

St Augustine's Academy



Safer Recruitment Pending DBS Check Guidance and Procedural Documentation

Approved by:

A handwritten signature in black ink, appearing to read 'G. Hegarty', is written over a white rectangular background.

Date: 22.11.23

Last reviewed on: November 2020

Next review due
by: November 2026

'Let your light shine before others, that they may see your good deeds and glorify your Father in Heaven.'

Matthew 5:16

Safer Recruitment Pending DBS Check Guidance and Procedural Document

Introduction

The highest priority is placed on the safety and well-being of pupils at St Augustine's Academy. As part of the Safer Recruitment process, staff undergo a series of checks to ensure their suitability to work with children; this includes a DBS Enhanced Disclosure check.

On occasion, it may be deemed suitable for a staff member to commence work at St. Augustine's Academy whilst a DBS is in the process of being obtained. This document sets out the guidelines that must be followed to allow this to take place.

What if the Disclosure Check is not available before the start date?

In the event that it has not been possible to obtain a satisfactory Disclosure before the individual is scheduled to commence employment, and St. Augustine's believes that it is necessary for the individual to start work, the Headteacher has discretion to allow an individual to begin work pending receipt. However, the Headteacher can only allow the employee to commence work in the event that all the other statutory pre-employment checks have been completed and that the individual has no unsupervised contact with children and is chaperoned at all times

Pending DBS Checklist and Risk Assessment

In the event of the above, it is the responsibility of the Headteacher and School Business Manager to complete a 'Pending DBS Check List and Risk Assessment' to determine the employees suitability to commence work at the school. It is used to assist in assessing and recording the risks to others. The completed forms must be placed in the individual's personnel file and made available to authorised personnel, including Ofsted, as required. Only the Headteacher (or Deputy Headteacher in their absence) may give final authorisation that the individual may commence work.

Pending DBS Check Risk Assessment

In exceptional circumstances, staff (but not volunteers) who work with children may work without a clear DBS certificate if they are closely supervised, within sight and sound, of someone with a clear DBS check. However, this will normally only be permissible when not to allow them to work would disrupt the care of children. Staff may only work in these circumstances when all of the following applies:

- The appointment is necessary to allow the service provision to continue
- All other Safer Recruitment checks are in place, including online checks.
- An enhanced DBS check has been applied for
- The person has no unsupervised contact with children and is chaperoned at all times

- They have no access to personal records i.e. Integris
- 'Pending DBS Check List and Risk Assessment' and 'Staff Awaiting DBS Checks Supervision Agreement' forms have been completed and signed off by the relevant personnel

Please note that candidates may be able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.



Pending DBS Check List and Risk Assessment

Name of Staff Member: _____

Information Required	Confirmation/Notes
Was recruitment carried out by someone Safer Recruitment trained?	
2 x appropriate and satisfactory references in relation to safeguarding have been received	
Have qualifications been checked and verified and do they fulfil the requirements of the post?	
Have online checks been carried out and been confirmed as satisfactory?	
Was the candidate actively asked at interview if there is any reason they may not work with children and whether there is anything that may later show up on a DBS check?	
Have any necessary asylum and immigration checks been seen and verified?	
Does the candidate already hold an enhanced DBS certificate? If yes please provide date, who it was obtained by and confirm that it showed suitability to work with children	
Has the candidate completed a new DBS certificate Application form and what was the date it was forwarded to the DBS?	
Has the candidate been a resident outside of the United Kingdom? If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in? If no, is a Police Check or DBS equivalent from that country being sought?	
Has a Barred Check been carried out for Teaching Staff member and was it satisfactory?	

School Business Manager Agreed

Name:

Signed:

Date:

Headteacher Agreed

Name:

Signed:

Date:



Staff Awaiting DBS Checks Supervision Agreement

- The member of staff awaiting a DBS check to come through will be chaperoned at all times and must never be alone in the school
- If there is a change of Chaperone, it must be noted on this form. Formal handover must take place with the Member of Staff awaiting DBS present.

Period of Agreement:

Employee Details

Name:

Role:

Signed:

Date:

Chaperone Details

Name:

Role:

Signed:

Date:

Headteacher Authorisation

Name:

Signed:

Date:



RISK ASSESSMENT (For staff commencing work pending DBS check)

Activity	Potential Hazards	Who might be harmed?	Risk with control measures in place			Existing control measures
			Likelihood of occurrence	Severity of harm	Overall Risk	
Class-based teaching	DBS may come back unclear and show unsuitability to work with children	Pupils	Medium	Low	Low	A chaperone is assigned to the staff member at all times and the 'Staff Awaiting DBS Checks Supervision Agreement' has been signed
Lunch and Break times taken at school	DBS may come back unclear and show unsuitability to work with children	Pupils	Low	Low	Low	The staff member will not undertake any breaktime or lunchtime supervisory duties and will remain supervised at all times during these periods
Extra-curricular activities	DBS may come back unclear and show unsuitability to work with children	Pupils	Low	Low	Low	The staff member will not take part in any extra-curricular activities and will remain supervised at all times whilst pupils are on site
Administration of First Aid or Intimate Care	DBS may come back unclear and show unsuitability to work with children	Pupils	Low	Low	Low	The staff member will not take part in the treatment of First Aid or the Intimate Care of pupils

Employee Agreed

Name:

Role:

Signed:

Date:

Headteacher Agreed

Name:

Role:

Signed:

Date: