

Safeguarding Checks for Agency or Contract Staff

St John's College School is obliged by the Independent Schools' Inspectorate (ISI) to ensure that any agency or company it engages completes all the required checks on its staff prior to arrival at School:

- Identity (satisfactory photo ID, proof of current name and address and evidence of a change of name, where applicable)
- Right to work in the UK
- Satisfactory receipt of at least two references
- Satisfactory career history
- Confirmation of qualifications, where appropriate
- Enhanced Disclosure Certificate (including Barred List check, where the individual will be in Regulated Activity). This must be less than three months old.
- Overseas criminal record check (where appropriate)
- Medical Fitness

Where contract/agency staff will have access to areas where unsupervised contact with children is possible, the School will ask the agency/company to confirm in writing that they have completed safer recruitment checks (as above) for the individual(s) concerned. The School will issue the agency/company with a form to complete, detailing the checks required, the date each check was completed and asking for the initials of the checker. This must be completed prior to the individual starting work.

Irrespective of the above checks, the School will:

- Check the individual's identification (photographic and proof of current name and address, in accordance with DBS guidelines)
- Carry out its own Barred List check via the TPO online service
- Carry out Safeguarding checks in accordance with Standard 14 of the National Minimum Standards for Boarding Schools **if** the staff are required to train, supervise or be in charge of children for whom accommodation is provided. This is not required if the DBS check mentioned above was obtained from working in a school of FE institution not more than 3 months previous, and not directly by the agency.
- Carry out its own Enhanced DBS check **if** the agency or company confirms that additional information, not printed on the Disclosure Certificate, was supplied by the Police.

The company must ensure that the individual brings photographic identification with them to School and that s/he presents this to the HR & Compliance Officer upon arrival.

Is there a break in service?

Anyone working for an agency or contractor should have a fresh DBS check every three years (or earlier if there are grounds for concern or a break in service of three months or more). Supply agencies or contractors must keep Disclosures for at least a year and, where an individual remains with an agency for more than 12 months, a Disclosure can be kept for up to three years to facilitate portability arrangements.