**Policy for DBS checks for School Visitors/ Volunteers-**



**Pendoylan Church in Wales Primary School**

**Aim of the Policy-**

The aim of the policy is to safeguard pupils and ensure the highest standard of Safety is maintained at Pendoylan Church in Wales Primary School.

**Recruitment and pre-employment vetting-**

We aim to create a safe culture of safe recruitment and adopt recruitment procedures that help deter, reject or identify people who might abuse children. To this end we have adopted the procedures and recommendations from ‘Keeping Children Safe in Education’ statutory guidance for schools and colleges- April 2014. Further details of these processes can be found in our ‘Safeguarding Policy’.

**DBS Checks for Visitors/ Volunteers**

The level of DBS required will depend on the roles and duties of the person entering school premises. A person will be considered in ‘regulated activity’ if as a result of their work they-

-*will be responsible, on a regular basis, in any setting for the care or supervision of children; or*

*- will regularly work in school at times when children are on school premises (where the person’s work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor); or*

We regard a person as a **visitor** if they do not have unsupervised access to children and do not attend school on a regular basis. In this instance, visitors will not be required to have a DBS check.

**Volunteers** are those who have regular and unsupervised access to children and young people. In this instance they will be required to have an enhanced DBS certificate with barred checklist if they volunteer in the school on a regular basis.

The document-‘Keeping Children Safe in Education’ statutory guidance for schools and colleges- April 2014 has produced a useful flowchart which provides the criterion which could support the SMT risk assessment process, concerning which persons need to be checked and those who do not-



**Definition of Regulated Activity** ( as stated in the document-‘Keeping Children Safe in Education’)

|  |
| --- |
| 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;  Work under (a) or (b) is regulated activity only if done regularly.  (c) Caring/Health care of a child is always a regulated activity regardless of it’s frequency. |

**Who is eligible to fund the cost of DBS checks?**

 The DBS has many enquiries about whether a position is considered to be that of a volunteer and, hence, whether the DBS check is free of charge. To help to clarify the situation further, we take a closer look at those who work in educational establishments.

**Student Teachers/ Teaching Assistants/Trainees**

Whilst it may be true that students on work experience/placements, trainees and student teachers receive no payment and may consider they are volunteers, it is DBS policy (in agreement with the Department for Children, Schools and Families and the Department for Innovation, Universities and Skills) that:

* The primary aim of the work experience, e.g. as a student teacher, is to satisfy the mandatory requirements of a PGCE or equivalent qualification.
* Such qualifications cannot in any circumstances be secured without such work experience; and
* The work experience does not, therefore, aim principally to benefit a third party, even though this may be the perception of the student.

 Therefore, these types of applications are not regarded as volunteers and the DBS would need to be self-funded.

**Secondary pupils undertaking work experience-**

The Department for Children, Families and Schools (DCFS) guidance, entitled ‘Safeguarding Children and Safer Recruitment in Education’, advises that it is not necessary to obtain a Disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other schools.

The guidance adds that you do not require a Disclosure if you are:

* “secondary pupils on key stage 4 work experience in other schools, colleges or nursery classes, secondary school or college as part of voluntary service citizenship or vocational studies, or key stage 5 or sixth form pupils in connection with a short careers or subject placement”.

 Therefore, the definition of a volunteer does not apply to those on work experience. If a Disclosure is required for an eligible position, the relevant fee should be paid.

**Overall DBS Responsibility:**

It is the responsibility of the Head teacher and Governing Body to ensure that this policy is adhered to and that any volunteer who works regularly at the school in an unsupervised manner, undertake the necessary enhanced DBScheck (with barred check list).

This policy will be reviewed at least every two years.

**Signed Headteacher:**

**Date: Spring 2019**

**Review: Spring 2021**

**Signed Chair of Governors-**

**Date: Spring 2019**