

**Lincolnshire Safeguarding Children Board**

# **Safer Recruitment Toolkit**

**June 2007**

*Every Child Matters in Lincolnshire*



**This toolkit is designed for managers who have responsibility for recruitment of staff who will work with children and young people. It is intended to compliment individual agency recruitment policies.**

Lincolnshire Safeguarding Children Board (LSCB) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers working with children to share this commitment. This toolkit has been developed by a multi agency working group with particular thanks to Lincolnshire County Council and Lincolnshire and Rutland Education Business Partnership.

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## Section 1

### Standards for Safer Recruitment

Experience shows the importance of organisations that provide services to children, young people and families operating recruitment and selection procedures that help to deter or reject or identify people who pose a risk to children or who are otherwise unsuited to work with them. The LSCB has developed operational standards to support member agencies to develop recruitment and selection procedures which will help to effectively safeguard children. The standards will enable agencies delivering services to children across Lincolnshire to work in a consistent manner. A model recruitment policy is included within this toolkit.

For the purpose of this toolkit the following definitions apply:

**Staff – A member of staff is an individual who is in paid employment whose duties involve working with children or requires them to work in a setting which is referred to as a regulated setting.**

**Volunteer – An individual who undertakes unpaid duties for an organization and in undertaking those duties has unsupervised contact with children and / or undertakes duties which involves work with children on a regular basis. Volunteers are seen by children as safer trustworthy adults, so those with regular contact with children should be subject to the same recruitment processes as paid staff. (Regular is defined as three or more times in a 30 day period or overnight).**

**Organisation – All organisations must ensure through contract specifications that their commissioned services meet the standards defined within this guidance.**

#### 1.1 Standards

- Where appropriate, adverts and recruitment processes include a “Safeguarding Children” statement (refer to model policy) and inform applicants that an enhanced disclosure check from the Criminal Records Bureau (CRB) is required. All applicants must be asked to declare any convictions,

cautions or reprimands, warnings or bind-overs which they have incurred, as positions working with children and/or vulnerable adults are exempted from the Rehabilitation of Offenders Act 1974. This includes any convictions considered as “spent” under the Act.

- All paid staff working within the workforce have a job description. The job description makes reference to the responsibility to safeguard and promote the welfare of children and young people.
- The person specification always considers the need to include specific reference to suitability to work with children and includes a “safeguarding children” statement.
- Comprehensive information on employment history is obtained from applicants prior to interview and any discrepancies or anomalies are satisfactorily resolved before job offer.
- Independent professional and character references to help assess an applicant’s suitability to work with children are obtained and considered prior to appointment. One of these references must be the most recent or current employer where possible. Written references are followed up with a telephone call to verify authenticity (refer to proforma on references attached).
- A face-to-face interview that explores a candidate’s suitability to work with children as well as suitability for the post is always undertaken. Questions on suitability in relation to the personal specification and ability to undertake the job in addition to individual questions relating to issues highlighted in references must be asked.
- The applicant’s identity is verified with photographic proof e.g. passport, photo-driving licence or passport size photograph counter-signed by the individual’s Doctor, Dentist, JP, Solicitor or last employer. Additionally documentary evidence of home address should also be provided. (It is good practice for applicants for posts, that require a CRB disclosure, to provide a passport sized photograph that will be retained for identification purposes).
- Academic or vocational qualifications are always verified with actual certificates photocopied and maintained on personal file.

- The applicant's health and physical capacity to undertake the job is verified.
- Where staff are employed pending / subject to satisfactory CRB disclosure, the employer undertakes a written risk assessment. This assessment ensures that the individual has ALL other recruitment checks completed, that the person has applied for a CRB check which includes a List 99 / POCA (Protection of Children Act) List check and that the person does not have unsupervised contact with children until the CRB disclosure is received and clearance given.
- At least one member of the interview / recruitment process team will have received training in safer recruitment. At least one member of the school workforce in each school (preferably the head teacher) will have completed NCSL recruitment training.
- All staff will receive an induction into the workplace which includes information about, and written statements of: policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti bullying, anti racism, physical intervention/restraint, intimate care (where appropriate), whistle blowing, internet safety and any local child protection/safeguarding procedures as appropriate to the organisation.

## 1.2 Vetting through Criminal Records Bureau

- All agencies have clearly defined criteria and circumstances for obtaining a Criminal Records Bureau disclosure which is inclusive of a check of List 99, and the POCA List.
- Where the staff or volunteer will have unsupervised contact and/or regular contact with children, including the provision of care, training, supervising or sole charge, an Enhanced Disclosure check will be undertaken.
- Where there is regular contact, but the job does not include unsupervised contact a standard check is required. However LSCB recommend that an enhanced disclosure is undertaken in all cases. (This is in line with the Bichard Inquiry recommendations and is expected to be contained within the new Vetting and Barring Scheme).

- Volunteers who undertake work with children on a regular basis should have an enhanced disclosure undertaken. Where volunteering activity is ad hoc and does not include unsupervised contacts (e.g. non residential school day trip) a CRB disclosure is not required unless the volunteers regularly undertake that activity.
- Where there has been a break in the employment contract or voluntary service for 3 months or more, or a move to a post with significantly greater responsibility for children (greater responsibility is where a post did not previously require a CRB disclosure or it had then been undertaken as a standard disclosure) or if re-selected/ re-elected to a position, which requires regular and or unsupervised contact with children, the individual is subject to a further CRB disclosure. This applies to paid staff and volunteers. Where CRB Disclosure Certificates are issued indicating that there are convictions and/or relevant soft information, the employer will undertake a risk assessment on the individual's suitability to undertake the job, which should include a face-to-face meeting.
- Some positions e.g. staff working in residential settings, require 3 yearly CRB disclosure obtained. Refer to individual agency procedures.

## 1.3 Record Maintenance

- The personnel file should be a single file, which includes all information on current employment and recruitment checks. This file should be held in a place which is accessible to the line manager.
- The responsibility for ensuring the information below, is on the staff file rests with the line manager. Information on a personnel file should contain

### **The personal file for staff employed after 1st May 2006 should contain:**

- Evidence of the CRB check including unique
- Disclosure number and date it was issued. The CRB have advised that the top portion of the Disclosure Certificate is photocopied and retained on the personnel file for reference. The original cannot be retained, as in some cases conviction information can appear on the rear of this portion of the Disclosure Certificate. In order to overcome this, retain a photocopy.
- Two References – (one from existing or last employer)
- Health Clearance
- Application Form
- Evidence that original academic and vocational qualifications have been checked these should be photocopied and placed on personnel file.
- Photographic Identification retained - copy of passport or a passport sized photograph suitably.
- Evidence of identity

### **The personal file for staff employed between 1st April 2002 should contain:**

- Evidence of the CRB disclosure and date
- Two References (one from existing / last employer)
- Health Clearance
- Application Form
- Evidence that original academic and vocational qualifications have been checked

### **The personnel file for staff and volunteers employed between 1st April 1987 – 31st March 2002 should contain:**

Evidence of the Police check (Where applicable)  
List 99 check  
Two References – (one from existing or last employer)  
Health Clearance  
Application Form  
Evidence that original academic and vocational qualifications have been checked

### **The personnel file for staff and volunteers employed before 31st March 1987 should contain:**

- List 99 check
- Two References – (one from existing or last employer)
- Health Clearance
- Application Form
- Evidence that original academic and vocational qualifications have been checked

Personal records of all staff are maintained for 6 years after they have left the employment. Where staff working with children have been subject to allegations of abuse; records must be maintained until normal retirement age or for 10 years, if that be longer.

All agencies shall have arrangements for secure storage, handling, use, retention and disposal of criminal disclosures and disclosure information as required by the CRB's Code of Practice – see website for further details.

Helpful Websites: [www.ncsl.org.uk](http://www.ncsl.org.uk)  
[www.crb.gov.uk](http://www.crb.gov.uk)

## **Section 2**

### **Model Safer Recruitment Policy**

#### **2.1 Context:**

Experience shows the importance of organisations that provide services to children, young people and families operating recruitment and selection procedures that help to deter, (or) reject, or identify people who pose a risk to children or who are otherwise unsuited to work with them.

The LSCB has developed these operational guidelines to support member agencies to develop recruitment and selection procedures which will effectively safeguard children.

All agencies working with children, young people and families are encouraged to review current practice against current legislation and develop a safer recruitment policy which conforms to this guidance and other agency / professional specific guidelines.

This document is not a comprehensive guide to recruitment and selection or employment issues. It does not cover all the issues relevant to that

subject. It is not a substitute for training in those areas, or in interviewing and assessment techniques.

## 2.2 Recruitment and Selection Policy Statement

All agencies should have an explicit written recruitment and selection policy statement and procedures that comply with national and local guidance. The statement should detail all aspects of the process and should link to their child protection policy and procedures.

The policy statement should incorporate an explicit statement about the organisation's commitment to safeguarding and promoting the welfare of children.

For example:

" This agency is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".

The statement should be included in: -

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

## 2.3. Elements of Safer Practice

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Main elements of the process include:

- Ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- Ensuring that the person specification includes

specific reference to suitability to work with children;

- Obtaining and scrutinising comprehensive information from applicants.
- Taking up and satisfactorily resolving any discrepancies or anomalies;
- Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- A face to face interview that explores the candidate's suitability to work with children as well as his/her suitability for the post;
- Verifying the successful applicant's identity through photographic identification e.g birth certificate plus driving licence/passport or passport size photograph endorsed by a Solicitor, JP, Doctor or last employer (all endorsements should include the endorser's address). Additionally documentary evidence of home address should also be submitted. A list of suitable forms of documentation for identification purposes connected with a CRB Disclosure application is shown at Appendix c;
- Verifying that the successful applicant has any academic or vocational qualifications claimed through presentation of original certificates/documents;
- Checking his/her previous employment history and experience;
- Verifying that s/he has the health and physical capacity for the job;
- Undertaking an Enhanced CRB disclosure application (which includes a check of List 99 and the PoCA List. It is important not to rely solely on the CRB disclosure to screen out unsuitable applicants. These checks are an essential safeguard, but they will only identify individuals who have been convicted, will only be able to disclose other information where it is available, or identify those listed as unsuitable to work with vulnerable clients. There will be some individuals who are unsuited to working with children who will not have any previous convictions, and will not appear on List 99 or the PoCA List. A CRB disclosure is inclusive of checking List 99 and the POCA list.

## 2.4 Planning and Advertising

Planning is vital to successful recruitment. It is important to be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any particular matters that need to be mentioned in

the advertisement for the post in order to prevent unwanted applications. Also it is essential to plan the recruitment exercise itself, identifying who should be involved, assigning responsibilities, and setting aside sufficient time for the work needed at each stage to be completed so that safeguards are not skimmed or overlooked.

The person specification will need careful thought and drafting. It is also good practice to make sure at the outset that all the other material, e.g. the application form, job description, and information/guidance for applicants that will form part of the pack to be sent to prospective applicants is up-to-date, and clearly sets out the extent of the relationships/ contact with children and the degree of responsibility for children that the person will have in the position to be filled.

When a vacancy is advertised, the advertisement should include;

- A statement about the employer's commitment to safeguarding and promoting the welfare of children
- A reference,
- Where appropriate to the need for the successful applicant to undertake an Enhanced Disclosure check via the CRB
- The usual details of the post and salary, qualifications required, etc.

## 2.5 Application Form

Employers should use an application form to obtain a common set of core data from all applicants. It is not good practice to accept curriculum vitae drawn up by applicants in place of an application form because these will only contain the information the applicant wishes to present and may omit relevant details.

For applicants for all types of posts the form should obtain:

- Full identifying details of the applicant including current and former names
- Date of Birth
- Current address
- National Insurance Number
- Statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award
- A full history in chronological order since leaving secondary education, including periods of any post-

secondary education/training, any part-time / voluntary work as well as full time employment.

- Start and end dates should be given in each case with explanations for periods not in employment or education/training, and reasons for leaving employment.

- A declaration of any family or close relationship to existing employees or employers (including councillors and governors where relevant )

- Details of referees. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends.

- If the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired" (that is where a warning could no longer be taken into account in any new disciplinary hearing for example).

- Whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

- If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how s/he meets the person specification

It should include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared

- It should require a signed statement that the person is not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, and either has no convictions, cautions, or bind-overs, or has securely attached to the application form such detail in a sealed envelope marked confidential

- It should indicate that: where appropriate the successful applicant will be required to submit a CRB Disclosure application for an Enhanced check of criminal record.

- In cases where the successful applicant is a foreign national the individual should be asked to obtain a "Certificate of Good Conduct" from the national

embassy here in the UK as this will enable “trackability” of certificate, if required.

- In cases where the successful applicant is a UK national and has indicated that they have lived, or worked abroad for a period greater than 3 months, they too will be required to obtain a “Certificate of Good Conduct”.

## 2.6 Job Description

This should clearly state:

- The main duties and responsibilities of the post
- The individual’s responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- Reference to an Enhanced CRB Disclosure check

## 2.7 Person Specification

This should include:

- Qualifications and experience.
- Any other requirements needed to perform the role in relation to working with children and young people.
- The competences and qualities that the successful candidate should be able to demonstrate explaining, how these requirements will be tested and assessed during the selection process.
- Explanation that if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview.

## 2.8 Information Pack to Candidates

The pack should include a copy of:

- The application form, and explanatory notes about completing the form;
- The job description, and person specification;
- Any relevant information about the agency and the recruitment process, and statements of relevant policies such as the agency’s policy about equal opportunities, the recruitment of ex-offenders, etc. the organisation’s Safeguarding Children Policy.
- A statement of the terms and conditions relating to the post;
- Guidance about the CRB Disclosure process
- Statement on the organisation’s Policy on the Recruitment of Offenders – refer to CRB website

## 2.9 Scrutinising and Short listing

All applications should be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications should not be accepted and should be returned for completion. Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid career move from a permanent post to supply teaching or temporary work, also needs to be explored and verified.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

## 2.10 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee. Do not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. “To Whom It May Concern”. There have been instances of candidates forging references, therefore, open references/testimonials might be the result of a “compromise agreement” and are unlikely to include any adverse comments.

Ideally, references should be sought on all short listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases. It is up to the person conducting the recruitment to decide whether to accede to a candidate’s request to approach his/her current employer only if s/he is the preferred candidate after the interview, but it is

not recommended as good practice.

In any case where a reference has not been obtained on the preferred candidate before interview, the prospective employer must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All requests for references should seek objective verifiable information and not subjective opinion. The use of reference proformas can help achieve that (See attached). A copy of the job description and person specification for the post for which the person is applying should be included with all requests.

On receipt references should be verified by a follow up phone call and checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate. The information given should also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, where an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or where issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time is also likely to give cause for concern.

## 2.11 Other Checks before Interview

If a short listed applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is good practice to verify the facts before interview so

that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

## 2.12 Involving Children and Young People

Involving children and young people in the recruitment and selection process in some way is common, and recognised as good practice. There are different ways of doing that. For example young people might form part of an interview panel; candidates might be asked to engage in an interactive exercise with young people e.g. teaching a class. When planning young people involvement, care must be taken to consider risks and implement strategies to minimise them.

## 2.13 Interviews

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. Issues identified within the individual's reference must be discussed.

The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

## 2.14 Invitation to Interview

In addition to the arrangements for interviews - time and place, directions to the venue, membership of the interview panel - the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who s/he claims to be, and that where a CRB disclosure is appropriate that person will be required to complete an application for an Enhanced CRB Disclosure straight away. Consequently where an appointment decision cannot be made immediately following interviews, all candidates may be asked to complete a CRB Disclosure application and should, therefore, bring with them documentary evidence

of their identity that will satisfy CRB Disclose application requirements.

Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. N.B. If the successful candidate cannot produce original documents or certified copies, written confirmation of his/her relevant qualifications must be obtained from the awarding body.

A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

Although it is possible for interviews to be conducted by a single person this is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview. One member of the panel should have received training in recruitment practices and for teaching staff; one of the panel should have completed safer recruitment training.

The members of the panel should:

- Have the necessary authority to make decisions about appointment.
- Be appropriately trained, (it is recommended that one member of interview panels should have undertaken training on recruitment and selection process and associated legislation).
- Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing.
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those.
- Agree their assessment criteria in accordance with the person specification.

The panel must agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate based on the information provided in the

candidate's application and references (if available). A candidate's response to a question about an issue will determine whether and how that is followed up. Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

## 2.15 Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- The candidate's attitude toward children and young people
- His/her ability to support the agency's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history.
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee. (It is acceptable to ask individual issues relating to information contained within references)
- If the candidate wished to declare anything in light of the requirement for a CRB disclosure.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees.

## 2.16 Conditional Offer of Appointment: Pre Appointment Checks

An offer of appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Where appropriate, a satisfactory CRB Disclosure that includes a check of List 99 and the PoCA list.
- Verification of the candidate's medical fitness
- Verification of original qualifications
- Verification of professional status where required
- The manager should seek advice from its HR or Personnel Services Provider, if a Disclosure reveals information that a candidate has not disclosed in the

course of the selection process

- All checks should be: confirmed in writing, documented and retained on the personnel file, and, followed up where they are unsatisfactory or there are discrepancies in the information provided.
- Where the candidate is found to be on List 99 or the PoCA List, or the CRB Disclosure shows s/he has been disqualified from working with children by a Court; or, an applicant has provided false information in, or in support of, his/her application; or there are serious concerns about an applicant's suitability to work with children, the facts should be reported to the police and to any relevant Professional Body if appropriate.

Ideally a CRB disclosure should be obtained before an individual starts work. Where it is necessary to engage a member of staff / volunteer where the CRB disclosure is outstanding the employer must undertake a written risk assessment and ensure the employee is appropriately supervised. In all cases an Enhanced CRB Disclosure application must have been applied for and all other recruitment checks completed. Arrangements should be put in place to ensure the individual will have no unsupervised contact with children until such time as clearance has been obtained via the Disclosure Certificate and confirmed to the Line Manager.

Appropriate supervision for staff who start work prior to the result of a CRB disclosure being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provided strong evidence of good conduct in previous work a lower level of supervision could be appropriate. For all staff without completed checks it should be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff undertaking the supervision spelt out. The arrangement should be reviewed regularly, at least every two weeks until the CRB disclosure is received.

## 2.17 CRB Checks on Overseas Staff and UK Residents Who May Have worked or resided overseas.

The CRB and the DfES have issued new guidance for overseas applicants., as from May 2006, a CRB disclosure is required to be undertaken regardless of whether the applicant has had no UK residency. A "Certificate of Good Repute" from the home embassy/home country is also required. Additionally any overseas member of staff appointed between April 2002 and the end of April 2006 should undertake a retrospective CRB Disclosure check and also provide a "Certificate of Good Repute" from the home embassy/home country. In all cases where the preferred candidate is a UK resident and has worked or been resident overseas in the previous 5 years, the applicant should request a "Certificate of Good Repute/Letter of Good Conduct" from the home embassy of that country. The requirement of obtaining this certificate through the home embassy is to provide the ability to authenticate the document, if required. It should also reduce the need and cost to undertake any potential translation requirements.

Although the CRB provides an Overseas Information Service not all countries provide this information. For some countries there is a fax-back service, which provides employers with details of criminal record information.

In all cases mentioned above this should be linked to other required checks, especially those of identity and qualifications, and satisfactory references.

The CRB does not have any involvement in applications by individuals to overseas authorities. Employers should also be aware that they might have to arrange for information returned from overseas authorities to be translated into English. Further information about the Overseas Information Service can be obtained from: [http://www.crb.gov.uk/services\\_overseas.asp](http://www.crb.gov.uk/services_overseas.asp) , or by telephoning the CRB enquiry line on 08700 100 450.

## Section 3

### Vetting

It is essential that those individuals who are known to present a risk to children do not gain access to them or to vulnerable adults through their work. It is also important that those who are working with children and vulnerable adults who become a risk are detected at the earliest opportunity and prevented from continuing to work with children and vulnerable adults.

**From May 2006 it is a mandatory requirement for a CRB Enhanced Disclosure for ALL new appointments to the schools workforce under the Intended Schools Staffing (England) (Amended) (No. 2) Regulations 2006.**

It is mandatory for regulated Settings to undertake 3 yearly, CRB disclosures on staff.

The Criminal Records Bureau DO NOT advise that all elected members should routinely be subject to CRB disclosure. If an elected member has regular or unsupervised contact with children or have significant responsibility for decision making regarding policy and service provision which affects children, a CRB disclosure may be undertaken.

Regarding eligibility of staff with access to sensitive or confidential information e.g. home addresses, medical information, and financial information: access to the Disclosure Service is made possible by virtue of the Exceptions Order (1975) to The Rehabilitation of Offenders Act 1974. Individuals with access to sensitive or confidential information are not covered by this order and are therefore not eligible for disclosures. The aspect of confidentiality should be encompassed within the employer's Code of Conduct. This is subject to change in the near future. under the Vetting and Barring Scheme

To submit a CRB Disclosure application where there is no provision within the List of Notifiable occupations is an offence under the Police Act 1997.

### 3.1 The Current Disclosure Process

The current Disclosure Service provided by the CRB is a "one-stop-shop" and provides employers with information via a Disclosure check, to screen out those who are unsuitable to work with children

or vulnerable adults. There are 2 levels of disclosure:

**STANDARD DISCLOSURES** show all convictions held on the Police National Computer, including 'spent' convictions, together with cautions, reprimands or final warnings held on that computer. For those applying to work with children, it includes checks against the Department of Health and Department for Education and Skills lists of people who are unsuitable. For work with adults, it includes checks on the government list of people who should not work with vulnerable adults. A Standard Disclosure has to be applied for in relation to a specific job or role. It is required for jobs defined as 'regulated positions' by the Criminal Justice and Court Services Act 2000. E.g. regular contact with children or vulnerable adults. In services regulated by OfSTED/CSCI, Standard Disclosures are needed where there is such regular contact, but the job does not involve directly working with, caring for, or supervising children or vulnerable adults – such as a job as a domestic, catering or maintenance worker.

**ENHANCED DISCLOSURES** contain all the information provided by a Standard Disclosure, but also include information on local police records that the police may consider relevant to the post to be held. Like Standard Disclosures, they relate to a specific job or role only. An Enhanced Disclosure is required for jobs which involve unsupervised contact with children or vulnerable adults, such as regularly caring for, training, supervising, or being in sole charge of children or vulnerable adults. Anyone registering with Ofsted as the provider or manager must have an Enhanced Disclosure.

CRB Disclosures are mandatory for some positions, employment settings and discretionary for others.

For further guidance refer to the CRB

The following are examples of positions which are exempted from the provisions of the Rehabilitation of Offenders Act 1974, and individuals must be asked by employers to declare any convictions, disqualifications, cautions or reprimands, warnings or bind-overs which they have incurred, including any that would be regarded as 'spent' under the Act in other circumstances. If a person is subsequently selected for appointment for such a position, the employer must ask them to apply to the CRB for a CRB Enhanced Disclosure to verify their declaration;

- Any work in a school; or
- Any position involving unsupervised contact with a child under arrangements made by the child's parents or guardian, the child's school or a registered day care provider; or
- A position as a governor of a school, FE college, including sixth form college which involves regular work in the presence of, or care for, children, or training, supervising or being in sole charge of children; or any position in which the normal duties include providing education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

All agencies must identify which posts and levels of responsibility will be eligible for a Disclosure check and apply them consistently. Once a CRB check is received, the employer must consider the available information and make a recruitment decision. In all cases an enhanced disclosure check is recommended, as this is the only check, which provides all information relative to the post applied for.

The Criminal Records Bureau requires all agencies that undertake CRB checks to ensure that those who have been convicted of a criminal offence are treated fairly. All employers must have a written policy on the recruitments of people who have been convicted in the past. The CRB provides a model policy for adaptation on their website.

## Section 4

### Post Appointment Induction

There should be an induction programme for all staff and volunteers newly appointed in an agency. The purpose of induction is to:

- Provide training and information about the establishment's policies and procedures.
- Support individuals in a way that is appropriate for the role for which they have been engaged.
- Confirm the conduct expected of staff and volunteers.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme should include information about, and written statements of: policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti bullying, anti racism, physical intervention/restraint, intimate care, whistle blowing, internet safety and any local child protection/safeguarding procedures as appropriate to the organisation.

The programme should also include attendance at child protection training appropriate to the person's role.

### 4.1 Continuing awareness

It is vital that the measures described in this guidance are applied thoroughly whenever someone is recruited to work with children or to an adult focused service where the practitioner will come into contact with children, but that must not be the end of the matter. Agencies must ensure that they provide safer environments for children, and that all staff and volunteers working with children have their safety and welfare at heart. It cannot be ignored that some people seek access to children in order to abuse, and that abused children very often do not disclose the abuse at the time. All organisations across the voluntary, community, public and statutory sector must put measures in place to minimise the risk of harm to children and vulnerable adults.

It is crucial therefore that all agencies that provide services to children, young people and parents/carers have:

- Clear priorities for safeguarding and promoting the welfare of children explicitly stated in strategic policy documents.
- A clear commitment by senior management to the importance of safeguarding and promoting children's welfare
- A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children.
- Recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of children and

young people including arrangements for appropriate checks on new staff and volunteers;

- Procedures for dealing with allegations of abuse against members of staff and volunteers
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and that all staff, including temporary staff are made aware of the establishment's arrangements for safeguarding
- Policies in place for safeguarding and promoting the welfare of children including a child protection policy, Arrangements in place to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- A culture of listening to and engaging in dialogue with children - seeking their views in ways appropriate to their age and understanding,
- Appropriate whistle blowing procedures and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

## 4.2 Arrangements for multi use sites

Increasingly, agencies are co-locating staff to enable integrated services to be delivered. This will enable the needs of children and families to be met more appropriately and in a more responsive way. Where staff from different agency's work on the same site, there is a need for lines of accountability to be clear and written agreements of standards and expectations provide a format for achieving this.

In the case of childcare providers, Ofsted registered providers for provision for children aged under 8 years will apply to the CRB for Enhanced Disclosures in the case of the registered childcare provider and the manager. It is the responsibility of the childcare provider to make sure that any new members of staff, or new people who live or work on the premises are suitable to care for or have regular contact with children. Generally, in order to fulfil this responsibility they will have to apply to the CRB for an Enhanced Disclosure. Written agreements should be in place between any third party providers or groups using a multi use site including extended schools. These should set out the respective responsibilities of the Governing Body / Accountable Body and those of the provider or group. These should set out responsibility for areas such as health and safety, recruitment and

vetting checks/ insurance arrangements. Where the Governing Body provides services or activities directly under the management of the school, the schools arrangements for staff appointments and record keeping applies. Where a third party is responsible running services, written agreements should set out the responsibilities for carrying out checks on staff and volunteers.

## 4.3 Supply Staff

It is important that thorough checks are made on anybody who will be working with children, both to prevent unsuitable people from gaining access to children and to maintain the integrity and confidence that services for children are safe. The same range of checks necessary for permanent staff is also required for supply staff, including those that are employed via employment agencies. Where the staff member is provided by a supply agency, the agency must undertake the checks but the employer must have confirmation that the checks have been completed. It is recommended that all agencies ensure that any staff they provide have given written consent for any conviction or other information on the disclosure to be "shared" with potential employers. Where conviction/other information has been provided via a disclosure certificate, employers should request to see a copy of the disclosure and undertake their own written risk assessment.

## 4.4 Arrangements for Deciding when Information Obtained Through CRB is Relevant

An applicant's suitability should be judged in the light of the results of all the relevant pre-appointment checks carried out on him or her. The fact that a person has a criminal record does not automatically make him or her unsuitable for work with children. Employers, in conjunction with the registered body or person authorised to receive disclosure information, must make a judgement about suitability, taking into account only those offences that may be relevant to the particular job or situation in question.

Where disclosures come back with convictions / relevant soft information, the employer will undertake a risk assessment on the individual's suitability to undertake the job which should include a face to face meeting. In deciding the relevance of

convictions a number of points should be considered:

i. the nature of the offence: In general, convictions for sexual, violent or drug offences will be particularly strong contra-indications for work with children;

ii. the nature of the appointment: Often the nature of the appointment will help to assess the relevance of the conviction. For example, serious sexual, violent, drug or drink offences would give rise to particular concern where a position was one of providing care. Driving or drink offences would be relevant in situations involving transport of children;

iii. the age of the offence: Offences which took place many years in the past may often have less relevance than recent offences. However, convictions for serious violent or sexual offences or serious offences involving substance abuse are more likely to give cause for continuing concern than, for instance, an isolated case of dishonesty committed when the person was young. The potential for rehabilitation must be weighed against the need to protect children;

iv. the frequency of the offence: A series of offences over a period of time is more likely to give cause for concern than an isolated minor conviction as it indicates a pattern of behaviour.

## Section 5

### Conclusion

Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed. It should cover:

- staff turnover and reasons for leaving;
- exit interviews; and,
- attendance of new recruits at child protection training.

## Model Proformas:

### Reference

Letter Requesting Reference

Dear

APPOINTMENT OF:  
LOCATION:  
INTERVIEW DATE:  
NAME AND ADDRESS:  
PREVIOUS NAME(S)

The above-mentioned applicant has given your name as a referee.

We would appreciate your opinion as to the candidate's suitability for this post and to assist you with this task; copies of the Job Description and the Person Specification are enclosed.

Wherever possible, please use headed notepaper for your reply. It would also be helpful if your comments could be made under the headings outlined on the attached sheet. If the headings are not appropriate because for example, you do not know the candidate in a work setting, then a general reference will be acceptable. You have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission. Any information you give may be shared with the candidate.

If it is considered that any part of the reference requires further clarification a member of the interview panel may contact you to discuss the matter further.

Your reply, which would be appreciated before the interview date, should be returned to:

In the interests of economy, no acknowledgement will be made of the receipt of your reference, and therefore, I wish to thank you in advance for your co-operation in this matter.

Yours sincerely  
Encl.

## Guidance note to referees

Referees have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission and You are reminded that any relevant factual content of the reference may be discussed with the applicant.

Please indicate in what capacity and over what period of time you have known this candidate.

Are you satisfied that the candidate has the ability and is suitable to undertake the job in question? Please set out the candidate's actual responsibilities and performance in his/her current job.

Please set out the areas of relative strengths and weaknesses including whether you have ever had cause for disquiet about this person's behaviour/judgment and the circumstances.

Are you satisfied that the candidate is suitable to work with children, and, if not, please provide specific details of your concerns and the reasons you believe the candidate may be unsuitable.

5 Any other comments – please feel free to make any other comments regarding the candidates knowledge, experience and suitability for appointment based on the enclosed job description and person specification.

If you are the candidates current employer, or a previous employer in work with children please provide information on the following areas:

6. Confirmation of the candidates current post, salary and sick record

7. Details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current

8. Details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those

9. Details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and

the outcome of those concerns eg whether the allegation or concern was investigated, the conclusion reached, and how the matter was resolved.

10. If the candidate has already left or has indicated an intention to leave your employment please indicate the date of leaving and the reason.

## Confirmation of Recruitment Checks for Personnel File

PRE-INTERVIEW:	Initials	Date
<p>Planning</p> <p>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. – paragraphs 3.17–3.20 and 3.22 to 3.29</p>		
<p>VACANCY ADVERTISED (where appropriate)</p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be CRB checked – paragraphs 3.15, 3.16 and 3.21</p> <p>APPLICATIONS on receipt</p> <p>scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing – paragraphs 3.30, 3.31 and 3.33</p>		
<p>SHORTLIST PREPARED</p> <p>REFERENCES – seeking</p> <p>sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy – paragraphs 3.32 and 4.30 to 4.36</p>		
<p>REFERENCES on receipt</p> <p>Checked against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant (at interview if possible) – paragraphs 4.35 and 4.36</p>		

PRE-INTERVIEW:	Initials	Date
<p>INVITATION TO INTERVIEW</p> <p>Includes all relevant information and instructions – paragraphs 3.36–3.39</p>		
<p>INTERVIEW ARRANGEMENTS</p> <p>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards – paragraphs 3.40–3.42</p>		
<p>INTERVIEW</p> <p>Explores applicants’ suitability for work with children as well as for the post – paragraphs 3.43 and 3.44</p>		
<p>N.B Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate <b>original</b> documents: copies of documents taken and placed on file; where appropriate applicant completed application for CRB Disclosure – paragraphs 3.37 and 3.38</p>		
<p>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</p> <p>offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period – paragraphs 3.45–3.49</p>		
<p>REFERENCES (if not obtained and scrutinised previously)</p>		
<p>IDENTITY (if that could not be verified straight after the interview) – paragraph 4.13</p>		
<p>QUALIFICATIONS (if not verified on the day of interview) – paragraph 4.28</p>		
<p>Permission to work in UK if required – paragraph 4.65</p>		
<p>CRB – Where appropriate satisfactory CRB Disclosure received – paragraphs 4.18 to 4.21</p>		
<p>LIST 99 – person is not prohibited from taking up the post – paragraph 4.15</p>		
<p>HEALTH – the candidate is medically fit – paragraph 4.38</p>		
<p>GTC England – (for teaching posts in maintained schools and non-maintained special schools) the teacher is registered with the GTC or exempt from registration – paragraph 4.39</p>		

PRE-INTERVIEW:	Initials	Date
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 Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a Higher Education Institute (HEI), or the FE Teaching Certificate conferred by an Awarding Body – paragraph 4.40		
STATUTORY INDUCTION (For teachers who obtained QTS after 7 May 1999) – paragraphs 3.50 and 3.51		

## Appendix a

### **Additional Guidance for Contractors Services.**

Children should not be allowed in areas where builders are working for health and safety reasons, so these workers should have no contact with children.

However settings which provide services for children and young people should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks. It is not necessary to obtain a CRB disclosure for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time. However it is good practice for visitors to sign in and out and to ensure they are escorted whilst on the premises.

#### Other Contractors

Other contract staff, for example caretakers, cleaning and caterings staff, must be checked by the contractor in the same way as other employees (i.e. with a CRB Disclosure), and such requirements form part of the contract. The outcome of such checks must be notified to the employer. The contractor is also responsible for ensuring that the same procedures are followed by any sub contractors. The contractor must provide the employer with a list of its direct employees and those of any subcontractors at least 20 days before they start work on site.

## Appendix b

### **A Good Practice Guide for All Student Placements Safeguarding Students on Workplace Placements**

Appendix b has been written by Charmian Roberts, Lincolnshire and Rutland Education Business Partnership (EBP) and Stephen M Rose, Lincolnshire County Council to provide supplementary guidance on recruitment checks for children and young people on work placements.

Appendix b consists of:  
Student Protection Procedures for EBP Health and Safety Assessors  
Work Experience Placements – Guidance Notes

**This appendix must be read in conjunction with the following references:**

*INDG 364 - The Right Start -Work experience for young people: Health & Safety basics employers*  
*HSE 65 - Successful Health & safety management*  
*DfES - Work Experience- A Guide for Employers*  
*DfES - Safeguarding Children and Safer Recruitment in Education*  
*DfES- Work-related Learning and the Law*  
*LSC - Safeguarding Pupils on Apprenticeships*

### **Student Protection Procedures for EBP Health and Safety Assessors**

Training for EBP staff in safeguarding students will be provided by the Child Protection team (schools) at the County Council

EBP staff will refer to the EBP Child Protection leaflet identified for use on Health and Safety visits. re Training/ raising awareness

EBP Health and Safety visit form should include entry (tick box and name) for noting if someone in company is eligible for CRB check. This must be recorded on EBP database.

EBP Health and Safety visit form should also include a statement about the employer receiving and understanding requirements for safeguarding students. Additional confirmation as to whether any other employer will supervise students during placement must be completed in order to ensure that relevant staff have access to appropriate child protection information. The employer will provide an undertaking to pass onto other supervisors unable to attend the meeting the same information on student protection. Health and Safety assessors must ensure they always have sufficient quantities of Child Protection leaflets available for the employer.

Assessor must ascertain if the student would be:

- Working alone with one adult for extended periods
- Work with sexually or racially explicit materials in the workplace

If either of these elements is identified and the risk cannot be reduced to an acceptable level, LSCB/EBP do not recommend that the placement is supported.

- Travel in vehicles on a regular basis
- Work unsocial hours
- Work in isolated areas
- Work only with a young work force
- Work in situations where direct physical contact between the student and employee/ employer is integral part of the student's role.
- Work in situations where there is a regular opportunity for unsupervised Internet access.
- Working with vulnerable groups e.g. young children, the elderly, disabled or children/ adults with specific learning difficulties.

**If one or more of the elements described above are present within the placement the assessor should put measures in place to minimise the potential risk.**

The proximity of the other personnel/ adults  
The likelihood of the other employees/ visitors entering the student's location.

The extent to which the mentoring employee has to maintain regular and direct contact with an operations base. The availability of emergency methods of the student contacting home/ school/ work base.

If CRB disclosure is not positive the placement should not proceed. School must reselect an alternative opportunity.

If no one is eligible for CRB check, the school must record why no CRB check is undertaken if pupil is deemed vulnerable.

## **A Good Practice Guide for all Work Experience Student Placements**

This Good Practice Guide has been developed to give all schools help and guidance when placing students for all types of work experience. It is a result of successful partnership working between LA and the EBP; it clearly states the process which schools should follow in the planning and processing of all work experience placements.

The Guide covers block or short term extended work experience up to 15 days duration long term extended work experience full time off site provision

The guide is then divided into 3 flow charts showing clearly the steps to be taken to fulfil each of the above in accordance with local and national requirements.

Finally there is a list of useful contacts and telephone numbers. It is hoped this guide will prove useful for schools especially as Work-related Learning is a statutory requirement and the most significant feature of this is work experience.

The aim of this guide is to support schools in planning and monitoring Work Experience as part of their Work-related Learning Programme. It will also ensure that there is a consistent approach across the county.

## **A Good Practice Guide for Student Placements**

### **A Checklist for Schools**

#### **Block Work Experience or Short Term Extended Work Experience**

Short term extended work experience placement (traditionally one or two weeks at a prearranged time of year up to 15 days)

Defined as a placement on employer's premises in which a student in year 10 or above carries out particular task or duty, or a range of tasks and duties, more or less, as would an employee but with the emphasis on the learning aspects of the experience. It provides opportunities for learning about the skills and personal qualities, careers, roles

and structures that exist within a workplace. Students gain insights into, and experience of, personal responsibilities, competencies, key skills and tasks within the workplace, it may also provide a context for careers considerations.

### **Long Term Extended Work Experience**

Can take place at any time during years 10/11 and can last up to two years from the beginning of Year 10. Extended work experience has the same definition as block or short-term extended work experience. However extended work experience is a placement, which exceeds 15 days in an employers premise. This may be a day or two each week over an agreed period of time. Extended work experience may be offered as part of work-related learning, including students following vocational courses at KS4.

### **Full Time Off Site Educational Provision**

Defined as a placement that is off the school site, on employer or training premises and at which a student is being provided with full time educational provision. This should include a core curriculum of Literacy, Numeracy and Information and Communication Technology. It should involve a vocationally based skills curriculum including essential elements such as drug related education. Alternative providers used by the Lincolnshire Education Authority and its schools will be required to be registered with the Department for Education and Skills

### **No Work Experience can take place before Year 10**

### **The Responsibilities of the School**

Work experience placements should only be organised by the EBP (Education Business Partnership) to comply with County Council policies.

The school should assess & identify any vulnerable students with significant special needs, behaviour or other difficulties, which affect the choice of placement. Permission must be sought from student & parent to pass this information onto the employer or supervisor of the placement. Data protection arrangements should be secure and any information provided should be agreed with

the pupil and parents.

The school should request a placement check via the EBP for health, safety & welfare of the student. If any individual needs of the student are to be considered which will effect the placement, then EBP must be informed. The school should have confidence in and agrees with the placement details provided by the EBP including job description, risk assessments control measures and prohibitions\* etc.

Restrictions on working with machinery, etc.

The EBP Work Experience Risk Assessment should be sent to the parents/carers, by the school together with the job description and consent form. The latter should be read and signed by parents/carers before returning it to the school.

The school should match student to the appropriate placement, (block, short term, extended or off site placement) consider learning outcomes, career aspirations, progression routes and general placement suitability.

The school should have prepared the student sufficiently (possibly with an information pack) before the work experience/vocational placement and this would include health and safety contacts and encouraging any concerns a pupil may have to be raised, and with whom.

All information (i.e. personal details, additional needs) regarding the student that is given to the organiser of work experience or the college/training provider should be relevant and a record retained.

The school will be advised by the EBP that the insurance cover of the Employer includes pupils of compulsory school age.

The supervision of activities at the placement is sufficient and the on-site supervisor(s) are advised on student protection issues, or, otherwise proven competent.

Travel and transport arrangements are appropriate and agreed with student and parents.

Off-site attendance of student(s) is recorded and communicated within certain agreed time limits between the school and workplace provider.

Arrangements for supervision during breaks and lunchtimes have been negotiated and agreed.

Behaviour management policies and disciplinary procedures have been agreed with the placement provider. Any incidents / accidents including bullying or harassment are reported to the LA and the EBP. There should be an identified contact at the school and the placement.

Work experience coordinators and members of the leadership team receive the appropriate training in child protection in conjunction with the County Council policies.

Teachers and support staff supporting the students will undertake regular monitoring and progress visits at the placement, (Period to be agreed and recorded )ensuring employer comments and reports are included in the Work Experience Record. It should be noted that if a re assessment of a placement may be required for a longer-term placement; guidance should be sought from the EBP.

School to advise EBP regarding student vulnerability, which may include special needs, abuse or neglect, substance misuse, etc.

Prior to contacting the EBP to arrange a work placement, a check should be made against Flowchart A, B and C to determine the length of placement. This information will determine whether a CRB Disclosure check may need to be undertaken on the work place supervisor. The rationale behind any decision not to have a CRB Disclosure should be recorded. The school will arrange for the CRB Disclosure application to be completed. There is a £14.00 admin charge per CRB application.

At least 12 weeks in advance contact EBP to confirm whether placement may need CRB check. EBP will visit work placement and through a risk assessment advise whether or not CRB check should be commenced (school may choose a different placement at this point).

The school should not use any placement until a satisfactory CRB Disclosure has been returned and confirmation advised by the County Council.

Students should be advised of points of contact, (a mobile if out of school hours) and be encouraged to raise any concerns they may have. The school should have appropriate procedures in place to deal with those concerns.

At the end of the placement the full de-brief programme should be arranged to maximise the learning and achievement of the objectives during the placement.

Arrangements are in place for feedback and reporting to the school, parent and students at the end of the work placement.

The school then assess the work experience record for recommendation of the student for the local Certificate of Achievement, standard or distinction.

### **The Responsibilities of the Parent/ Guardian/Carer**

Parents should provide relevant information about their child's medical or behavioural conditions to the school.

Parents should inform the school of any actual or potential health & safety welfare or safeguarding problems in the placement, which the student may tell them about.

Parents or guardians should return to the school, the signed permission for work experience and acknowledgment of the Job Description including the Risk and Control Measures information form.

Parents or guardians should inform the employer of any non-attendance of the placement along with informing the school as usual.

### **The Responsibilities of the Work-Place Provider or Employer**

The employer should ensure, so far as is reasonably practicable that placements have been assessed, in respect of the health, safety and welfare aspects of the students. For placements organised by the EBP a competent person will undertake this assessment in order that the establishment can be placed on the EBP's list of approved work placements. Further guidance see EBP Employer Pack.

Assess the risks to the students before they start work taking into account the student's immaturity, inexperience and lack of awareness and ensuring attention is paid to any significant increase in risk to the health, safety and welfare of specific students by reference to the health and educational (special needs) details provided by the school.

Employers should seek a "volunteer" to act as work place supervisor and advise them that it may be necessary for them to undertake an Enhanced CRB check.

The employer should comply with legislation and good practice on data protection.

The employer must provide induction sessions for both students and staff to cover health, safety and welfare issues. Refer to EBP employer pack and Health and Safety Document.

Employers should advise Insurers that pre 16 work experience students are to be taken; therefore the employer must have current employer's liability insurance on display for staff and students.

Employers should identify working hours, reporting, monitoring and emergency procedures in partnership with the school.

The length of placement should be negotiated with the school and learning outcomes agreed if the placement is to support a vocational or applied qualification e.g. diploma.

Where longer-term placements are agreed the employer/training organisation should commit to safeguarding the student's welfare by endorsing an agreed student protection policy or statement of principles supplied by the EBP.

The students will have a Work Experience Record book that will require part completion with the employer.

The school will undertake one or more monitoring visits to assess progress and development of the student on placement; the frequency will depend on agreed placement duration.

## The Responsibilities of the EBP

EBP will check all requested placements to confirm suitability with regard to the health and safety welfare. Taking into account the risks, controls and prohibitions to students thus providing as safe working environment as reasonable practicable for work experience purposes. Any EBP assessment will also take into account any additional measures indicated in the "Safeguarding Children & Safer Recruitment" document produced by the DfES.

The EBP will retain and provide an appropriate database of suitably approved employers. In connection with placements, the EBP will ascertain from the employer if any workplace supervisor already has CRB clearance with no break in employment of more than 3 months, bar approved/notified absences e.g. sickness, maternity leave, training, etc.

Where a CRB Disclosure check is considered appropriate, arrangements are made (see Appendix 1) for a disclosure application form to be completed by the supervisor. The returned Disclosure Certificate should be "clear", prior to any placement being confirmed, County Council to inform the school & EBP.

If the County Council advises that a placement is unsuitable the EBP database will be amended appropriately and other schools that may be affected advised accordingly.

EBP will check employer for health, safety and welfare and send risk assessment and control sheet to schools to be forwarded on to parents.

EBP will check that the insurance cover of the placement provider extends to the pupils of compulsory school age.

If an allegation is made against the supervisor, or any other employee, indicating that they may have harmed a student or behaved in an inappropriate manner so that they may be considered as unsuitable to work with students, this should be reported to the County Council's designated Child Protection Officer (see Employer Pack for details).

The EBP will advise of any accident or incident to the County Council and the Learning and Skills

council and provide a report following investigation where appropriate. .

For longer-term placements the EBP will ensure that appropriate additional safeguards regarding the student's welfare are in place, and, agree a Child Protection policy or statement of principles for students. The details of when further conditions should apply are contained in the DfES "Safeguarding Children & Safer Recruitment in Education" document – see Appendix 14 in General References.

EBP will provide Child Protection raising awareness/training to employers and/or supervisors, to be delivered as a one-to-one briefing during the placement visit. A copy of the Child Protection sheet will be left as part of the Employer Pack.

## The Responsibilities of the County Council

The County Council will undertake to advise schools that all work experience placements should be organized through the EBP to ensure consistent standards are achieved in relation to its safeguarding role.

The County Council through its Policies and Procedures define what actions need to be taken, by whom, and when, if any student protection issues are raised prior, during or after the work placement.

The County Council will undertake the administration of all CRB Disclosure Checks and advise the school and the EBP for their records.

Where a CRB Disclosure check is considered appropriate, arrangements are made for a disclosure application form to be completed by the workplace supervisor. The returned Disclosure Certificate should be "clear", prior to any placement being confirmed, County Council to inform the school & EBP.

If the County Council advises that a placement is unsuitable the EBP database will be amended appropriately and other schools that may be affected advised accordingly.

## Work Experience Placements – Guidance Notes

Define if placement is more or less than 15 days. (If less this is a short term extended or block work experience placement, if more than 15 days this is a long term extended placement)

If it is a block placement proceed as normal unless the student is deemed vulnerable.

Is the student "vulnerable"? School should inform EBP. A variety of factors can make a child vulnerable, including special needs, immaturity, abuse or neglect, substance misuse etc?

If the student is described "vulnerable", additional safeguards must be implemented. The Lincolnshire & Rutland EBP has put into place a series of safeguards for all placements as examples of good practice.

These are: -

- Child Protection training for all EBP staff
- Awareness raising/ training for all employees during assessment visit to employees, also CRB/ Child Protection information/policy left for any supervisor who has responsibility for student on Work Experience but who is unable to be available for assessment visit/ CRB training.
- The contact number for the Lincolnshire County Council Child Protection Team is left following the visit. (See Employer pack for details)
- No residential placements will be sanctioned by EBP
- No sole traders will be sanctioned including journey persons
- Where young people are alone with an adult as a significant part of the work placement (see Employer Guidance /Policy).

Subject to a satisfactory risk assessment of the placement for health and safety purposes, the placement employer/supervisor may be asked to undertake a CRB check e.g. if the pupil is vulnerable, see below

If the school deems the student vulnerable, then an enhanced CRB check may be required. Therefore for vulnerable students it would be advisable to inform the employer that the supervisor of the student may be required to volunteer for a CRB

check and the school would undertake this check via the Local Authority. The CRB check would be undertaken prior to the placement commencing and on receipt of Disclosure clearance the school would inform the EBP in order that the placement could continue.

If no one in the company is required to undertake a CRB disclosure, school should record this and advise the EBP. The placement will continue in the usual way.

EBP will undertake placement visits and Health & Safety risk assessment and controls and details will be sent to the school to be forwarded on to parent/carer.

# School Responsibility for Short Term block or Extended Placement ~ less than 15 days

If yes this should not generally need any CRB checks unless the school deems the student vulnerable (go to 2nd sheet)

Placement identified EBP contacted with details

EBP may check database for employers with supervisors already CRB checked, this could identify ready placements for vulnerable students

Set up Work Experience in usual way.

YES

Contact EBP to see if supervisor is identified as eligible in company and check additional safeguards are in place.

Contact EBP to see if supervisor is identified as eligible in company and check additional safeguards are in place.

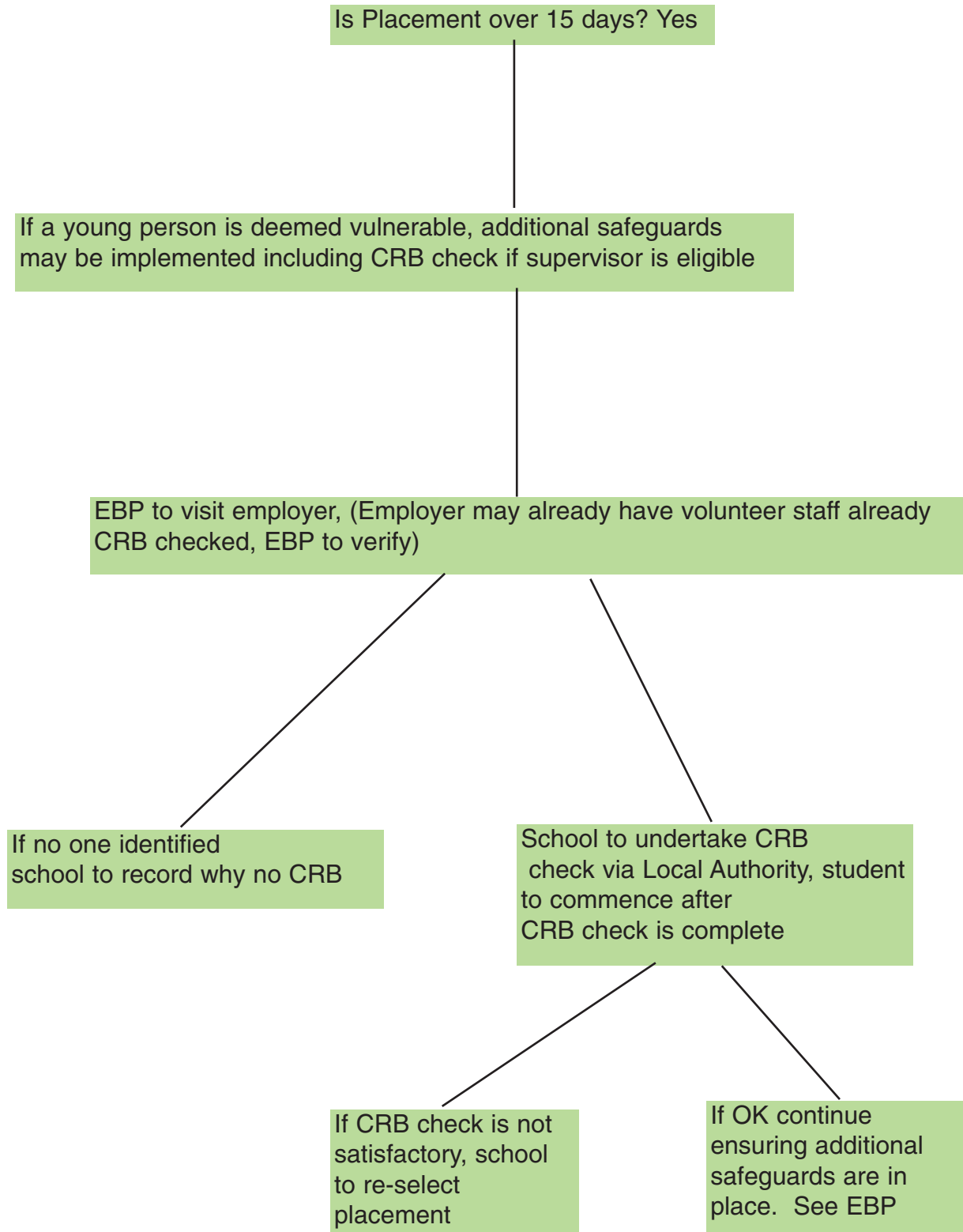
If No, school to carry out CRB check if necessary via LA

If Yes, have they been

If no one eligible continue as usual school to record reason for non-completion of CRB check

Continue with Placement check OK

# School Responsibility for Extended Placements



## School Checklist: For Full-Time Off-site Educational Provision

There are two basic reasons for students being educated off-site full time:

The student is permanently excluded from school or has become detached from school roll and the LA has therefore become responsible for education provision.

The school has agreed with the parent/carer that an off-site placement is appropriate.

In case A the LEA is responsible for monitoring the provision. In case B the school is responsible. The revised checklist is for schools to use in case B.

Identification of student for referral to off-site provision by school. Assessment of students' needs, vulnerability and other significant factors e.g. behaviour, attendance, special needs against availability of placement or site.

Agree the appropriate placement with parent/carer and student taking into consideration locality and availability of placement/site. Written agreement should be obtained from parent/carer. In identifying off-site provision, the placement MUST have been cleared for Health and Safety by the EBP. No student should be placed off-site in a placement that has not been cleared.

Re case B if employee is eligible for CRB check, school must ensure this is in place prior to placement. "Additional safeguards" must be in place if young person is deemed vulnerable. (see separate CRB/Child Protection Guidance)

Copies of risk assessments and curriculum provision, including the individual Learning Plan should be sent to parent/carers in advance of placement. Written approval is strongly recommended from parent/carer.

Prior to start of the placement arrange a preparation for work experience programme to include Health and Safety to enable the student to gain maximum benefit from work experience and to work safely. The Work Experience Record will prove a useful tool for this purpose. Ensure all employer/provider, parent, student;

schools know the timetable of students on and off site programmes, supervision and contact details, including emergencies, sickness and absence arrangements. Ensure parent/carers know whom to contact if there are concerns.

Monitoring of the students during placement for health, safety, welfare and attendance must be organised at regular intervals and reassessment including reviews must be included.

Site attendance should be monitored, assess student for recommendation of local Certificate of Achievement at appropriate level.

## Appendix c - Suitable identification documents for CRB Disclosure application

This appendix provides a summary of information of identification checking process for CRB disclosures. For further information refer to the CRB website

Identification documents are divided into 2 groups: Group 1 and Group 2 documents. If any of the Group 1 documents can be produced 3 documents must be checked – one from group 1 and two from group 2.

If no documents from Group 1 can be produced, five documents from Group 2 must be checked.

\*document must be less than 3 months old

\*\* document must be issued within past 12 months

## Group 1

Driving License (UK) Full or provisional  
 Either photocard or paper ( photocard is only valid if presented with counterpart license)  
 HM Forces ID card ( UK)  
 Adoption Certificate (UK)  
 Passport

Birth Certificate (UK) issued within 12 months of date of birth – full or short versions acceptable  
 Firearms License ( UK)  
 EU National Identity Card

## Group 2

Marriage / Civil Partnership Certificate  
 Birth Certificate  
 P45/P60 Statement (UK) \*\*  
 Bank Building Society Statement \*  
 Utility Bill \*  
 TV license \*\*  
 Credit Card / Store Card statement \*  
 Mortgage Statement \*\*  
 Insurance Certificates\*\*  
 Council Tax Statement (UK) \*\*  
 A document from central / local government / government agency / local authority giving entitlement(UK) \*  
 Asylum Registration Card

Certificate Financial Statement \*\*(pension / endowment/ ISA)  
 Vehicle Registration Document (V5 old style, V5C new style only)  
 Mail Order Catalogue Statement \*  
 Court Claim Form (UK) \*\* ( issued by Court Services)  
 Exam Certificate  
 Addressed payslip \*  
 National Insurance Card / NHS Card(UK)  
 Benefit Statement \*  
 Certificate of British Nationality (UK)  
 Work Permit / Visa (UK) \*\*  
 CRB Disclosure Certificate \*\*

## Appendix d - Reference / Further reading

### Primary legislation;

- Rehabilitation of Offenders Act 1974
- Children Act 1989
- Asylum and Immigration Act 1996
- Data Protection Act 1998
- Protection of Children Act 1999
- Care Standards Act 2000 Section 12 (application for registration)
- Criminal Justice and Court Services Act 2000
- Education Act 2002 sections 35(8) and 36(8)
- Education Act 2002, sections 157 & 175
- Children Act 2004
- Safeguarding Vulnerable Groups Bill, 2006 – Currently going through parliament

### Secondary legislation & Statutory Guidance;

- Children's Homes Regulations 2001 sections 6 to 9 (Registered Persons) & sections 25 to 27 (Staffing) & Schedule 2 (Information required in respect of persons seeking to carry on, manage or work at a children's home).
- Fostering Services Regulations 2002 sections 5 to 8 (Registered Persons and Management of Local Authority Fostering Service) & sections 19 to 21 (Conduct of Fostering Services) & section 27 (assessment of prospective foster parents) & Schedules 1 (Information required in respect of persons seeking to carry on, manage or work for the purposes of a Fostering Service) and 3 (Information as to prospective foster parent and other members of his household and family).
- The School Staffing (England) Regulations 2003
- ACAS (June 2005) Advisory Booklet - Recruitment and Induction
- Working Together to Safeguard Children – 2006, HM Government
- The School Staffing (England) (Amendment) Regulations 2006 - which came out last week re mandatory CRB checks

### Other related regulations, reports and guidance;

- Choosing with Care – The Warner Report, 1992
- Utting 'People Like Us' The report of the review of safeguards of children living away from home, 1997
- Physical and Mental Fitness to Teach of Teachers and of Entrants to Initial Teacher Training DfES 4/99
- Towards Safer Care DOH 2000
- Recruiting Safely - Guidance for employers and other bodies in the health and social care field on

- recruiting and retraining staff and volunteers with criminal records (2001) NACRO on behalf of Employment of Ex-offenders in Care Settings
- Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service DfES/0278/2002
- GTC Code of Conduct and Practice for Registered Teachers, 2002
- GTC Statement of Professional Values and Practice, 2002
- Quality Mark for Supply Agencies, DfES, 2002
- National Minimum Standards – Children's Homes, 2002 NMS 27 to 31 (Staffing) & NMS 34 (Business Management)
- National Minimum Standards – Fostering Services, 2002 NMS 2 to 3 (Fitness to provide or manage a fostering service) & NMS 15 and 17 (Recruiting, checking, managing, supporting and training staff and foster carers)
- National Minimum Standards – Boarding Schools, 2002 NMS 8 (Management and development of boarding) & NMS 34 (Staff job descriptions, induction, supervision, training) and 38 (Staff recruitment and checks on other adults) and 39 (Adult access to boarders and accommodation) & NMS 51 (Lodgings, long stay) and 52 (Off site accommodation and exchanges, short term)
- National Minimum Standards – Residential Special Schools, 2002 NMS 19 (General School records) & NMS 27 (Child Protection – Vetting of staff and visitors) & NMS 29 (Training and staff development) & NMS 31 (Staffing arrangements)
- The Employment Practices Data Protection Code Part 1 - Recruitment and Selection (2002) The Information Commissioner
- Employing Ex-offenders - A Practical Guide (2004) CRB/CIPD
- Inquiry Bichard report, 2004, House of Commons
- Safeguarding Children; Safer Recruitment and Selection in Education Settings, DfES/1568/2005
- Safer Recruitment: Online training for Head teachers, Governors and Local Authority Staff NCSL training, 2005
- Safeguarding Children – The second Joint Chief Inspectors report on arrangements to safeguard children, 2005
- Making Safeguarding everyone's business; The Government's response to the Chief Inspectors Report, 2006
- Every Child Matters Information Sharing guidance, HM Government 2006





