



Dame Alice Harpur School

CRB Disclosure Policy

General

The Trustees and Staff of the Charity are fully committed to the rigorous implementation of Criminal Records Bureau procedures and practices in order to ensure the safety of the children, young people and vulnerable adults in their care.

This Policy is to be followed at all the Charity's establishments including its schools and almshouses.

Headteachers, assisted by Bursars, are responsible for ensuring the Policy is followed at individual Schools. The Almshouse Manager is responsible for ensuring it is followed within the Charity's almshouses.

Any questions about this Policy or its implementation should be addressed to the Chief Executive or HR Coordinator in the first instance.

It is the purpose of this Policy to ensure the safety of children and vulnerable adults in the Charity's care, whilst treating all staff, potential staff and volunteers fairly. In cases of doubt when implementing the Policy, therefore, officers should act with caution and seek advice.

CRB Disclosure - Schools

Personnel Covered by the Policy. It is the policy of the Charity that all staff employed at its schools will have a CRB Disclosure including but not limited to:

- Teachers including the Head teacher
- All unqualified teachers, assistants or instructors working at the school
- Students or graduate trainees placed at the school
- Teaching assistants and associated staff (e.g. librarians, lab technicians etc)
- Playground supervisors
- All Support Staff including administrative and clerical staff, cleaners, caterers, nurses etc
- Technical staff including caretakers, site managers and technicians
- Examination invigilators
- Other persons who might have unsupervised access to pupils including parent helpers, partners of teachers on residential trips and families hosting pupils
- All members of the School Committee*

*All Disclosures will be enhanced except those for members of the School Committee who require a Standard Disclosure. The HTO is to coordinate the Disclosures of Trustees of the Charity and individual schools those of co-opted members of Committee and Sub-committees.

Where existing members of staff were employed before 1 April 2002 it is not mandatory that they be issued with a CRB Disclosure. It is, however, at the discretion of the Head teacher that Disclosures may be sought in such cases and in any event where there is a break in service or a new contract issued on an individual basis a Disclosure must be obtained.



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Trustees and Co-opted members of the School Committee will also be required to seek a CRB Disclosure on first appointment or when re-elected.

Non-Employees of the Charity. Personnel not employed directly by the Charity should be dealt with as follows.

- **Agency Staff.** It is the responsibility of the Head Teacher to ensure that any agency or supply staff have a current Enhanced CRB Disclosure and appropriate references.
- **Peripatetic Staff and Visitors.** It is the responsibility of the Head Teacher to ensure that all personnel from organisations supporting the school or the pupil's learning have a current Enhanced CRB Disclosure.
- **Contractors.** The Head Teacher must be satisfied that those working onsite are either CRB cleared or that the Contractor has a suitable scheme of work to ensure that staff are supervised at all times. In the absence of such arrangements, the Head Teacher must ensure the contracting staff are suitably supervised taking into account the risk and likelihood of unsupervised access to pupils.

Portability. Staff moving between the schools of the Charity will not normally need another CRB Disclosure provided that they already have a Disclosure that is less than three years old, there is continuous service¹ and no change in the level of contact with children. The receiving school retains the discretion to require a new Disclosure where circumstances indicate this would be prudent.

Appointment. All newly appointed staff must have a valid Disclosure before they may take up their appointment. At the discretion of the Head teacher, a new member of staff who has not yet received a Disclosure, but where one has been applied for, may be allowed temporary, unsupervised access to pupils provided a valid and updated List 99 check has been obtained. The List 99 check should be re-validated four weekly and reasons established for CRB clearance delays. Such a discretionary period must be no longer than three months.

Records. All personnel files in schools must carry a clear written confirmation on headed notepaper from the Counter Signatory that a satisfactory CRB Disclosure has been issued. Details of the information required are at Appendix 1 to this Policy.

Detailed requirements of personnel record storage, retention of Disclosure information and the use, handling and disposal of such information is contained at Appendix 2 to this Policy. In addition, each school is to maintain a central consolidated record of all staff and their CRB disclosures. This is to be maintained in a suitable format; an example is attached at Appendix 3.

Procedures. The procedure for seeking and recording a CRB Disclosure must be part of a recruitment checklist in each school. In the event of a Disclosure revealing a positive response (a trace of a conviction or caution) the procedure at Appendix 4 should be followed.

¹ For the purposes of this Policy, continuous service is defined as no break in work with the Charity of greater than three months.



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Boarding Schools. Boarding schools are subject to specific requirements and the strict observation of all Care Standards. Guidance on Disclosure in boarding schools is contained in Appendix 5 to this Policy and at the Care Standards website www.csci.org.uk

CRB Disclosure - Almshouses

Personnel Covered by the Policy. It is the policy of the Charity that all staff employed at its almshouses will have a CRB Disclosure including but not limited to:

- Almshouse Manager
- Almshouse Scheme Managers - full and part-time
- Cleaners
- Almshouse Visitors and other volunteers

All Disclosures will be enhanced.

Non-Employees of the Charity. Personnel not employed directly by the Charity but who are engaged to work on the Charity's behalf should be dealt with as follows.

- **Agency Staff.** It is the responsibility of the Almshouse Manager to ensure that any agency staff have a current Enhanced CRB Disclosure and appropriate references.
- **Contractors.** The Almshouse Manager must be satisfied that those working onsite are either CRB cleared or that the Contractor has a suitable scheme of work to ensure the staff are supervised at all times. In the absence of such arrangements, the Almshouse Manager must ensure the contracting staff are suitably supervised taking into account the risk and likelihood of unsupervised access to vulnerable adults.

Appointment. All newly appointed staff must have a valid Disclosure before they may take up their appointment. Exceptionally, only with the approval of the Chief Executive and after a risk assessment, a person may take up their appointment before a CRB clearance is received but may not have unsupervised access to vulnerable adults. Such interim arrangements must last for no longer than one month.

Records. All personnel files must carry a clear written confirmation on headed notepaper from the Counter Signatory that a satisfactory CRB Disclosure has been issued. Details of the information required are at Appendix 1 to this Policy. Detailed requirements of personnel record storage, retention of Disclosure information and the use, handling and disposal of such information is contained at Appendix 2 to this Policy. In addition, a central consolidated record of all staff and their CRB disclosures is to be maintained in the format attached as Appendix 3.

Procedures. The procedure for seeking and recording a CRB Disclosure must be part of a recruitment checklist. In the event of a Disclosure revealing a positive response (a trace of a conviction or caution) the procedure at Appendix 4 should be followed.

Protection of Vulnerable Adults. There is currently no requirement for Almshouse staff to be POVA checked because they do not provide personal care as defined in the **Care Standards Act 2000**.