

The use of supply and agency staff within Inclusion School



Approved by:	Senior Leadership Team	Date: July 2022
Signed by:		Position:
Last reviewed:	July 2022	Next review due: July 2023

Monitoring arrangements

All Safer recruitment processes will be reviewed annually to ensure all current compliance is met and any changes to our current processes are updated. The SLT and Governing board will approve amendments as required.



In the event of Inclusion School requiring the assistance of supply staff via an agency the school **must:**

- Get written confirmation from the agency that it's carried out the checks on the staff member that you would have done if you employed them directly (see appendix 1 below - a record form for a list of these checks)
- Make sure you receive written confirmation that an enhanced DBS check has been obtained
- Make sure that the enhanced DBS certificate comes with barred list information, where the position requires it, and that this is done before any appointment is made
- Check that the person presenting themselves for work is the same person on whom the checks were carried out
- Get a copy of the certificate regardless of whether a positive disclosure has been made

On the single central record (SCR), you must set out:

- Whether you have written confirmation that the agency has carried out the relevant checks and obtained the appropriate certificates
- The date that confirmation was received
- Whether details of any enhanced DBS check certificate have been provided including the date on which this certificate was obtained.

These checks are as set out in KCSIE 2022 paragraph/s 285 - 287 and paragraph 19(2)(a)(ii) of The Education (Independent School Standards) Regulations 2014

Appendix 1

Record of checks on agency staff

Agency name and contact details:

Name of agency staff member:

Job title/role:

Period of employment at school (if known):

For agency to complete

Check	Completed ?	Notes
References		
Identity		
Enhanced DBS		<i>Required if staff member will come into contact with children</i>
Barred list		<i>Required if staff member will engage in regulated activity</i>
Mental and physical fitness to carry out work responsibilities Please insert details of any medical conditions or disabilities/special requirements school should be aware of:		<i>Where relevant and as permitted by the Equality Act 2010</i>
Right to work in the UK		
Any further checks you think appropriate for people who have lived or worked outside the UK Please insert details of any further checks carried out:		<i>These could include, where available:</i> <ul style="list-style-type: none">• <i>For all staff, including teaching positions: criminal records checks for overseas applicants</i>• <i>For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked</i>

Professional qualifications Please insert details of qualifications checked:		<i>As appropriate to role. If teaching role requires QTS (including ECT or NQT), this should be checked and Teacher Reference Number recorded</i>
Prohibition from teaching		<i>Required for those in teaching positions</i>
Childcare disqualification		<i>Required if staff member will be working in a relevant setting</i>
Section 128 direction		<i>Required for those in management positions in independent schools, including academies and free schools</i>

In relation to the enhanced DBS check:

Check	Yes/No	Notes
Has the agency obtained a copy of the certificate?		
Was there a positive disclosure?		
Has a copy of the DBS certificate been supplied to the school?*		

Signature of agency checker:

Date:

For school to complete

Check	Yes/No	Date
Written notification of checks, including enhanced DBS check, received by school and deemed satisfactory?		
Has a copy of the notification been made and securely stored?		
Has a copy of the DBS certificate been supplied?*		
Is the copy in good condition, with all information legible?		
Where there is a positive disclosure, has a risk assessment been conducted and used to make a decision on whether to employ the individual?		
Has a copy of the certificate been retained? <i>(If retained, it must be kept for a maximum of 6 months, and then shredded)</i>		
Is the person presenting themselves for work the same person on whom the checks have been made?		
Has the appropriate information been entered onto the single central record?		

Signature of school checker:

Date: