



GATEHOUSE SCHOOL

SAFER RECRUITMENT

Gatehouse School is committed to Safeguarding Children through Safer Recruitment.

This policy sets down the minimum standards that will be adhered to and the procedures that will be followed in relation to the recruitment of all staff and volunteers. It is the School's intention to meet all legal requirements relating to Safer Recruitment and follow best practice advice given by the ISI, ISC, IAPS, ISBA and other organisations from time to time. This policy may therefore be reviewed at any time but not less than at one year intervals.

Ultimately it is the Board of Governors which takes responsibility for compliance with this policy but its implementation is managed, on a day to day basis, by the Head and Bursar.

ADVERTISING VACANCIES

Approved methods of advertising employment vacancies are:

- Word of mouth
- The School website
- Local Press
- TES Website
- TES Newspaper
- IAPS Jobs website
- Local area notice boards

All advertisements must carry the wording:

"Gatehouse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service."

APPLICATION PROCEDURE

In all cases, applicants should be provided with a standard Gatehouse School Application Form. A copy of the form to be used can be found in Appendix A.

A completed application form must be submitted for any person to be considered for a post. CVs may be submitted in addition to the application form but not in place of it.

INTERVIEW PROCEDURE

The interview panel will be appointed by the Head, or in the case of domestic and non-academic posts, the Bursar. At least one member of the panel must have successfully completed an accredited Safer Recruitment in Education course.

The "chair" of the proposed interview panel will determine the criteria for selecting candidates for interview in consultation with other panel members.

Where the chair has not had accredited Safer Recruitment training he or she will seek specific advice regarding the suitability of applicants from the panel member in receipt of such training.

Candidates selected for interview should be advised that references will be taken up prior to interview.

Particular attention should be paid, during the interview, to explaining any gaps in the applicant's employment history.

At the conclusion of the interview process the "chair" will complete

- Form IR1 ~ Interview Record (a copy of this form can be found in Appendix B)

This form will be retained on the appointee's HR file.

REFERENCE CHECKS

In all cases references must be requested in respect applicants. "Open" references and any other reference which has been provided by the applicant may not be accepted. The following standard form of reference request forms should, wherever possible, be used (copies of the forms to be used can be found in Appendix B):

- Form RR1 ~ for current or recent previous employers
- Form RR2 ~ for non employer character references and volunteers

Written references will be followed up with a telephone call to verify the authenticity of the reference.

In all cases, the referee should be specifically asked about the applicant's suitability to work with children. Where it is not possible to obtain a written reference it is possible to accept a verbal reference but the details of should be recorded in writing and held on file.

- Form RR3 ~ telephone reference

STATUTORY CHECKS

Prior to confirming the appointment of any new staff member or volunteer worker, the following statutory checks must be completed:

1. IDENTITY

Name, address and date of birth must be verified by having sight of official document such as passport, driving license etc.

2. LIST 99 / BARRED LIST

This must be checked in all cases where the candidate will be working in "Regulated Activity" (see Appendix C for definition) before an appointment is taken up. Should the appointee be found to be on the barred list then refer to the ISA website for details of the procedure to be

followed.

3. DBS ENHANCED DISCLOSURE

This is required for all staff. Providing the application has been submitted and the applicant's List 99 status has been verified, an appointee may commence work for a period of up to 3 months whilst waiting for the CRB certificate to be issued. It should be made clear that the appointment is provisional upon receipt of a satisfactory disclosure. The original certificate must be presented to the Bursar for verification.

4. PROHIBITION ORDER CHECK

For all teaching posts it is necessary to check that the candidate's name does not appear on the DfE list of individuals who have been prohibited from teaching. For Governors and Senior Managers (Head, Bursar and SLT members) a Section 128 check will also be carried out to verify that the individual is not prohibited from holding a management position.

5. RIGHT TO WORK

The appointee's right to work in the UK should be verified. In most cases this confirmation can be obtained from examination of the appointee's passport.

6. VERIFICATION OF QUALIFICATIONS

In all cases where a qualification is a requirement (teachers, nursery nurses etc.) qualifications must be verified. In the case of teachers, this information may be available via the "DfE Online" service.

7. REFERENCES

All references should have been received and found to be satisfactory prior to an appointment being confirmed. References should be retained on file.

8. EMPLOYMENT HISTORY CHECKS

The Chair of the interview panel will be responsible for checking the appointee's employment history and, in particular, discovering the reason for any gaps in the employment history. This information must be recorded in the Interview Record - Form IR1

9. MEDICAL FITNESS

All appointees are asked to make a self declaration of medical fitness:

—Form MED1 - Medical Fitness declaration (a copy of this form can be found in Appendix B)

Should there be any doubt as to the medical fitness of the proposed appointee then he/she should subsequently be asked to complete:

—Form MED2 - Medical Questionnaire (a copy of this form can be found in Appendix B)

Should the appointee answer "YES" to any of the questions then further advice should be sought from a medical professional.

NB A declaration of "medical fitness" must only be requested at the time a provisional offer of appointment has been made. Requesting this information during the selection process could be a breach of employment law.

10. DISQUALIFICATION

All appointees, but not volunteers or governors, will be asked to complete a self declaration:

—Form CD1 - Childcare Disqualification Declaration (a copy of this form can be found in Appendix B)

Should the appointee answer "YES" to any of the questions then the individual may be either

prevented from taking up the position or the start date may be delayed whilst a dispensation is applied for.

- NOTES -

Appointment of Governors - Only statutory checks 1, 3, 4 & 5 above are required.

Appointment of Volunteers - Checks 1-3, 7-9 apply but only required if working in a "regulated activity". Where the volunteer is not working in regulated activity but attendance is regular (more than 3 times per month) then a risk assessment will be carried out to determine if further checks should be carried out,

OFFER OF APPOINTMENT

It must be made clear in any offer of employment that the appointment is subject to satisfactory completion of all the checks outlined above. Only after these checks have been completed will the appointment be confirmed.

COMMENCEMENT OF WORK

An appointee must not ordinarily be allowed to undertake any duties which can be defined as "regulated activity" until all the statutory checks have been completed. At the sole discretion of the Head, and with an appropriate risk assessment in place, it may be possible to allow an appointee to start work where a DBS check has been applied for but the result has not been received. This exception would not usually apply where the appointee is to be engaged in one to one supervision of pupils i.e. peripatetic music teachers.

On or before a new staff member's first day at work he/she will be issued with a copy of:

- the DfE publication "Keeping Children Safe in Education" including Annex A
- a copy of the school's Safeguarding policy
- a copy of the school's Whistleblowing policy
- a copy of the school's Staff Code of Conduct

SINGLE CENTRAL REGISTER OF APPOINTMENTS

A Central Appointments Register will be maintained by the Bursar. All appointments must be recorded electronically in the HR Module of the School's MIS.

<i>Policy Name</i>	<i>Safer Recruitment</i>	<i>Last updated</i>	<i>April 2015 updated March 2017</i>
		Governors Review	June 2018
		Next Review	June 2020
Circulation	Governors & SLT		



APPENDIX A

Standard Application Form



Gatehouse School
APPLICATION FORM

Internal Ref:	
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Please complete all sections of this form in **black ink** or **typescript** only.

Post Applied for:	
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SECTION 1a - PERSONAL DETAILS:

Title:	First Name:	Surname:
Current address:		Maiden/Former Name(s):
		Date of Birth:
		NI Number:
		May we discreetly contact you at work: Y / N
Work telephone number:		
Home telephone number:		Mobile telephone number:
Email address:		Teacher No. RP/

SECTION 2a - PRESENT / MOST RECENT EMPLOYMENT: (please use additional sheet if necessary)

Name & address of current employer:	Position held:
	Date Employment Commenced:
	Salary:
Notice required:	Other allowances:
Please give a brief description of your current duties & responsibilities:	
Reasons for leaving / wishing to leave:	

SECTION 3a - EDUCATION & QUALIFICATIONS:

(please provide details of secondary & tertiary qualifications, including class of degree, university & year awarded)

Qualification	Place of Study	Date of commencement	Date of Completion	Result	Subject Area

SECTION 3b - TRAINING UNDERTAKEN: (please list courses that are relevant to this position)

Training Course	Organising body	Dates

Section 3c - MEMBERSHIP OF PROFESSIONAL BODIES: (if relevant to the role)

Name of organisation/institution	Level of membership	Membership number	Expiry Date

SECTION 3d – COMPUTER/SOFTWARE EXPERIENCE: (please provide details of computer software packages you are competent in i.e. Word, Excel, Powerpoint)

Computer/Software package	Level of competence (i.e. basic, intermediate, advanced)

SECTION 3e - DRIVING LICENCE (for roles involving driving only)

Do you hold a current full driving licence?	
Do you have any endorsements? <i>(please detail)</i>	
What class of vehicle are you licensed to drive?	

SECTION 4 – PERSONAL STATEMENT:

(Please outline briefly the reasons why you feel that you are the right person for this post. If necessary please use an additional sheet.)

SECTION 5a – ADDITIONAL INFORMATION

Please declare any family or close relationship to existing staff (including Governors). If 'yes' who?	Yes / No
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SECTION 5b – RIGHT TO WORK IN THE UK

Do you require a permit to work in the UK?	Yes / No
If Yes, do you have a current permit to work?	Yes / No

SECTION 5c - REASONABLE ADJUSTMENTS

<p>Would you require any reasonable adjustments to be made if you were to visit Gatehouse School as part of the recruitment process? Yes / No</p> <p>If 'yes', please give brief details of the adjustments that you would require to help us to accommodate your needs:</p>

SECTION 6a - DISCLOSURE OF CRIMINAL BACKGROUND:

<p>Any unspent convictions, cautions and bind-overs must be declared.</p> <p><input type="checkbox"/> I have no unspent convictions, cautions or bind-overs OR</p> <p><input type="checkbox"/> I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked 'Confidential'. <i>(This envelope will only be opened in the event that you are shortlisted to attend an interview. The fact of such a conviction will not necessarily debar you from employment but will be taken into consideration by the interview panel.)</i></p> <p>Applicants should note that an Enhanced DBS Disclosure check will be obtained for the successful applicant.</p>

SECTION 6b – VETTING & BARRING:

CRB/DBS disclosure number and level of disclosure (standard or enhanced)	Date of issue
<p><input type="checkbox"/> I declare that I am not currently disqualified/barrred from working with children and that there are no cases that are currently outstanding regarding my suitability or otherwise to work with or in proximity to children.</p>	

SECTION 7 - REFERENCES:

Completion of this section is **mandatory** in order for Gatehouse School to comply with legislation.

Please give the names and addresses of at least 3 people from whom we may obtain references; one of these should be your current / most recent employer. Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. If you are not currently working with children but have done so in the past, a reference will be sought from the most recent employer for whom you have worked with children or vulnerable adults.

Name:	Name:
Address:	Address:
Telephone Number	Telephone Number:
E-mail Address	E-mail Address:
Occupation / Position in Organisation:	Occupation / Position in Organisation:
Relationship of referee to you:	Relationship of referee to you:
Can we approach this referee prior to interview? Y / N	Can we approach this referee prior to interview? Y / N

Name:	Name:
Address:	Address:
Telephone Number	Telephone Number
E-mail Address	E-mail Address
Occupation / Position in Organisation:	Occupation / Position in Organisation:
Relationship of referee to you:	Relationship of referee to you:
Can we approach this referee prior to interview? Y / N	Can we approach this referee prior to interview? Y / N

Please tick the following statement to acknowledge your acceptance of this entitlement.

I understand and accept that Gatehouse School is entitled to approach any previous employer and request references. Additionally, I understand that where I have worked for an employer who provides services, care or education for children or vulnerable adults, they will be approached for a reference.

SECTION 8 - DECLARATIONS & SIGNATURE:

Information from this application may be processed for purposes registered by Gatehouse School under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

- I hereby give my consent to Gatehouse School processing the data supplied in this application form for the purpose of recruitment and selection.
- I declare that the information given in this application is to the best of my knowledge complete, true and correct and that there are no material mis-statements or omissions. I declare that I am in possession of the qualification certificates that I claim to hold.

Signed: Date:

Note: Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed and possible referral to the police.

PLEASE RETURN THIS COMPLETED APPLICATION FORM:

by post to:

The Bursar
Gatehouse School
Sewardstone Road
Victoria Park
London
E2 9JG

or by email to

bursar@gatehouseschool.co.uk



APPENDIX B

Recruitment Forms:

- IR1 Interview record form
- RR1 Reference request form/letter (past employers)
- RR2 Reference request form/letter (character reference)
- RR3 Record of telephone reference
- MED1 Medical fitness self declaration form
- MED2 Medical questionnaire
- CD1 Childcare Disqualification Declaration



Gatehouse School

Sewardstone Road, Victoria Park, London E2 9JG.

Tel: 020 8980 2978 Email: admin@gatehouseschool.co.uk

Registered Charity No. 282558 Registered Company No. 1536398

INTERVIEW RECORD

Date of interview:	
Position:	
Name of candidate:	

Interview Panel:

Panel member holding Safer Recruitment in Education accredited training:

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Other panel members:

Checklist (please tick box):

	YES	NO
References received prior to interview ?		
References verified by telephone prior to interview ?		
Any gaps in employment history satisfactorily explained at interview ?		
Qualification certificates seen at interview ?		
If the answer to any of the above is "no", confirm that verification will be sought prior to any job offer being made.		

Declaration:

I confirm that the information detailed above is a true record of the interview :

..... Signed Date
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Date <<insert date>>

<<insert referee name and contact details>>

<<insert candidate name>> has given your name as a referee in relation to his application for the position of:
<<insert post>> .

We would be most grateful if you could complete and return this form at your earliest convenience.

BACKGROUND	
How long have you known the candidate and in what capacity?	
PERSONNEL MATTERS	
Candidate's current position:	
Dates of the candidate's employment with you (month and year.)	From: To:
Extent of candidate's duties.	
During his or her employment did the candidate perform his or her duties to your satisfaction? If you were dissatisfied, please explain the reasons for your dissatisfaction.	



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During his or her employment did the candidate present him or herself professionally with colleagues and those he or she dealt with?	
Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments which were made during employment to enable the candidate to perform his/her duties.	
SUITABILITY FOR POST	
Do you believe that the candidate has the ability and is suitable to undertake this position as described in the job description?	
If you do not consider the candidate to be suitable, please elaborate.	
SUITABILITY TO WORK WITH CHILDREN	
Are you completely satisfied that the candidate is suitable to work with children? If not, please give reasons.	



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DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS

Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including any where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed?

If the candidate's role involved no contact or responsibility for children or young persons please answer not applicable.

If yes please provide details.

Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people?

If so please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved.

If the candidate's role involved no contact or responsibility for children or young persons please answer Not Applicable.

Signed

Position

Dated

Please return by post to: The Bursar, Gatehouse School, Sewardstone Road, London E2 9JG.
or by email to: bursar@gatehouseschool.co.uk.

IF YOU WOULD LIKE TO OFFER ANY MORE INFORMATION BUT ARE RELUCTANT TO DO SO IN WRITING, FOR ANY REASON, PLEASE TELEPHONE EITHER THE HEAD OR THE BURSAR IN CONFIDENCE:

Headmaster – Mr Robert Francis – 020 8709 5220
Bursar – Mr James Bishop – 020 8709 5222



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~~ CONFIDENTIAL ~~

Date <<insert date>>

<<insert referee name and contact details>>

<<insert candidate name>> has given your name as a referee in relation to his application for the position of:
<<insert post>> .

We would be most grateful if you could complete and return this form at your earliest convenience.

BACKGROUND	
How long have you known the candidate and in what capacity?	
SUITABILITY FOR POST	
Do you believe that the candidate has the ability and is suitable to undertake this position as described in the job description?	
If you do not consider the candidate to be suitable, please elaborate.	
Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, .	
SUITABILITY TO WORK WITH CHILDREN	
Are you completely satisfied that the candidate is suitable to work with children? If not, please give reasons.	



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Are you aware of any allegations or concerns expressed, at any time now or in the past, about the candidate by any body or individual that relate to the safety and welfare of children and young people?

If so please give details, including whether, to the best of your knowledge, the allegation or concern was investigated, the outcome and how the matter was resolved.

Signed

Dated

Please return by post to: The Bursar, Gatehouse School, Sewardstone Road, London E2 9JG.
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RECORD OF VERBAL TELEPHONE REFERENCE

NAME OF CANDIDATE	
POSITION APPLIED FOR	

NAME OF REFEREE	
TELEPHONE NUMBER	
NAME OF SCHOOL OR COMPANY (if applicable)	
DATE SPOKEN TO	
IN WHAT CAPACITY KNOWN TO THE CANDIDATE?	
DOES REFEREE CONSIDER CANDIDATE SUITABLE FOR POSITION?	
REFEREES RESPONSE TO:	
"Are <u>you</u> completely satisfied that the candidate is suitable to work with children?"	
"Are you aware of any allegations or concerns being expressed, now or in the past, about the candidate, by any individual or body, relating to the safety or welfare of children?"	

SIGNED BY	
PRINT NAME	

ALL SECTIONS MUST BE COMPLETED



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PRE-EMPLOYMENT MEDICAL QUESTIONNAIRE

Full Name:

Name of GP:

Surgery Address:

.....

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~~ CONFIDENTIAL ~~

HEALTH HISTORY

Please answer the following questions. If the answer is YES to any question then please provide full details on a separate sheet.

Question

- | | |
|---|----------|
| 1. Have you ever had an illness caused or made worse by your work? | YES / NO |
| 2. Do you have any health problem that may affect your ability to work? | YES / NO |
| 3. Do you have any special equipment or adaptations at work because of a disability? | YES / NO |
| 4. Have you ever been offered ill health retirement? | YES / NO |
| 5. Do you have any eyesight problems not corrected with glasses or contact lenses? | YES / NO |
| 6. Do you have any hearing problems? | YES / NO |
| 7. Have you had any heart or circulation problems? | YES / NO |
| 8. Have you ever had any skin problems eg eczema, dermatitis, psoriasis? | YES / NO |
| 9. Are you allergic or sensitive to anything? | YES / NO |
| 10. Have you ever had any back problem requiring more than one week off work? | YES / NO |
| 11. Have you ever had any recurring problems with your joints? | YES / NO |
| 12. Do you have any difficulty with standing, bending, lifting or other movements? | YES / NO |
| 13. Have you ever had asthma or any other chest problems? | YES / NO |
| 14. Have you, or anyone in your family, ever had Tuberculosis (TB)? | YES / NO |
| 15. In the last 12 months have you had a cough for more than 3 weeks, coughed up blood, or had any unexplained loss of weight, night sweats or fever? | YES / NO |
| 16. Do you have diabetes? | YES / NO |



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17. Have you ever had fits, blackouts or epilepsy? YES / NO
18. Have you ever consulted a specialist regarding stomach or bowel problems? YES / NO
19. Have you ever had, or are you a carrier of, typhoid or paratyphoid? YES / NO
20. In the last 21 days have you been in contact with anyone, at home or abroad, who may have been suffering from typhoid, paratyphoid, salmonella or Hepatitis A? YES / NO
21. Do you suffer from recurring skin, ear, eye, mouth or chest infections? YES / NO
22. Have you ever been infected with Hepatitis C or HIV? YES / NO
23. Have you ever had any mental illness or psychological problem, eg depression anxiety, stress, self harm, eating disorder or addictions? YES / NO
24. Do you regularly take any prescription drugs or medications? YES / NO
25. Are you receiving any kind of treatment or therapy at present? YES / NO
26. Are you waiting for any treatment, investigations, or hospital appointments? YES / NO
27. Have you ever had a drug or alcohol problem? YES / NO
28. Do you have any other medical condition or disability? YES / NO
29. Do you consume more than the medically recommended daily intake of alcohol (per week: 21 units for men, 14 units for women)? YES / NO
30. Do you smoke? YES / NO
(If YES, how much do you smoke in an average day?)
31. Do you, or have you in the last 10 years suffered from any medical condition which has not already been mentioned? YES / NO
32. Have you been absent from work, due to sickness, for more than 6 days in the last 12 months? YES / NO
33. Do you expect to require time off work for any medical reason within the next 12 months? YES / NO
34. Have you consulted your doctor within the last 6 months? YES / NO

I declare that all the information I have given in this form is true and that I have not withheld any material fact. I give permission for my GP to provide any further information that may be requested by the School's medical representative regarding my medical history.

SIGNATURE:

DATE:



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With reference to "Keeping Children Safe in Education" and in accordance with The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 we are required to ask you about other members of your household. Your answers to the questions below must relate to everyone who **lives or works** at your main place of residence. You must answer **all** questions to the best of your knowledge.

NAME:	
ADDRESS:	

To the best of your knowledge:

Has any member of your household ever been cautioned for or convicted of or charged ¹ with certain violent and sexual criminal offenses ² against children and adults either at home or abroad ?	YES / NO
Has any member of your household ever had other orders made against them relating to their care of children ?	YES / NO
Has any member of your household ever had their registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering ?	YES / NO
Is any member of your household currently disqualified from working with children for any other reason ?	YES / NO

If you have answered "yes" to any of the above questions you should immediately contact the Head or Bursar to provide further details.

Declaration:

I confirm that I have answered the questions above truthfully. Should I become aware, at any time in the future during my association with Gatehouse School, of any circumstance relating to a member of my household which might give cause for me to answer "yes" to one of these questions I will immediately notify the Head or Bursar.

I am not personally disqualified from registration under the Childcare (Disqualification) Regulations 2009.

Signed	Date:
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¹ You are not required to declare the spent convictions of others. Cautions before 6th April 2007 need not be declared.

² More information and a list of relevant offences can be accessed [here](#)



APPENDIX C

Definition of “Regulated Activity”

Extract from “Keeping Children Safe in Education” March 2015

ANNEX D: Statutory Guidance – regulated activity (children) – Supervision of activity when unsupervised.

Annex D: Statutory guidance – regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised.

This statutory guidance on the supervision of activity with children which is regulated activity when unsupervised is also published separately on [GOV.UK](https://www.gov.uk).

1. This document fulfils the duty in legislation^{i,ii} that the Secretary of State must publish statutory guidance on supervision of activity by workers with children, which when unsupervised is regulated activity. This guidance applies in England, Wales and Northern Ireland. It covers settings including but not limited to schools, childcare establishments, colleges, youth groups and sports clubs.

2. For too long child protection policy has been developed in haste and in response to individual tragedies, with the well-intentioned though misguided belief that every risk could be mitigated and every loophole closed. The pressure has been to prescribe and legislate more. This has led to public confusion, a fearful workforce and a dysfunctional culture of mistrust between children and adults. This Government is taking a different approach.

3. We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activityⁱⁱⁱ;
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

The organisation must have regard to this guidance. That gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

4. Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves^{iv}. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

5. Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker.

6. In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity.

EXAMPLES

Volunteer, in a specified place

Mr Jones, a new volunteer, helps children with reading at a local school for two mornings a week. Mr Jones is generally based in the classroom, in sight of the teacher. Sometimes Mr Jones takes some of the children to a separate room to listen to them reading, where Mr Jones is supervised by a paid classroom assistant, who is in that room most of the time. The teacher and classroom assistant are in regulated activity. The head teacher decides whether their supervision is such that Mr Jones is not in regulated activity.

Volunteer, not in a specified place

Mr Wood, a new entrant volunteer, assists with the coaching of children at his local cricket club. The children are divided into small groups, with assistant coaches such as Mr Wood assigned to each group. The head coach oversees the coaching, spends time with each of the groups, and has sight of all the groups (and the assistant coaches) for most of the time. The head coach is in regulated activity. The club managers decide whether the coach's supervision is such that Mr Wood is not in regulated activity.

Employee, not in a specified place

Mrs Shah starts as a paid activity assistant at a youth club. She helps to instruct a group of children, and is supervised by the youth club leader who is in regulated activity. The youth club managers decide whether the leader's supervision is such that Mrs Shah is not in regulated activity.

In each example, the organisation uses the following steps when deciding whether a new worker will be supervised to such a level that the new worker is not in regulated activity:

- consider whether the worker is doing work that, if unsupervised, would be regulated activity. If the worker is not, the remaining steps are unnecessary;

- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day, bearing in mind paragraph 4 of this guidance;
- consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children, bearing in mind the factors set out in paragraph 5 of this guidance above; and if it is a specified place such as a school:
- consider whether the supervised worker is a volunteer^v.

i Safeguarding Vulnerable Groups Act 2006, amended by Protection of Freedoms Act 2012: Schedule 4, paragraph 5A: guidance must be “for the purpose of assisting” organisations “in deciding whether supervision is of such a kind that” the supervisee is not in regulated activity.

ii Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, Schedule 2, paragraph 5A, is as above on guidance on “supervision” for Northern Ireland.

iii If the work is in a specified place such as a school, paid workers remain in regulated activity even if supervised.

iv In future, the Government plans to commence a statutory duty on an organisation arranging regulated activity (under the 2006 Act or 2007 Order, both as amended) to check that a person entering regulated activity is not barred from regulated activity; and plans to commence a stand-alone barring check service by the new Disclosure and Barring Service.

v A volunteer is: in England and Wales, a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives; in Northern Ireland, a person engaged, or to be engaged, in an activity for a non-profit organisation or person which involves spending time unpaid (except for travel and other approved out-of-pocket expenses) doing something which amounts to a benefit to some third party other than, or in addition to, a close relative.