

# Safeguarding and Child Protection Policy

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## **1. Summary**

This policy applies to all staff, volunteers and Governors working at the College. There are seven main elements to the policy:

- 1.1 Establishing a safe environment in which students can learn and develop.
- 1.2 Ensuring the College practises safe recruitment in checking the suitability of staff and volunteers to work with our students.
- 1.3 Raising awareness amongst staff and students of safeguarding and child protection issues, and implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- 1.4 Supporting students who have been abused or who have been identified as vulnerable in accordance with any agreed child protection plan or risk assessment.
- 1.5 Dealing with allegations against staff members.
- 1.6 Reviewing and developing the College's safeguarding and child protection procedures.
- 1.7 The appointment of two persons with key responsibilities: the designated person and the designated governor.

## **2. Legal Context**

- 2.1 Since the Children Act in 2004, colleges have had a statutory duty to make arrangements to "Safeguard and Promote the Welfare of Children". The Children Act defines a 'child' as a person under the age of 18 years of age.
- 2.2 The Children Act provided for Local Safeguarding Children Boards (LSCBs) to ensure that key agencies work effectively together. The core membership of LSCBs comprises local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children. The College has a statutory duty to assist local authority social services departments on child protection issues and to work with LSCBs. (ref. Working Together to Safeguard Children' HM Government, March 2015).
- 2.3 Keeping Children Safe in Education (March 2015 DfE) gives further statutory guidance for schools and colleges. All staff are expected to read Part 1 of this document.
- 2.4 The safeguarding of our students and staff is closely allied with the national 'Prevent' Agenda. Prevent Duty is contained within Section 26 of the Counter Terrorism and Security Act 2015. The duty states that specified authorities including sixth form colleges, in the exercise of their functions, must have "due regard to the need to prevent people from being drawn into terrorism".
- 2.5 Besides these statutory obligations, the College has a duty of care towards all students.

## **2 Establishing a Safe Environment**

- 3.1 The College will establish and maintain an environment where all students feel safe and secure. Regular surveys of students will take place to assess the extent to which they feel safe at College. Such surveys will be followed up as appropriate.
- 3.2 Rigorous health and safety procedures will be in place, monitored by the governors' audit committee and through internal audit, and self-assessed annually. The 'Seeking Assurance Visit' will provide further bench-marked judgements of the College's health and safety practices.
- 3.3 The security of the College site against intruders will be a key priority. Measures including CCTV cameras, gates and barriers, access and identification will be kept under continual review.
- 3.4 All external speakers invited in by staff must be approved through SLT, and all student events, such as charity events and promotions in the social area will only be allowed to take place if approved in advance by SLT in order to minimize the risks of radicalisation on College students and staff.
- 3.5 Procedures and policies will be in place to minimise bullying and harassment, including online bullying. These will be publicised to students through assemblies, tutorials and student diaries. The College will seek to promote equal opportunities and the celebration of diversity amongst students in order to promote its agenda of tolerance and respect.
- 3.6 Safe working practices will be established through effective induction and through risk assessments. Trips and visits will be carefully risk-assessed before they take place, in accordance with College procedure. Any student who has been identified as vulnerable will be individually risk-assessed in advance of any off-site activity.
- 3.7 The College will ensure that students know about the risks associated in using the internet and mobile technologies, and that they have the understanding to safely use social networking sites. This information can be found in the student diary, and safe practice will be promoted during the academic year, through tutorials and via e-safety assemblies with students. ICT policies and protocols will be regularly reviewed to incorporate the Prevent duty.
- 3.8 The College undertakes to establish and maintain an environment where all students feel safe and secure. The Prevent agenda will inform the protective work we do to safeguard our students, visitors and members of staff.
- 3.9 Induction procedures for new staff will cover how staff communicate electronically with students and their appropriate professional use of email, Twitter and Facebook. It will also cover how colleagues recognise and respond to extremist views which may be presented by staff or students.
- 3.10 The College recognises that listening to young people is an important and essential part of safeguarding them against abuse and neglect. We will also seek to ensure that any individual young person who makes a complaint is informed not only about the action the College will take but also the length of time that will be required to resolve the complaint. The College's complaints policy will be published in student diaries and displayed upon tutor group walls.
- 3.11 The College will work proactively with student governors, with the College Council and with tutor group representatives to ensure that the student voice is embedded throughout all areas of College activity so that the interests and welfare of students can be prioritised.
- 3.12 The College will provide a range of welfare services including a counselling service, a sexual health drop-in service, and advice and guidance pertaining to careers and financial issues.

## **4 Practising Safe Recruitment**

- 4.1 The College has in place recruitment procedures which will ensure that every care is taken to ensure that young people and vulnerable adults are protected from unsuitable people.

- 4.2 The recruitment procedures will apply to all staff within the College who may work with young people or vulnerable adults. The recruitment procedures will include the following:
- The post or role will be clearly defined.
  - The College's commitment to safeguarding the needs and interests of young people will be clear in advertising materials.
  - The key selection criteria for the post or role will be identified and will include criteria relating to the welfare of young people.
  - A variety of selection techniques (e.g. qualifications, previous experience, interview and reference checks) will be used.
  - HR staff will take part in 'Safer Recruitment' training.
  - The requirement to produce documentary evidence of academic/vocational qualifications.
  - Obtaining professional and character references including a judgement on the suitability to work with young people.
  - Verification of previous employment history.
  - Identity checks.
- 4.3 Enhanced Disclosure and Barring Service (DBS) checks, and, where appropriate, referrals through the DBS, according to current legislative requirements. Where these checks are not complete prior to commencement, a risk assessment will be conducted and a standard risk assessment pro forma completed – see Appendix 8.
- The College will keep and maintain a single, central record of all staff (including supply staff and volunteers). This record will include personal data, details of identity checks, DBS checks and relevant qualifications, where relevant. (Personal data for supply staff is maintained by the agency.)

## **5 Volunteers and External Agencies**

- 5.1 Where volunteers or members of external agencies will have unsupervised access to students or groups of students, an enhanced DBS and, where appropriate, a barred list check, will be undertaken by the College. Alternatively, if such personnel are registered onto the online DBS update service, an update to their suitability can be accessed through this system, with their permission.
- 5.2 If volunteers or members of external agencies are working with students under College staff supervision, then a risk assessment will take place to determine any further safeguards that are required.
- 5.3 The standard risk assessment pro forma will be used – see Appendix 8

## **6 Raising Awareness of Child Protection and Implementing Procedures**

- 6.1 The College will provide opportunities through induction and the tutorial curriculum to develop awareness of safety issues and practical measures through which students can keep themselves safe. These will include child protection, sexual health, e/safety and personal safety.
- 6.2 The College will ensure that all staff undertake training in safeguarding and child protection at least once every three years and that staff are aware of the College's child protection procedures and the identity of the designated person. All new staff will meet the designated person as part of their college induction, in order to ensure that their safeguarding responsibilities are absolutely clear.
- 6.3 The College will nominate a designated person (see section 10) who takes a key role in coordinating child protection procedures. S/he will receive appropriate training every two years, will keep up to date with developments in child protection issues, and will provide advice and support to other staff on issues relating to child protection.
- 6.4 The College recognises that because of the day-to-day contact with students, college staff are well placed to observe the outward signs of abuse. The College will ensure that all staff understand their responsibilities in being alert to the signs of abuse and for referring any concerns to the designated person.
- 6.5 The designated person will oversee the referral of cases of suspected abuse or allegations to the relevant investigating agencies as agreed with LSCB. the designated person will maintain a proper record of any such referral, complaint or concern even where the concern does not lead to a referral.

## **7 Supporting Vulnerable Students**

- 7.1 the designated person will liaise with the local authority (LA), the LSCB and with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for any student identified as vulnerable or on the child protection register.
- 7.2 The College will ensure that adequate risk assessments are in place to meet the needs of those students identified as vulnerable. This may cover activity at College, travel to and from College, trips and visits off-site, work experience and other placements.
- 7.3 The College will notify relevant social services if there is an unexplained absence of more than two days of any student who is on the child protection register.
- 7.4 The College will keep written records of concerns about students, even where there is no need to refer the matter immediately. Records relating to actual or alleged abuse or neglect will be stored separately from the normal student or staff records. Normal records will have markers to show that there is sensitive material stored elsewhere. Child protection records will be stored securely, with access confined to the designated person, the principal, the vice principal and the designated governor. Records will be kept for all time.
- 7.5 Child protection records should be reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

## **8 Allegations Against Staff**

- 8.1 The College recognises that, although rare, professionals are sometimes abusers. The College will:
  - not tolerate inappropriate behaviours from staff.
  - protect staff who disclose information regarding abuse by colleagues towards students.
  - act upon any allegation against a member of staff as outlined in the procedure in Appendix 4.

8.2 The College understands that it has a duty towards its employees to treat them in a fair and reasonable manner at all times, including if an allegation has been made against them. Consideration will be given to the kind of support for those members of staff against whom an allegation of abuse has been made.

## **9 Reviewing and Developing the College's Safeguarding and Child Protection Procedures.**

9.1 The governing body will undertake an annual review of its policies and procedures relating to safeguarding and how these have been implemented.

9.2 The College will maintain an ongoing vigilance and awareness of national and local developments with the aim of updating this policy in light of changes in the external legal and policy environment. It will ensure that its procedures are in line with those set out by the LSCB, take account of guidance issued by the Department for Education (DfE) and the Prevent duties.

9.3 The designated person will attend regular training events, networks and conferences. S/he and the vice principal will receive bulletins from the Association of Colleges (AoC) and Sixth Form Colleges Association (SFCA) concerning changes and developments in safeguarding and child protection practice and policy. The College will regularly review information from the DfE and other relevant safeguarding bodies and communities.

## **10 Designated Staff with Specific Responsibility for Child Protection**

(See appendix 6)

10.1 The Designated Person is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies as agreed with LSCB.
- Providing advice and support to other staff on issues relating to child protection.
- Maintaining proper records of any child protection referral, complaint or concern.
- Ensuring that parents of children and young people within the College are aware of the College's safeguarding and child protection procedures.
- Liaising with the LA and LSCB and other appropriate agencies.
- Liaising with secondary schools which send pupils to the College to ensure that appropriate arrangements are made for the pupils.
- Liaising with employers and training organisations that receive children or young people from the College on long-term placements to ensure that appropriate safeguards are put in place.
- Ensuring that staff receive basic training in Safeguarding and child protection issues and are aware of college child protection procedures, particularly new staff during their induction.
- Ensuring adequate risk assessment procedures are in place to meet the needs of those students identified as vulnerable.
- Providing an annual report to the governing body of the College setting out how the College has discharged its duties and reporting deficiencies in procedure or policy identified by the LSCB (or others).
- The designated person is supported by an additional senior member of staff who is fully trained to act in the role. This additional member of staff will act in place of the designated person where necessary.

10.2 The designated governor will be responsible for liaising with the principal and the designated person over matters regarding child protection, including:

- Ensuring that the College has procedures and policies which are consistent with the LSCB and legal framework.
- Ensuring that the governing body reviews the College policy on safeguarding and child protection each year.
- Ensuring that each year the governing body is informed of how the College and its staff have complied with the policy, including, but not limited to, a report on the training that staff have undertaken.

**Policy reviewed June 2015**

**Next review: September 2016**

## Appendix 1: Definitions of Abuse

These are taken from 'Keeping Children Safe in Education: information for all School and College staff. DFE March 2015.

### Types of abuse and neglect:

**Abuse:** a form of maltreatment of a child. Somebody may use abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving high levels of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 2: Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a young person tells a member of staff about possible abuse, the member of staff should:

- Listen carefully and stay calm.

- Do not interview the young person, but question normally and without pressure, in order to be sure that you understand what the child is telling you.
- Do not put words into the young person's mouth.
- Reassure the young person that by telling you, they have done the right thing.
- Inform the young person that you must pass the information on, but that only those that need to know about it will be told. Inform them of those to whom you will report the matter.
- Note the main points carefully.
- Make a detailed note of the date, time, place, what the young person said and did, and your questions, etc.

Staff should not investigate concerns or allegations themselves, but should report them immediately to the designated person. In his/her absence, referral should be made to any member of the senior leadership team.

A full record will be made as soon as possible of the nature of the allegation and any relevant information. A standard form will be used – see Appendix 3.

The report will be signed, dated and a copy stored in a secure place by the designated person. No other records should be kept, and any other notes taken should be destroyed.

Initial discussions will take place between the designated person and the young person to determine what is appropriate in terms of communication with the young person's family. Students of 16 or over are usually considered to be sufficiently competent to participate in making informed judgements about family involvement, although their views should always be tested against advice given by the statutory agencies.

The designated person will telephone and report the matter to the local social services department's duty social worker. The telephone report will be confirmed in writing to local social services within 24 hours.

The College will then take advice from the social services team as to the most appropriate action to take with the young person whilst on College premises and in respect of inter-agency referral or police involvement. Social services will take responsibility for the actions that are required to protect the child that fall outside the College's remit.

### Appendix 3: AT RISK RECORD

|  |  |            |                    |             |
|--|--|------------|--------------------|-------------|
| Name of Student:   |  | Date:      | Female/Male:       | Tutor Name: |
| Home address:  |  |            |                    |             |
| Telephone no:  |  | Mobile no: |                    |             |
| Name of GP:  |  |            | GP's phone number: |             |
| What is the nature of the alleged abuse?   |  |            |                    |             |
| Where did the alleged abuse take place?  |  |            |                    |             |
| For how long has the abuse been going on?  |  |            |                    |             |
| Description of any injuries observed:  |  |            |                    |             |
| Notes:   |  |            |                    |             |
| Action taken: (Details of contacts with Social Services/other agencies should include time/date) |  |            |                    |             |
| Review:  |  |            |                    |             |
| Staff member completing this form if different from the above:                                   |  |            |                    |             |

## **Appendix 4: Process for Dealing with Allegations against Staff (Including the Principal), Volunteers and other Adults who are in Contact with Children in the College**

References to staff in this process include all staff employed at the College, including part-time staff, contractors, volunteers and casual staff. These procedures should be followed in all cases in which there is an allegation or suspicion that a person working or who is in contact with young persons has:

- Behaved in a way that has harmed a young person, or may have harmed a young person.
- Possibly committed a criminal offence against or related to a young person; or
- Otherwise behaved towards a young person in a way that indicates s/he is unsuitable to work with young persons.

Relevant documents:

- DfES/2044/2005: Dealing with Allegations of Abuse against Teachers and other staff.
- The Sexual Offences Act 2003, which makes it an offence for a person over 18 to have a sexual relationship with a child under 18 where the person is in a position of trust (e.g. teacher or any civilian or MOD personnel assisting with college activities), even if the relationship is consensual.

The College understands that it has a duty towards its employees to treat them in a fair and reasonable manner at all times, including if an allegation has been made against them. Consideration will be given to the kind of support for those members of staff against whom an allegation of abuse has been made.

### **1. Reporting Adult**

Any individual staff, volunteer or other adult should write a dated and timed note of what has been disclosed or noticed, said or done, and report immediately to the Principal (or Vice-Principal as alternate if the Principal is unavailable) and pass on the written record. If the allegation is against the Principal, the report should go to the Vice-Principal to pass on to the Chair of Governors who will take responsibility.

### **2. Principal**

If there is no written record, the Principal should write a dated and timed note of what has been disclosed or noticed, said or done. The Principal should notify the Designated Governor on the same day. The Principal may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.

Copies of the documents concerning the allegation must be sent to the Local Authority Designated Officer (LADO) on the same day. The LADO will advise the Principal if s/he needs to report to any other relevant agency.

### **3. Allegation against the Principal**

In the case of an allegation against the Principal, the Chair of Governors should refer the allegation to the Designated Governor. The Designated Governor should write a dated and timed note of what has been disclosed or noticed, said or done, if there is no written record, and notify the LADO on the same day. The Designated Governor should not undertake an investigation.

### **4. Initial Action**

Discussion involving the Principal, representatives of the governing body (including the Designated Governor), and other relevant senior staff should take place. This is to:

- Share what information is available, both from the source of the allegation and also from any Human Resources and Child Protection files.
- Identify what other information might be needed.
- Come to a view on the seriousness of the allegation.
- Consider whether the alleged perpetrator should continue working or remain in contact with children.
- Consider whether suspension is appropriate.
- Decide what information and/or advice is to be given to the Principal (or Designated Governor if the allegation is about the Principal), including whether the member of staff should be informed of the allegation at this stage.
- Decide what action is needed, and who needs to be involved and informed.

## **5. Strategy Meeting**

If the parties involved in these discussions consider it necessary, a strategy meeting should be arranged, usually by Social Services, involving representatives from the LADO, the Police and the College.

## **6. Courses of Action**

From the above discussions, there are three possible courses of action:

- It may be the subject of a Police and/or joint Police and Social Services investigation and possible action through the courts; or
- It may be the subject of a disciplinary investigation; or
- The matter may be remitted to the College to be dealt with.

If Social Services and the Police decide to take no action the College will still need to consider further investigation. If there is a case to answer, a disciplinary hearing will be called which could lead to dismissal.

## **7. Cases Subject to Police Investigation**

If the initial action discussions and/or Strategy Meeting conclude that a Police or Police/Social Services investigation is required, then the College will cooperate with any subsequent investigation and/or prosecution.

Following any trial, the Police will provide a report to the LADO and in the case of an acquittal will provide all relevant information they have. The LADO may require the formulation of a Casework Monitoring Group which will then:

- Share what information is available from the Police.
- Identify what other information might be needed.
- Come to a view on what advice should be given to the College regarding a course of action.
- Consider again whether the alleged perpetrator should be in post.
- Pass the case to the College.

The senior manager with responsibility for human resources will discuss the information with the Principal (or the Designated Governor if the information is about the Principal) to help decide

whether a further investigation is needed and a disciplinary hearing, usually within three working days.

## **8. Where a Disciplinary Investigation is Required**

The investigation should be conducted following the procedures set out in the College's Disciplinary Procedure. This may be under the provisions for investigating gross misconduct.

## **9. Where the Matter is Remitted to the College**

To resolve appropriate action, it is expected that initial action will be taken usually within three working days.

## **10. Records**

All records and documents about individual allegations against staff and volunteers should be kept securely by the Principal (or the Designated Governor if it involves the Principal), separate from normal staff and child records, and with access limited to officers who may be key workers for cases. Where the Principal or Designated Governor leaves their post, the chair of Governors should ensure that these records are passed on to their successor.

Where there have been concerns about a member of staff and he/she leaves the College to work elsewhere, the Principal (or the Designated Governor if it involves the Principal) will consider the question of passing the concerns to the new employer/authority.

The College must report to the DfE within one month any person whose services are no longer used because he or she was considered unsuitable to work with children. For each allegation, a DfE form must be completed and submitted to the DfE at the end of the academic year (anonymised data). If on the conclusion of a case the College ceases to use the person's services, or the person ceases to provide his/her services, the College should consult the LADO about whether a referral to the DfE is required.

## **Appendix 5: Other Relevant Policies and Documentation**

Other relevant College policies and documentation that apply and impact upon Safeguarding are as listed below.

1. Complaints Procedure.
2. College Disciplinary Procedure.
3. Student Harassment Policy.
4. Student Code of Conduct.
5. Equality & Diversity Policy.
6. Health and Safety Policies & Procedures.
7. Risk Assessment documentation, including visits and trips
8. Student Diary.
9. Staff Handbook.
10. Policy for Recruitment and Selection of Staff.
11. Every Child Matters : action plan (SAR – Appendix 1).
12. Prevent Strategy

## **Appendix 6: Designated Persons**

The Designated Person is The Director of Student Services, Rebecca Sharp

Additionally Ally Hillier is trained to act in the capacity of Designated Person in the absence of Rebecca Sharp and to support her workload.

The Designated Governor is Delia Goldring.

## **Appendix 7: Acronyms**

Association of Colleges (AoC)

Disclosure and Barring Services (DBS)

Department for Education (DfE)

Department of Health (DoH)

Local Authority (LA)

Local Authority Designated Officer (LADO)

Local Safeguarding Children Boards (LSCBs)

London Borough of Barnet (LBB)

Sixth Form Colleges' Association (SFCA)

## **Appendix 8: Risk Assessment / Checklist Form**

Woodhouse College is committed to Safeguarding. Any member of staff responsible for or supervising a member of staff, mentor, volunteer or any other person working at the College or visiting must ensure the following form is completed and logged with the HR department.

### **For completion by staff liaison:**

|   |  |
|---|--|
| <b>Name of person:</b>                                  |  |
| <b>Name of staff liaison:</b>                           |  |
| <b>Nature of work:</b>                                  |  |
| <b>Will the person be supervised or non-supervised?</b> |  |
| <b>Dates/times of work:</b>                             |  |

### **For completion by HR Department:**

| <b>Check carried out</b>                      | <b>Date</b> | <b>Signature</b> | <b>Comments</b> |
|---|-------------|------------------|-----------------|
| Existing enhanced DBS in place?               |             |                  |                 |
| Barred List check (List 99)                   |             |                  |                 |
| CV supplied / application form supplied?      |             |                  |                 |
| Referees' names and contact details supplied? |             |                  |                 |
| Emergency contact details supplied?           |             |                  |                 |
| Photo ID check / employment checks?           |             |                  |                 |

***In order for the named person to commence work prior to the vetting check being signed off as complete, the following provisions must be in place:***

- Person must be in a supervised capacity if no existing or recent DBS check / barred list check available and approved by HR
- Person must sign in as a visitor and wear a visitor badge at all times (if not an employee)
- Person must have limited access to IT systems

**To be completed by staff liaison:**

*I confirm that I can take responsibility for ensuring that the above person is supervised under the conditions which are stated above until I receive confirmation from HR that all vetting checks are complete.*

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be completed by Personnel Director:**

Having considered the above information, I confirm that this person **should/should not** be allowed to work on the College premises until their vetting check is complete. **(Please delete as appropriate)**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Follow-up Action Points**

| Date | Notes | Initials |
|------|-------|----------|
|      |       |          |
|      |       |          |
|      |       |          |
|      |       |          |
|      |       |          |
|      |       |          |