



## The Tiffin Girls' School

### Volunteers, Visitors, Supply Staff and Contractors: Safeguarding procedures

REVISED JANUARY 2021

#### Statement of Intent

1. The school is committed to safeguarding and promoting the welfare of students in our care and expects all staff, contractors, volunteers and visitors to share this commitment.
2. The school is committed to procedures that help deter, reject or identify people who might abuse children, and take all necessary steps to check suitability to work with or around children as detailed within the statutory guidance documents 'Working together to Safeguard Children' (March 2018) and 'Keeping Children Safe in Education' (September 2020).
3. This is achieved by:
  - Adhering to the statutory responsibilities to check staff who work with children. In the case of a new appointment, the school follows the school's Recruitment and Appointment policy.
  - Ensuring checks on all staff (including teaching and non-teaching, temporary and supply) or salaried trainees are in place and details are held on the school's single central record.
  - Taking proportionate decisions on whether to ask for any checks beyond what is required.
  - Ensuring that checks for volunteers, visitors and contractors are at the appropriate level, that these are recorded on the single central record where relevant, and supervision is provided accordingly.
  - Ensuring that all volunteers, visitors, supply staff and contractors sign in and out at the main school reception and are required to wear badges/lanyards identifying them as visitors/contractors at all times
4. If a member of staff has concerns about a visitor, contractor, supply staff, student placement or volunteer's suitability to work with children, they should raise this with the Designated Safeguarding Lead (DSL) or the Headteacher at the earliest opportunity.
5. Under no circumstances should an individual in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. The full definition of regulated activity is set out in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. In summary, a regulated activity includes:
  - teaching, training, instructing, caring for or supervising children if the person is unsupervised;
  - providing advice or guidance on physical, emotional or educational well-being;
  - driving a vehicle only for children; and
  - regular work within the school with the opportunity for contact with children, but not including work done by supervised volunteers.

***The following processes are followed as appropriate:***

**Volunteers including parent volunteers, unpaid work experience/Pre-PGCE school experience**

6. Volunteers can enhance the learning opportunities of our students by contributing a range of skills and experiences and/or by helping with fundraising activities through, for example, the PSA or the Music Society (TGMS). The school is appreciative of this contribution.
7. Before a volunteer begins to work in the school, the volunteer will be asked to complete a Volunteer's Application Form. This will be reviewed and references taken up where appropriate.
8. The school will undertake a risk assessment to consider whether a person working as a volunteer should be asked to apply for an enhanced DBS certificate (including barred list information). Details of the risk assessment will be recorded using the form at Appendix 1.
9. The school will obtain an enhanced DBS certificate (which will include barred list information) for all volunteers who are assessed to be working **unsupervised** in regulated activity. Where such DBS checks are carried out on volunteers these will be recorded in the single central record. The school requests that all volunteers sign up to the DBS update service, and, with the volunteer's permission, runs termly checks on all volunteers.
10. If the volunteer is to be supervised **at all times** (even during breaks) by a member of staff who has an enhanced DBS check, they will not be required to undergo a DBS certificate, although the school may choose to undertake such a check. Without the enhanced DBS check, they will not be left on their own with a student or group of students. To be considered supervised, the supervision must be:
  - a) By a person who is in regulated activity;
  - b) Regular and day to day; and
  - c) Reasonable in all the circumstances to ensure the protection of children.
11. Upon arrival at the school, volunteers must provide photographic evidence of their identity (e.g. identity card issued by provider or passport). Information will be provided on the school's code of conduct and safeguarding procedures (relevant to the nature of their visit). They will be expected to wear a school visitor's badge at all times.

**Trainee/student teachers**

12. Where applicants for initial teacher training are salaried by the school, the checks required for staff appointments will be carried out (as detailed in the Recruitment and Appointments Policy), including an enhanced DBS certificate (with barred list information).
13. Where trainee teachers are fee-funded (for example SCITT or PGCE placements), it is the responsibility of the initial teacher training provider to carry out the necessary checks. Evidence of this will be requested by the school from the training provider prior to arrival to confirm that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record, but the school chooses to do so.
14. On arrival at the school the individual should provide evidence of photographic identity (e.g. identity card issued by provider, passport or photocard driving licence). Individuals will be given the staff code of conduct and E-Safety policy and undergo relevant training on Health & Safety, Data Protection and safeguarding procedures. They will be required to wear the school identity badge/lanyard provided to them at all times.

## **Governors and Members of the Academy Trust**

15. The school will ensure that an enhanced DBS check is processed, and that identity checks are completed before any individual takes up their position as school governor or member.
16. A check will also be carried out to ensure that the individual is not subject to a section 128 direction that would prevent them from taking part in the management of a school. Further checks may be carried out as considered appropriate where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to carry out duties in a school. Details of the check carried out will be recorded on the single central record.
17. The Education & Skills Funding Agency (ESFA) carries out suitability checks on newly appointed chairs of trustees on behalf of the Secretary of State for Education. These checks are intended to provide confidence in the suitability of chairs of academy trusts and support safeguarding requirements set out in [The Education \(Independent School Standards\) Regulations \(2014\)](#) and [Keeping Children Safe in Education \(2020\)](#)
18. The suitability check includes: an identity check, confirmation of the right to work in the United Kingdom, an enhanced Disclosure and Barring Service (DBS) check, providing additional information if the candidate has lived outside the United Kingdom for a period of 12 months or longer.
19. New governors and members are inducted into their role. As part of this process, individuals are asked to sign the governor or member code of conduct and undergo relevant safeguarding training. Governors and members will be expected to wear the school identity badge provided to them at all times during the school day and when attending evening meetings.
20. Governance is not a regulated activity, and governors and members are supervised at all times while on the school site during the school day. Governors and members do not therefore need a barred list check.

## **Contractors**

21. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised during the school day/term, or engage in regulated activity. The appropriate level of supervision will depend on the circumstances.
22. The school will ensure that any contractor, or any employee of the contractor, who is to work regularly at the school, has been subject to the appropriate level of check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
23. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (including barred list information) will be required, or supervision at all times on the premises will be provided.
24. In the event that a contractor or employee of the contractor has a Standard DBS certificate, a risk assessment will be carried out regarding the nature of the work being carried out and the location, timing and timescale of work being carried out.
25. The contractor is responsible for confirming what checks have been carried out on their employees as part of the tendering process, or when asked to work on site. This should be in writing.
26. Where a contractor is self-employed, the school may consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

27. On arrival, the identity of the contractor should be confirmed by photographic evidence (e.g. Company identity card), and given a copy of the school's Contractor code of conduct which they have to sign (see Appendix 2) If the contractor does not have a DBS certificate, they will be supervised at all times whilst on the premises during the school day/term. All contractors will be expected to wear a school visitor's badge/ to wear at all times.
28. A central list of contractors for whom such checks have been carried out will be retained by HR.

#### **Agency and third-party teaching staff**

29. The school will obtain written notification from any agency, or third-party organisation providing staff to ensure they have carried out employment checks on the individual prior to arrival. This includes an enhanced DBS certificate (including barred list information as appropriate to role), prohibition checks and confirmation that the individual has been judged by the provider to be suitable to work with children and that the provider has carried out employment history and reference checks.
30. On arrival their identity will be checked to ensure that that the person presenting themselves is the same person on whom the checks have been made, by requesting evidence of photographic identity (e.g. company photographic identity card, passport or photocard driving licence).
31. Details of the school's staff code of conduct, E-safety and safeguarding procedures will be provided and training on Health & Safety, GDPR and safeguarding procedures undertaken wherever relevant (e.g. agencies usually provide safeguarding training) . They will be expected to wear a school visitor's identity badge at all times.
32. Details of the checks that have been carried out on agency and third party staff by the provider will be recorded on the single central record.

#### **Visitors (including parents/carers who attend an event at the school during the school day)**

33. Individual visitors arriving at the school reception will be met, escorted and supervised by the member of staff they are meeting whilst on school premises during school term/day. Details of the school's code of conduct and safeguarding procedures (Appendix 3) will be provided and they will be expected to wear a school visitor's identity badge.
34. In order to safeguard our students, spectators should be directed straight to the designated venue – for example if attending a musical event they would be directed to come through the central main doors straight into the hall.
35. If the internal event location is different to the main hall, visitors may need to be accompanied. Each event should be risk assessed by the organising party.
36. Staff will be reminded to remain vigilant during events or occasions where parents and carers have been invited and politely question any individuals who may either be lost or have veered away from the event location.

#### **External Speakers**

37. Where an ad hoc workshop or presentation is to be delivered to students from an external organisation or individual, checks should be carried out as appropriate by the member of staff organising the event. For example advance copy of the presentation/format or workshop to ensure

there are no safeguarding issues and whether the attendees/presenters have a current DBS check of the appropriate level.

- 38.** If the speakers do not hold an Enhanced DBS certificate (or this has not been assured by the organisation supplying the leaders) they will always be supervised during their visit. A barred list check may be recommended dependent upon the nature of the visit and the cost of this may be passed on to the individual/organisation.
- 39.** On arrival the member of staff who has organised the event will check that the person presenting themselves is the same person on whom the checks have been made, by requesting evidence of photographic identity (e.g. company photographic identity card, passport or photocard driving licence).
- 40.** Details of the school's code of conduct and safeguarding procedures (Appendix 3) will be provided and they will be expected to wear a school visitor's identity badge at all times.