warnings along with any spent convictions and cautions that are not eligible for filtering.
- **Enhanced Check** - shows the same information as a Standard Check plus any information held by local police that’s considered relevant to the role.
- **Enhanced Check with Barred Lists** – shows the same information as an Enhanced Check plus whether the applicant is on the list of people barred from doing the role.

In addition, there is a confidential process for transgender applicants. If a transgender applicant is asked to complete a DBS check and has a previous identity that they do not wish to be disclosed to Milton Keynes College and/or on their DBS certificate, they may call or email the DBS dedicated sensitive applications team before submitting their application. The team is experienced in dealing with sensitive cases and will advise them of the process and what they need to do.

More information can be found via <https://www.gov.uk/guidance/transgender-applications>

Aims and Objectives

The aims and objectives of this policy are to:

- Ensure that all DBS and pre-employment checks are conducted in the correct manner
- Provide managers, applicants and People Services' staff involved in DBS and pre-employment checks with clear information on when, how and why they are conducted
- Reflect any statutory guidance for DBS checks and pre-employment checks contained in the Keeping Children Safe in Education guide
- Ensure DBS Certificate information is only used for the specific purpose for which it was requested and for which the individual has agreed to
- Ensure any checks are undertaken consistently and fairly for all applicants.
- Ensure all applicants to MKCG are treated in a fair and consistent manner

General Principles

Principles within this policy should be used for the safer recruitment of all staff, including volunteers, associates and contractors.

All recruitment will follow all relevant employment legislation that is in place at the time of recruitment. A checklist is provided in Appendix 1 which will guide those who are involved in the recruitment practice.

All recruitment activity will be carried out in line with the Equality Statement (known as Ban the Box) and all those involved in the process will have been reminded to update themselves on the content prior to involving themselves in the recruitment.

Throughout the recruitment and selection process all candidates will be treated with respect and dignity. Full regard will be given to child protection, adult safeguarding and welfare issues in appointing new member of staff.

This Policy aims to ensure that appropriate checks are made on College employees, volunteers and associates of the College. It is a condition of employment for any member of staff who have frequent or infrequent contact with children or adults at risk. College employees and volunteers are also required to disclose any new information that may impact on their ability to work with children and vulnerable adults.

The College will treat all DBS check applicants fairly and will not discriminate automatically because of a conviction or other information revealed. A risk assessment will always be undertaken when criminal information is disclosed or an online search reveals information that may impact on their suitability to work with children.

This policy applies to prospective employees, employees, agency workers and volunteers and is made available to all individuals at the point of requesting them to undergo a DBS check or prior to using their information to access any service DBS provides.

The College has Registered Body status with the DBS and complies with the DBS Code of Practice. Full consideration will be given to the behaviours or personal qualities required to support safeguarding and promote the welfare of students.

We will ensure that we have sufficient staff trained in 'Safer Recruitment', to ensure that there is an appropriate person at every interview panel. This training is to be recent (within 3 years) and relevant.

This policy does not form part of the formal contract of employment, but it is a condition of employment that employees abide by the terms of this policy. Any failure to follow this policy may result in disciplinary proceedings.

Stage 1 – Prior to advertisement

A full job description and person specification incorporating Safeguarding elements and exemption from the Rehabilitation of Offenders Act (excluding protected offences) will be agreed by the appointing department and confirmed by People Services.

The job description will clearly state the main duties and responsibilities of the post and specifically mention the individual's responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

The person specification will include:

- the qualifications and experience together with any other requirements needed to perform the role in relation to working with children, young people and adults at risk.
- the behaviours and qualities the successful candidate should be able to demonstrate.
- explain how these requirements will be tested and assessed during the selection process.
- explain that relevant issues arising from references and online checks will be taken up with short-listed applicants at interview.

A recruitment timetable will be drafted for each post advertised to ensure deadlines can be met. Agreement will be reached on who needs to be involved in the process to ensure the fairest and best outcome including governors where appropriate.

Responsibility for administrative tasks such as placing advertisements, writing to candidates, requesting references and undertaking checks etc. is primarily undertaken through Atlantic Data, originals of documents must be produced for anyone shortlisted and attending interview. All candidates are expected to complete an application form, with full details of employment and volunteer roles since leaving school. CVs can be submitted to show interest but will not be considered as part of the recruitment process.

All candidates will be made aware that successful shortlisted candidates will be asked to complete a Criminal Declaration under the Rehabilitation of Offenders Act 1974. They will also be directed to

guidance on filtering and protected offences, to ensure they are aware of what offences need to be disclosed and which do not.

A criminal disclosure will only be considered at interview and does not necessarily stop a person from being employed. A risk assessment will be undertaken to assess the safeguarding impact on students and any restrictions that may be put in place. This is undertaken on a case-by-case basis, considering the vulnerability of students, the impact of the disclosed activity, the timeframe and the specifics of the role.

The recruitment panel will consider ways of creatively raising the profile of the position other than advertising to ensure the most inclusive approach as possible.

Initial plans for the selection process will be discussed prior to the post being advertised.

An information pack, content variable depending on the nature and seniority of the post, will be available online to candidates. The following will be included as a minimum for all positions:

- Recruitment process (when invited for interview)
- Application form and explanation notes
- Job and Person Specification
- Vision and Aims of the Milton Keynes College Group
- Referencing to College Safeguarding & Child Protection Policy
- Referencing and DBS checking procedure
- Further checks that may be undertake i.e. Prohibition check, Overseas Checks, Right to Work.
- Online searches and the opportunity to discuss any concerns raised at interview.
- Teacher number for all qualified teachers
- Statement that applicants who are shortlisted will need to disclose any convictions or warnings (excluding filtered or protected offences).
- Any other details appropriate to the position such as working hours/weeks etc.

Stage 2 – Recruitment Advertising

The recruitment advertisement will include a statement about the employer's commitment to safeguarding and promoting the welfare of children, in addition to reference to the need for the successful candidate to be DBS checked & exemption from Rehabilitation of Offenders Act (excluding filtered & protected offences.) and the undertaking of online searches.

The recruitment advertisement will be drafted to sell the job, promote the safeguarding agenda and discourage unsuitable candidates. It will be placed locally for all appointments and nationally (Senior Leadership appointments). It may also be placed in appropriate publications / websites for the skills and abilities required for the position. This will be done with consideration of best value and budget restraints.

Applicants who are invited for interview, will be asked to give details in an envelope of all convictions or warnings (excluding protected offences) to the interview. Interviewers will ask questions around any disclosed offences and undertake a risk assessment for any disclosed offences.

A discussion will take place at interview regarding any concerns identified in online searches. A DBS check will be undertaken for successful candidates to check that information given in the disclosure matches the DBS information.

Stage 3 – Shortlisting

All candidates will receive a response and will be kept informed of the progress of their application.

Shortlisting will be carried out by a minimum of two people, assessing the information provided in the individual's application against the essential knowledge, skills and abilities on the person specification.

Applications will be scrutinised to ensure they are properly and fully completed; information is consistent, and any gaps are identified. Any gaps will, be clarified by telephone, e-mail or at interview using value-based interview techniques.

Any anomalies, discrepancies or gaps in employment should not exclude the candidate from interview but must be investigated at interview and be noted as part of the consideration or whether to appoint the applicant.

Repeated changes in employment or obvious gaps, without clear career or salary progression will also need to be explored and verified at interview.

All short-listed applicants will be reminded that any offer of employment will be conditional on a DBS check being carried out and the result confirming that the applicant is suitable for the role.

All shortlisted candidates should expect an online search to be undertaken. The parameters of the online search are:

- 5 year search restriction
- Google search on any names candidate has been known by
- Search on popular social media such as Facebook, Instagram, LinkedIn, TikTok

Any concerns identified will be discussed at interview with the candidate.

All short-listed candidates will be encouraged to visit the College prior to the selection process.

Previous offences will not be considered at this stage.

Stage 4 – References

A pre-written reference cannot be considered and any electronic references will be checked to ensure they come from a valid source.

Formal Teaching roles will require that references are applied for before interview. A minimum of two references should be sought and obtained directly from the referee on all short-listed candidates before interview. One must be their current employer. If references have not been received by interview, they will be chased.

For all other roles, permission must always be given to request references from the current employer before interview. For candidates who do not want their employer being contacted prior to a conditional offer being made, references will be requested for the successful candidate after interview.

Any issues arising from references will be further explored with the referee and taken up with the candidate at interview or at the earliest opportunity.

When references are received, they must be scrutinised, and any concerns resolved satisfactorily before the person's appointment is confirmed.

All references will seek objective verifiable information and not subjective opinion.

A copy of the job description and person specification for the applicable post will be included with reference requests.

All reference requests will ask:

- professional or personal reference
- the referee's relationship with the candidate; ask for specific comments about the applicant's suitability and capability for the job in question and how he/she has demonstrated that he/she meets the person specification.
- confirmation of time employed
- whether the referee is completely satisfied that the candidate is suitable to work with children/adults at risk and if not, for specific details of the reasons why the referee believes the person might be unsuitable.

References will also seek confirmation of details of the applicant's current post, salary, performance history and conduct including any disciplinary procedures and current disciplinary sanctions.

Confirmation of any allegations or disciplinary procedures involving issues relating to behaviour towards children or young people, or the health and safety and welfare of children or young people, including any in which the disciplinary sanction has expired and the outcome of those.

Information about past disciplinary action or allegations should be considered.

The referee will be reminded that they have a responsibility to ensure the reference is accurate and does not contain any material misstatement or omission and that relevant factual content may be discussed with the applicant.

References will be checked against the application form to ensure that information given by the applicant is consistent and specific questions have been answered. Any vague or unspecific answers should be followed up by telephone and written answers should be requested. Any discrepancies will be taken up with the applicant.

Additional referees may be requested for candidates where a reference has not been returned or, where the information is so limited, it fails to give enough information for a decision to be made, a risk assessment will also be undertaken.

A telephone conversation will be instigated if there are any concerns about the information or lack of information given.

Stage 5 – Selection Process

The selection process will be fully planned and managed. It is designed to test all candidates' knowledge, practical experience, philosophies, interpersonal skills and understanding of current

education initiatives and legislation. We also check on a candidate's motivation to work with children, young people and vulnerable adults and their attitude to safeguarding.

The selection exercises will be designed to bring out the best in all candidates and give them the opportunity to show their strengths.

All members of the selection panel will be given the opportunity to express their opinion and challenge others.

Students can be involved in the selection process. This could be students giving a tour of the school or the panel observing short listed candidates' interaction with students or teaching a lesson.

Interviews will be conducted by a minimum of two people (preferably three), one person must have Accredited Safer Recruitment training, for senior or specialist posts, a larger panel would be involved in the process and a Governor should be involved in the process.

Candidates should bring original qualification certificates, three types of proof of identity. One must be birth certificate ¹and one with address), evidence of any name changes, evidence that they have right to live and work in UK, details of any convictions or cautions to interview. If they have a portable DBS, they can bring this as well.

Staff employed to work in childcare a) with under 5s or b) in wrap-around care where there are children under 8, must also state that they have not been disqualified under the Childcare Act 2006 This will be recorded on the SCR.

All previous names must be recorded and checked during the DBS process.

Any previous convictions and warnings can be considered at this point. Panel must risk assess if they are willing to employ the individual. There are very few offences that bar someone from working with children. Milton Keynes College Group will consider each application individually and consider whether any offences impact on their ability to fulfil the role and safety of students.

Stage 6 – Completion of Process

The successful candidate will be offered a conditional offer, subject to satisfactory references, DBS and other required checks. No candidate may commence employment or volunteering until satisfactory checks and references have been received.

Feedback will be offered to all candidates, when requested, and will be constructive and developmental.

Feedback may be requested from candidates on the process to learn for future recruitment activities. All notes and paperwork about candidates will be handled sensitively and in line with the GDPR requirements. Paperwork will be kept for 6 months following the interview process. Unsuccessful candidates' paperwork will then be removed.

All checks required will be completed ie DBS, Qualified Teacher Status, Medical Clearance, overseas checks and Asylum and Immigration.

¹ In the event of the candidate having changes of name, they would be expected to bring in the documentation recording these changes (marriage certificate, change of name deed poll, divorce certificates)

Governor/management positions also need a Section 128 Mandate through the Teacher Service Portal.

Regulated activities will be recorded on the SCR for all roles that meet these criteria. A barred list check will be undertaken for all staff in regulated activity².

DBS Requirements

The DBS check searches personal details provided by applicants against police records and other sources. It is an essential component of our Safer Recruitment process and will be undertaken to minimise risk to students.

There are three types of check that the College may request from the DBS:-

- **Standard Check** – shows unspent convictions, cautions, reprimands and final warnings along with any spent convictions and cautions that are not eligible for filtering.
- **Enhanced Check** - shows the same information as a Standard Check plus any information held by local police that’s considered relevant to the role.
- **Enhanced Check with Barred Lists** – shows the same information as an Enhanced Check plus whether the applicant is on the list of people barred from doing the role.

Due to the nature of work at an FE College/Educational Services provider, at least a Standard Check is required for all College roles. The following checklist should be used to determine if an Enhanced Check is required.

Question	High Risk	Medium Risk	Low Risk	No Risk
Tick any answers that are yes				
Are they office based?				
Are they working in the community?				
Do they have to work directly with children?				
Do they work directly with the public?				
Do they work directly with vulnerable adults?				
Is the work unsupervised?				
Are they supervised at all times?				

² [ES573374 CCS156 CCS0318265556-1 NHS Eligibility Roles Leaflet Children v3 EB.pdf \(publishing.service.gov.uk\)](#)
[ES573375 CCS156 CCS0318265556-1 NHS Eligibility Roles Leaflet Adults v2 EB.pdf \(publishing.service.gov.uk\)](#)

Is this regulated activity- regular basis with same people?				
Is this a position of trust? – Are people likely to see this person as someone they can trust and seek help from?				
Do they give out advice and guidance (housing, finance, support etc?)				
Do they handle sensitive information?				
Could they be required to cover sessions such as children’s activities?				
Total Ticks	A	B	C	D

Consider highest level of ticks

- A – Any ticks - Enhanced DBS required
- B – More than 3 ticks Enhanced DBS required
- C – No DBS required
- D – No DBS required

In addition, there is a confidential process for transgender applicants. If a transgender applicant is asked to complete a DBS check and has a previous identity that they do not wish to be disclosed to Milton Keynes College and/or on their DBS certificate, they may call or email the DBS dedicated sensitive applications team before submitting their application. The team is experienced in dealing with sensitive cases and will advise them of the process and what they need to do. More information can be found via <https://www.gov.uk/guidance/transgender-applications>. (Please note this will not stop a check being made, but affects how it is managed.)

The college will:

- Undertake the correct level of check for the role
- Ensure that all DBS checks are conducted in the correct manner
- Provide managers, applicants and People Services’ staff involved in DBS checks with clear information on when, how and why DBS checks are conducted
- Reflect any statutory guidance for DBS checks contained in the Keeping Children Safe in Education guidance
- Ensure DBS Certificate information is only used for the specific purpose for which it was requested and for which the individual has agreed to.
- Ensure all DBS check applicants are treated in a fair and consistent manner

All new employees are required to have a DBS check and will not be allowed to start work at the College until a satisfactory DBS Certificate has been obtained.

The College may request that employees undergo a DBS check during their employment if they have not previously had a DBS check and they become involved in work that requires a DBS check, or they become involved in work that requires a different level of DBS check to that originally completed.

Employees must inform Milton Keynes College Group immediately if any new information such as criminal convictions, cautions or other related information arises since the date of their last DBS Check.

If the DBS Certificate contains disclosure information the individual will be invited to a meeting with an appropriate Manager (usually the individual's Line Manager or a Senior Manager) to discuss the content of the disclosure.

The individual will be asked to bring their original Certificate to the meeting. People Services will provide support to the Manager conducting the meeting but will not usually attend the meeting.

A Risk Assessment will be undertaken by the Manager to decide if the employment or volunteering should commence or continue.

In undertaking the Risk Assessment and making a decision, the following factors will be taken into account:

- whether the conviction or other matter revealed is relevant to the post offered
- has the candidate been disclosed the offence and been honest and open at interview stage
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- Is there a pattern of behaviour or a one-off event
- have the individual's circumstances have changed since the offending behaviour

For employees and volunteers who are due to be working in Early Years Provision or Later Years Provision, the contents of the DBS Certificate will also need to be considered against the Childcare Act 2006 to ensure that the individual is not disqualified under the legislation from working in the relevant setting.

Any information disclosed by the individual will be treated in strictest confidence and will only be shared with employees who require the information in the course of their duties. This will usually be limited to the individual's Line Manager(s), the Education Manager, Head of School or Head of Function as appropriate, the College's Safeguarding team (if needed) and members of the People Services Team who have provided support to the process.

The risk assessment will be implemented and monitored and will be placed on the individual's personnel file.

If it is determined that the employment should not commence, or the volunteering continue, the individual will be given written reasons for this.

Providing false information is grounds for gross misconduct and immediate dismissal.

Disqualification by Association

Employees who work within Early Years Provision or Later Years Provision must also inform People Services if they become disqualified from providing childcare under the Childcare Act 2006.

This includes

- Inclusion on the DBS Children's Barred List
- Certain violent and sexual criminal offences against children and adults (this includes offences committed overseas and may also include cautions for the same);

- Certain orders made in relation to the care of children
- Refusal or cancellation of registration relating to childcare

Overseas Checks

Any new starter who has lived or worked outside of the UK for a period of more than 6 months within the last 10 years will be required to provide a police check for every country that they have lived in for the last 10 years. The new starter is responsible for obtaining and paying for the criminal records check/certificate from the relevant country(s). The original check/certificate as well as an official translation of the document will need to be shown to a member of the People Services Team if they are Campus based or their Line Manager if they are based in a prison.

The application process for obtaining a criminal records check/certificate varies from country to country. Further information on how to request a check from another country can be found [Guidance on the application process for criminal records checks overseas - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-get-a-criminal-records-check-from-another-country).

If an individual is unable to obtain a criminal records check/certificate from a country they have previously lived or worked in (for example because they were under the age required for police checks in that country), the College may be able to conduct other checks instead (such as obtaining references from previous places of study or employment in that country). Whether this is appropriate will depend on the particular circumstances that apply and the overriding consideration will be the safety and security of learners and staff. A risk assessment should also be completed.

Induction

Following confirmation of offer and agreement of start date, preparation for induction can take place.

Induction will include:

- Training and information about college policies and procedures (including those relating to safeguarding and promoting welfare eg Child Protection, Code of Conduct, anti-bullying, physical intervention/restraint, and internet safety)
- Supporting people in the way that is appropriate for the role
- Details on DSL's & Safeguarding Governor
- Information on their expected conduct – Professional Standards
- The opportunity for line managers to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately
- Whistleblowing Policy (internal and external)
- Behaviour Policy
- Details on how to report allegations against staff.
- Opportunities for the individual to discuss any issues or concerns about their role or responsibilities
- Log in details for computer
- Role of DSL in monitoring filtering and safeguarding issues related to internet use.

Monitoring and Ongoing Vigilance

The recruitment process and induction arrangements will be monitored to allow for future recruitment practices to be better informed. It will normally cover staff turnover and reasons for leaving, exit interviews and attendance of new recruits at safeguarding adults and child protection training.

We operate a culture of vigilance, supporting and encouraging staff to be watchful of each other. Staff are monitored continuously during employment via staff meetings, supervision & one to ones/check-ins and online activity.

If an employee discloses new information since their last DBS Certificate or a DBS Certificate is obtained which reveals disclosure information, the Manager should discuss the situation with People Services.

A DBS Risk Assessment Form will also need to be completed. Where a DBS Certificate reveals information which was known to the College before the employment commenced and which the College has previously risk assessed and confirmed that employment may commence/continue, no new risk assessment will be undertaken unless there has been a material change in circumstances which requires a new risk assessment to take place to ensure the safety and security of learners and/or staff.

Where the offence is serious, or the DBS Risk Assessment Form reveals a potentially unacceptable level of risk, it may be necessary to initiate an investigation under the Staff Disciplinary Policy. The welfare of students is always a primary concern for the College.

Occasional Workers

Occasional Workers will usually be appointed directly or through an agency.

Those appointed through an agency, must have full checks undertaken by the supply agency. People Services will obtain a written declaration stating full details of the person including TRN, details of qualifications, ID and prohibition checks undertaken, overseas checks, right to work, number and date of DBS and stating that they have undertaken the relevant safeguarding training. It should also state that the supply agency has no concerns or ongoing investigations involving the worker. This will be kept on file and recorded on the Single Central Record (SCR).

Directly employed occasional workers must produce all documentation mentioned above to the college, and all checks will be completed as per an employee/volunteer. The details of which will be recorded on the SCR.

Any concerns raised whilst occasional workers are employed by the college will be shared with the supply agency and the LADO.

Regular Contractors

Regular contractors are expected to have checks in place, college will require evidence of these checks. The Facilities team will ensure that they have a signed declaration from their organisation stating

these checks have been undertaken. This will be shared with People Services so it can be added onto the SCR.

One-off contractors must produce ID and DBS (if they have one), these checks will be recorded. They must be always supervised and kept away from students as far as possible.

Visiting Staff from other Organisations

The college will seek a written confirmation that checks have been done by their own organisation this should include the type of DBS check. If they do not have an enhanced DBS check, then they must be accompanied at all times. Visiting staff must be made aware of the Safeguarding, Child Protection policies and the College Code of Conduct.

Volunteers

All volunteers will be required to fully complete an application form and must be interviewed before commencement.

A Safeguarding Assessment Form will be completed by the Volunteer's Line Manager prior to the start of any volunteering to confirm that the volunteer will be supervised in their role and will not be undertaking regulated activities. Please see Risk Assessment below.

All volunteers must undertake an enhanced DBS check. The College will only request that the barred list is checked if the volunteer will not be supervised and will be undertaking regulated activities.

Volunteers will be recorded on the College SCR and will undertake an induction, child protection briefing and made aware of key policies including the College's Professional Standards & Code of Conduct.

**Risk Assessment Template for Volunteers working with MK College
who are NOT undertaking Regulated Activity**

This risk assessment template may be used when deciding whether to obtain an enhanced DBS certificate for regular Volunteers who are NOT engaged in regulated activity, in line with Keeping Children Safe in Education.

Name of Volunteer		Start Date	
Person conducting the risk assessment			

Is the Volunteer going to be working in Regulated Activity³? [tick one box]

A Yes *(If “Yes” you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out this risk assessment further)*

B No *(If “No” you may choose to obtain an Enhanced DBS certificate **without** a Barred List check, based on this risk assessment and your professional judgement)*

Factors to Consider	Description	Guide to Risk Score 1=Low risk 2=Moderate Risk 3=High risk	Risk score
Will they have direct contact with children?		1=No Contact 2=Some Contact 3=Regular Contact	
Frequency of working directly with children?		1=Never/rarely 2=Occasionally 3=Frequently	
Age range of the children?		n/a	
Any contact with children particularly vulnerable?		1=No Contact 2=Some Contact 3=Regular Contact	
Assisting with any personal care?	<i>(If “yes” the Volunteer is Regulated Activity, tick box A above)</i>	1=No Personal Care 2=Some Personal Care= Regulated Activity	
What tasks will they be doing?		1=low risk/simple tasks 2=moderate risk/more complex tasks 3=high risk/complex tasks	
Frequency of working in the College?		1= Occasionally 2=2-3 times a term 3=weekly+	

³ Refer to Annex F in Keeping Children Safe in Education for the Statutory Definition of Regulated Activity

Will they be working with children outside of College hours? when?	<i>(Work between 2am and 6am is Regulated Activity, tick box A above)</i>	1=None 2=Occasionally 3=Frequently 2-6am=Regulated Activity	
Will they be working with children off College premises? Where? When?		1=Never/rarely 2=Occasionally 3=Frequently	
Is the College a residential setting?		1=No 3= Yes	
What is the association of the Volunteer with the College?		1=strong links eg ex staff 2=some eg parent/ex pupil 3=none or weak link	
How well does the College know the history of the Volunteer?		1=Well Known 2=Some knowledge 3=Little or none	
What do you believe is their reason for volunteering?		1=positive/sound reasons 2=acceptable /neither good nor bad 3=not known/personal gratification	
Can the volunteer provide a relevant reference from someone they have worked or volunteered for?		1=Yes 3= No	
Can the volunteer provide a reference from someone who knows their work with children?		1=Yes 3= No	
Does the volunteer have a history of paid or voluntary work with children?		1=Currently working 2=Worked within 5 years 3=Over 5 years ago 4=Never worked with children	
Does the Volunteer have a recent DBS certificate from another role?		1=Yes within 12 months 2=Yes over 12 months 3=No	
Is the Volunteer currently signed up to the DBS update service?		1=Yes for a similar role 2=Yes for different role 3=No	
Are there any known or suspected concerns around working children?		1=No concerns 2=Don't Know 3=Some concerns	
Any other factors to be taken into account.			
Total Risk Rating [total up the risk scores for each factor]			
Overall Risk level [tick one box – refer to guide below]	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>

Guide to assessing risk level

<30

Low Risk. A score of less than 30 points suggests the volunteer is well known to the College, has probably got some experience of previous work with children/young adults and can provide a reference and is generally working on school premises and within normal school hours with children who are not deemed particularly vulnerable. They may be a previous employee, governor or volunteer and/or well known to staff or colleagues. They may hold a recent DBS certificate which has been seen or a portable DBS

Action: *there is no legal requirement to carry out a further DBS check but if the person doesn't hold a portable DBS they may wish to consider carrying out an enhanced DBS check with NO Barred List check*

30-40

Moderate Risk. A score between 30-40 points suggests the volunteer has some connection with the College, perhaps as a parent and may have done some similar voluntary work in the past. No particular issues have come to light and there are no concerns over their suitability. The person has provided suitable references. They may work regularly with children where occasionally some of these children are deemed vulnerable. They do not have recent or portable DBS check.

Action: *there is no legal requirement to carry out a further DBS check however the school may wish to consider carrying out an enhanced DBS check with NO Barred List check*

41+

High Risk. A score of above 40 points suggests that the volunteer has no previous connection with the College and is not known to staff at the College and cannot provide relevant references as to their suitability to work with children. They do not hold a current DBS or portable DBS check or they may be expected to work directly with children who may be particularly vulnerable or off school premises and out of hours.

Action: *there is no legal requirement to carry out an enhanced DBS check, however it is recommended that the school consider carrying out an enhanced DBS check with NO Barred List check.*

Agreed Action:

Enhanced DBS Check **IS** needed? **Yes/No**

Comment on reason:

Name of person signing off risk assessment:

Role:

Signature:

Date:

Legislation and Guidance

Keeping Children Safe in Education 2023 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

Guidance for safer working practice 2022 [GSWP Feb 2022.pdf](#)

Data Protection Act 2018 [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](#)

Education and Training (Welfare of Children) Act 2021 [Education and Training \(Welfare of Children\) Act 2021 \(legislation.gov.uk\)](#)

DBS Code of Conduct [DBS code of practice - GOV.UK \(www.gov.uk\)](#)

[Online DBS Check Application | DBS Check Online](#)

Safer Recruitment Protocols 2021 (Safer Recruitment Consortium) [Home \(saferrecruitmentconsortium.org\)](#)

Right to Work Guidance [Right to work checks: an employer's guide - GOV.UK \(www.gov.uk\)](#)

Working Together 2018 [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#)

Police, Crime, Sentencing and Courts Act 2022: positions of trust factsheet [Police, Crime, Sentencing and Courts Act 2022: positions of trust factsheet - GOV.UK \(www.gov.uk\)](#)

Appendix 1

Recruitment and Selection Checklist.

Pre-Interview	Initials	Date
Planning – timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised – (where appropriate) advertisement includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked.		
Advert details all checks that are to be made at shortlisting stage including criminal disclosure and online searches.		
Applications on receipt – Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting.		
Interview Panel – should be briefed and at least 1 member suitability trained in safer recruitment.		
Shortlisting	Initials	Date
Reference – seeking sought directly from referee on shortlisted candidates; ask recommended specific questions; including reason for leaving and any previous safeguarding allegations / disciplinary action.		
Reference – on receipt checked against information on application; ensure referee has appropriate authority, scrutinise; any discrepancy/issue of concern noted to take up with referee and/or applicant.		
Invitation to interview – includes all relevant information and instructions.		
Criminal record self-disclosure – with explanation or links to filtering rules and spent / unspent and signposts to impartial advice - sent to shortlisted candidates and to be returned prior to interview date		
Online Searches – informs candidate that online search will be undertaken and any issues discussed at interview.		
Interview arrangements – at least 2 interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards – Standard questions and specific candidate questions agreed.		
Any other methods of assessment agreed and passed onto candidate i.e. presentation, activity assessment		
Interview – explores applicant’s suitability for work with children as well as suitability for the requirements of the post		

Any self-disclosed criminal history or issues of suitability – check information would not be filtered / protected, discuss context with candidate at interview, record what was discussed, seek additional advice if necessary. Undertake risk assessment for any disclosure.		
Identity & right to work – original documents verified on day of interview		
Birth certificate – is seen wherever possible, in order to identify whether a person has changed their name. If unable to produce a risk assessment should be undertaken		
Qualifications of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file. Early Years qualification checked on the Early Years qualification checker website		
Conditional offer of appointment – offer of appointment is made on conditional satisfactory completion of the following pre-appointment checks and a satisfactory probationary period.		
References - receive and check (if not obtained and scrutinised previously) any issues are clarified with referee and/or candidate. Content confirmed with the referee and electronic references are verified as from a legitimate source.		
Identity & Qualifications (If that could not be verified at interview) If recruitment process was remote, the originals must be seen in College or before start date & the date seen should be recorded on SCR		
Evidence of right to work in the UK – refer to https://www.gov.uk/legal-right-work-uk for guidance.		
DBS Certificate – Apply for the relevant level of DBS, which will be sent back to the applicant. The applicant should then present the original certificate to the recruiting manager. The recruiting manager should make a note on the Single Central Record of the date it was seen by them. Any disclosed information relevant to suitability should be compared with the self-disclosure. For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. A check online must be undertaken and recorded on SCR. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained. Type of DBS (adult or child) should match the age they will be employed to work with in college.		
Barred list check – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf).		
Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE Teaching Certificate		
Prohibition – (for teaching posts) the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions. For non teaching posts where the applicant has previously been employed as a teacher, a prohibition check should be undertaken		

<p>Health – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form.</p>		
<p>Disqualification from childcare – (for relevant posts only) go to https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006 for more guidance on who is bound by the disqualification rules.</p>		
<p>Employing individuals who have lived or worked outside the UK – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas criminal checks can be found here: https://www.gov.uk/government/publications/criminal-records-checks-foroverseas-applicants</p>		
<p>Copies of decisions made must be kept for 6 months following recruitment. Candidates are entitled to feedback on the decision not to appoint.</p>		