



Criminal Records Bureau Disclosure Policy

Contents	Page
1. Overview	2
2. Criminal Records Disclosure	2
3. What if the CRB Disclosure Check is not Available Before the Individual is Scheduled to Commence Employment?	3
4. The Independent Safeguarding Authority	4
5. The College Posts Subject to Enhanced CRB Disclosure	6
6. Pre-Engagement Checks	6
7. The Central Record	7
8. CRB Checks for Staff Employed Prior to 1 st March 2002	8
9. Agency Staff	9
10. Volunteers	9
11. "Visiting Staff"	9
12. Governors	10
13. Staff From Outside The UK	10
14. Is CRB Disclosure Necessary for Everyone that Visits or Works In the College?	10
15. Fraudulent Applications	11

Appendices

1. York College: Regulated and Controlled Posts	12
2. Summary of Pre-Engagement Checks Required	14
3. Form 1: New Starter Notification Form	17
4. Form 2: Risk Assessment: Supervision Pending CRB Disclosure	18

HR Policy / Procedure Title:	CRB Disclosure Policy
Developed / Reviewed By:	Chris Leng
Date Developed / Reviewed:	Final Draft Jan 2010
Date of Impact Assessment:	27 th May 2010
Date of SMT Approval:	16 th June 2010
Date TU Consultation Completed:	n/a
Date of Corporation Approval:	24 th June 2010
Date of Next Review:	June 2013

1. Overview

The purpose of this policy is to maintain full compliance with our statutory obligations and to specify clearly the college's approach to CRB Disclosure. Checking an individual's criminal record seeks to minimise the risk of unsuitable individuals working or volunteering with college learners who are under 18 years of age, or who are vulnerable adults.

This policy is an update of the college's CRB Disclosure Policy dated February 2007. It also takes account of the introduction of the Independent Safeguarding Authority's Vetting and Barring Scheme, which became live on 12th October 2009.

The provisions of this policy also apply to volunteers, agency staff, "visiting" staff (including placement students) and governors.

2. Criminal Records Disclosure

The Criminal Records Bureau (CRB) enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially work that involves children under the age of 18, or vulnerable adults.

There are two types of disclosure about an individual's background that the Criminal Records Bureau can make available on request: an Enhanced or Standard Disclosure. This will depend on the kind of activities that the position involves.

2.1 Enhanced Criminal Record Disclosure Check

The Further Education (Providers of Education) (England) Regulations 2006 make CRB Enhanced Disclosures mandatory for those of the FE workforce who provide education and regularly care for, train, supervise, or have sole charge of persons aged under 18 or vulnerable adults .

In these circumstances, an enhanced CRB Disclosure check must be carried out before the individual starts work. According to DfES guidance, 'regular' means as meaning three or more times in a 30 day period, or once a month or more, or overnight.

An Enhanced CRB check contains details of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer. It also includes non-conviction information from local police records if thought to be relevant. The Enhanced Disclosure also confirms whether or not the individual is barred from working with children or vulnerable adults.

2.2. **Standard Criminal Record Disclosure Check**

Where the work does not involve caring for, training, supervising or having sole charge of children, an Enhanced Disclosure is not applicable. However, if the work still involves regular contact with children, colleges have discretion to obtain a Standard Disclosure. Standard CRB Disclosures are not compulsory.

Standard disclosure contains a more limited amount of information. It contains details of both spent and unspent convictions, as well as cautions, reprimands and final warnings held on Police National Computer.

The college does not obtain Standard Disclosure checks for staff whose work involves “regular contact” with children, but whose roles do not involve them in regularly caring for, training, supervising or having sole charge of children under 18 or vulnerable adults.

3. **What if the CRB Disclosure Check is not Available Before the Individual is Scheduled to Commence Employment?**

Where a CRB Disclosure is required, it should be obtained before an individual begins work. It must in any case be obtained as soon as practicable after the individual’s appointment and the request for a CRB Disclosure should be submitted in advance of the individual starting work.

In the event that it has not been possible to obtain a satisfactory CRB Disclosure before the individual is scheduled to commence employment, the Principal has discretion to allow an individual to begin work pending receipt of the CRB Disclosure. However, the Principal can only allow the employee to commence work in the event that the individual is appropriately supervised AND that all other pre-employment checks specified in Appendix 2 have been completed.

3.1 **What is Appropriate Supervision?**

Appropriate supervision for individuals 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 provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff who are subject to the regulations but without completed CRB Disclosures it will be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff in undertaking the supervision clearly identified. The arrangements should be reviewed regularly by the appropriate line manager (e.g. Head of Division), at least every two weeks until the CRB Disclosure is received.

3.2 Risk Assessment: Supervision Pending CRB Disclosure

In these circumstances, the Line Manager of the individual is required to complete the form Risk Assessment: Supervision Pending CRB Disclosure (see section 6 below) and submit it via the HR Department who will in turn forward it to the Principal. Only the Principal or their nominated deputy during a period of absence may authorise that the individual can commence employment having had regard to the information supplied on the Risk Assessment form.

4. **The Independent Safeguarding Authority**

The Independent Safeguarding Authority (ISA) was established to take barring decisions on individuals who are considered to be unsuitable to work or volunteer with vulnerable groups.

The ISA oversees the new Vetting and Barring Scheme. In making decisions about whether individuals should be barred from working with vulnerable groups, it utilises a wide variety of information from a variety of sources: police, social services, organisations, professional bodies etc. The nature of this information may be outcomes of disciplinary, allegations, complaints investigations, as well as criminal investigations.

The ISA works closely with the Criminal Records Bureau and maintains two barring lists: the Children's Barred List and Vulnerable Adults Barred List. These lists include the names of those individuals who are barred from working with either or both vulnerable groups, who cannot register with the Scheme, and are therefore not allowed to work with children or vulnerable adults.

There are two types of roles which are subject to the Vetting and Barring Scheme; "Regulated" and "Controlled" activities

[The following sections 4.1 and 4.2 are taken from the Vetting and Barring Scheme Guidance produced by HM Government March 2010.]

4.1 Regulated Activity

Regulated Activity covers anyone working closely with children or vulnerable adults, whether paid or unpaid, on a "frequent, intensive or overnight" basis. "Frequent" means once a week or more. "Intensive" means on four days or more in a single month.

Regulated activity can include, but is not limited to, any of the following:

- Teaching, training or instruction, care or supervision of children
- Teaching, training or instruction of vulnerable adults
- Providing advice or guidance wholly or mainly for children, which relates to their physical, emotional or educational wellbeing

- Providing advice, guidance or assistance wholly or mainly for vulnerable adults
- Any form of treatment or therapy provided to children or vulnerable adults
- Driving a vehicle that is being used only for the purpose of conveying children or vulnerable adults
- Working in a specified place (Schools, pupil referral units, childcare premises including nurseries, children's homes, children's hospitals, institutions for the detention of children, children's centres, adult care homes)

4.2 Controlled Activity

Controlled Activity includes:

- Frequent or intensive activity that is ancillary to healthcare in hospitals or primary care
- Frequent or intensive ancillary activity in adult social care settings or further education settings (e.g. cleaning and catering roles)
- People working for specified organisations with access to health, education or social services records

In each case there must be an opportunity for contact with children or vulnerable adults, or the opportunity to have access to educational records for children.

4.3 Timetable of Key Dates

From 12th October 2009, the college has been required to determine whether each post in the college is deemed to be a "Regulated" or "Controlled" post. To this end, the college produced the list headed "York College: Regulated and Controlled Posts" (Appendix 1) which designates each role in the college as "regulated", "controlled" or "neither".

This is necessary because the College cannot knowingly employ a barred person in regulated activity. Consequently, to establish whether an individual is barred an Enhanced CRB Disclosure is obtained for any new vacancy that is regulated activity.

[The following is subject to the review of the Vetting and Barring Scheme announced by the Secretary of State on 15th June 2010]

From November 2010 new job applicants seeking employment or volunteering roles working with children and/or vulnerable adults must be registered before starting work. Employers must check if an applicant is registered. If an applicant is not registered, they cannot commence work.

From April 2011 all existing employees and volunteers will be legally required to register. Existing workforce registration will be phased in over a period of five years. Employees and volunteers who have already been CRB-checked

will now also need to apply for ISA registration, starting with staff whose CRB checks are the oldest. Staff employed in regulated activity who do not have an enhanced CRB check by reason of their continuous service prior to 1st March 2002 will be obliged to register with the ISA first.

When the Vetting and Barring Scheme becomes fully operational in November 2010, the ISA will have a duty to notify the employer if an individual deregisters from the scheme or if their status changes, i.e. if an individual becomes barred.

It will be a criminal offence to allow someone to start work with children or vulnerable adults if they are barred or not registered with the Scheme. However, the ISA check will only confirm whether an individual is registered: it will not give details of any previous criminal convictions that may be relevant to the position applied for if those convictions did not lead to that individual being barred.

The ISA is therefore not a one-stop shop for vetting people. The requirement to undertake Enhanced CRB checks therefore continues alongside checking the ISA register.

5. The College Posts Subject to Enhanced CRB Disclosure

The college has determined that posts which are deemed to be “regulated” posts (as per Appendix 1) are posts which are also subject to Enhanced CRB Disclosure.

Any new post not included in Appendix 1 will be added to the list and Risk Assessed as being either “regulated”, “controlled” or “neither”.

6. Pre-Engagement Checks

The college undertakes a range of pre-engagement checks, depending on whether the role involves regularly caring for, training, supervising or being in sole charge of children or young people aged under 18, or vulnerable adults. The range of checks is outlined in the Summary of Pre-Engagement Checks (Appendix 2).

The College’s Recruitment and Selection Procedure sets out the procedure to be followed when appointing full time and proportionate staff (the “56 payroll”).

However, Part Time Variable Hours staff, volunteers, agency staff, “visiting” staff (including placement students) and self employed contractors are normally engaged directly by Managers or Heads of Division. The college has determined the procedure set out in 4.1 to 4.2 below to ensure that such staff are recruited safely.

When proposing to recruit an individual to a part time variable hours contract, as a volunteers, “visiting” staff and self employed contractors, the manager must submit the following forms to HR:

Form 1: New Starter Notification

This form confirms the role that it is proposed the individual undertakes, and hence whether this is a role that requires a CRB check (Appendix 3). If the post involves regularly caring for, training, supervising or having sole charge of children or vulnerable adults, an Enhanced CRB check is required. If the Enhanced checks is not available at the time of the appointment, the Manager must also complete Form 2: Risk Assessment Pending CRB Disclosure (Appendix 3)

Form 2: Risk Assessment Pending CRB Disclosure

This form is completed where a satisfactory enhanced CRB disclosure is required but is not available by the time of the start of the proposed appointment. In such circumstances the Principal has **discretion** to allow an individual to begin work, **PROVIDED** that the individual is appropriately supervised and all other pre-employment checks (such as Barred List and identity checks) have been satisfactorily completed.

The form is completed by the Line Manager and forwarded to the HR Department, who will place the Risk Assessment before the Principal for her consideration. ONLY if the Risk Assessment is approved, may the new starter or volunteer commence work with the College, pending receipt of a satisfactory disclosure check.

Form 2 is attached as Appendix 4.

7. The Central Record

In accordance with legislation, a central record is kept to show that necessary pre-employment checks have been carried out for all individuals engaged by the college “providing education”, i.e. regularly caring for, training, supervising or being in sole charge of children or young people aged under 18, or vulnerable adults.

The record contains the following:

7.1 Identity

Name, address, date of birth
Description of evidenced
The date on which evidenced
And by whom

7.2 Information about the Position

Date appointed
Role

7.3 Check of ISA Registration

Unique ISA Reference Number (From 1st November 2010)
Barred List Decision
Barred List Check Date
Who evidenced the check

7.4 Qualifications

Whether qualifications are a legal requirement of the post (yes/no)
What they are (e.g. Cert Ed, PGCE, CTLLS etc)
The date they were evidenced
And by whom

7.5 Criminal Records Disclosure Check

Unique Reference Number
Standard or Enhanced
The date evidenced
And by whom

7.6 Right to Work in the UK

Description of evidence seen
The date evidenced
And by whom

7.7 Additional Overseas Check

Whether an overseas check is required (yes/no)
Description of Evidence
Date Evidenced
And by whom

8. CRB checks for Staff employed prior to 1st March 2002

Where a member of staff has been continuously employed by the college since before 1st March 2002, the college is not allowed to ask the employee to undertake a CRB disclosure, unless:

- There are concerns about the individual's suitability to work with children (e.g. because of an incident that has given cause for concern), or
- The individual moves to work that involves greater contact with children.

For example, an individual employed as a Learning Assistant since before March 2002 (and who therefore was not eligible for a CRB check) is contracted to undertake a part time teaching role in addition to their Learning Assistant duties. As the tutor role involves greater contact with under 18s and/or vulnerable adults to a CRB disclosure is required before the individual starts work as a tutor.

If a CRB disclosure is not available before the individual starts his/her new role, supervision pending CRB checking applies as per section 3 above.

9. Agency Staff

The requirement to carry out the checks also applies to supply agencies providing individuals to work for the college. In the case of agency staff engaged in “providing education”, the college will ensure that the agency provides written confirmation that all appropriate checks have been undertaken.

If the post is a regulated post under the terms of the ISA, the college will also ask if the outcome of the CRB Disclosure contains additional information and obtain a copy of the CRB Disclosure from the agency where it discloses such information.

10. Volunteers

Some volunteers will require a CRB Disclosure because of the frequency of their volunteering activity and the contact they have with children and vulnerable adults. Volunteers will require an enhanced CRB Disclosure where their role involves regular contact with children or vulnerable adults.

Under no circumstances will a volunteer for whom a CRB Disclosure has not been obtained (perhaps he or she does not require a Disclosure due to infrequent contact with children) be left unsupervised with children or vulnerable adults.

11. “Visiting” Staff: Staff Employed by Other Organisations Providing Education to Under 18s or Vulnerable Adults

Workers who are employed by other employers are sometimes engaged in activities with our under 18s or vulnerable adults which require enhanced CRB disclosure (e.g. Connexions). Such individuals also include Teacher Training placements.

For these individuals, the employer is required to verify in writing that:

- All such staff possess a satisfactory enhanced CRB disclosure
- The identity of the individual who evidenced the disclosure

12. Governors

In line with other volunteers, governors in positions that include regular work in the presence of children, or who care for, train, supervise or are in sole charge of children will be required to agree to an Enhanced CRB Disclosure. In addition, any governor giving cause for concern will also be subject to Enhanced CRB Disclosure.

13. Staff from Outside the United Kingdom

Newly appointed staff who have lived outside the United Kingdom will also be subject to the same checks as for all other staff. This may include a CRB Disclosure and List 99 check. For such staff who require an enhanced CRB check, we will make any further checks as we consider appropriate due to the person having lived outside the United Kingdom, in line with statutory guidance. These further checks will be completed prior to an individual starting work.

13.1 Why is a CRB Disclosure not always sufficient for those who have lived abroad?

CRB Disclosures will not generally show offences committed by individuals whilst living abroad. Therefore, in addition to an enhanced CRB Disclosure, additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary and will be sought. The level of information contained in these certificates varies from country to country: some are complete extracts from the criminal record; others are partial.

The Principal has discretion to allow an individual to begin work pending receipt of the CRB Disclosure, with the exception of where there is additional information to that contained in the Disclosure.

Where an applicant is from, or has lived in, a country where criminal record checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, additional references will be sought, which may be followed up by phone as well as letter.

14. Is a CRB Disclosure necessary for everyone that visits or works in the college?

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, we will ensure that visitors sign in and out. If their visit is likely to bring them into unsupervised contact with vulnerable groups, we will take steps to ensure that the potential risks are controlled.

Examples of people who are not required to have a CRB Disclosure include:

- visitors who have business with the college or who have only brief contact with children with a member of staff present;
- visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised in the presence of children under 18 or vulnerable adults whilst on college premises;
- volunteers and parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. a sports day, college open day etc;
- Secondary pupils on Key Stage 4 work experience in college or nursery classes; secondary pupils undertaking work in the college as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or sixth form pupils in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question. In any event the college will not leave such pupils unsupervised with under 18s or vulnerable adults;
- people who are on site before or after normal college hours and when children are not present, e.g. local groups who hire premises for community or leisure activities.

15. Fraudulent Applications

Fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases the college will in addition to any planned disciplinary action, consider reporting the matter to the police. The case will also be reported to the Secretary of State.

York College: Regulated and Controlled Posts

Regulated Posts	Controlled Posts	Neither Regulated or Controlled
<p><u>Direct Delivery Posts</u></p> <ul style="list-style-type: none"> • Tutor • Part Time Variable Hour Tutor • Head of Division/Deputy Head of Division/Team Leader • Head of Studies/Deputy Head of Studies • Senior Tutor • Learning Assistant • Assessor • Salon Manager/Salon Receptionist/Salon Assistant • Learning Technician/Supervisor • All Learning Support posts (except Administrator and Clerical Assistant – both “controlled”) • Teacher Training Placement Students <p><u>Advisory Posts</u></p> <ul style="list-style-type: none"> • Student Services Manager • Careers Coordinator/Adviser • Accommodation/Finance and Welfare/Information Zone Adviser • Substance Misuse/Health Promotion/Connexions Personal <p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> • SMT • Governors • Designated Safeguarding staff • Quality Manager • Foreign Language 	<ul style="list-style-type: none"> • All Estates Posts (except Site Support Officer – Regulated) • All Catering Posts • All IT Systems and Services Posts • All Reprographics Posts • All College Information Systems Posts • Administration Services Manager • All TLAS Posts • Resource Co-ordinator • All MIS posts • All Finance Posts • All Business Development Posts not in “Regulated Posts” list • All International Posts • Enrichment (including Social Area Monitors, but excluding SU Development Worker and Head of Enrichment - Regulated) • Student Support Administration Assistant • Learning Support Administrator/Clerical Assistant • All Learning Centre Posts • All Customer Service Unit Posts • All Reception/CAU Posts • All QA Posts not included in “Regulated Posts” list 	<ul style="list-style-type: none"> • All Secretariat Posts • All Human Resources Posts (except Senior HR Adviser T&D) • Clerk to the Governing Body

<ul style="list-style-type: none"> Assistant • All Nursery posts (including cleaner) • Site Support Officer • Counsellor • First Aider • 14-16 and NEETs Co-ordinator • Sports Facilities/Development Centre Co-ordinator • SU Development Worker • Head of Entitlement • Schools Colleges Liaison Officer • Leisure Assistant 	<ul style="list-style-type: none"> • All Exams posts (including Invigilators) • All Health and Safety Posts • All Marketing Posts not included in “Regulated Posts” list • All ILT and e-Learning Posts • All Projects Unit Posts • All Equality and Diversity Posts • Senior HR Adviser (T&D) 	
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Volunteers, agency staff and self employed contractors to be determined on case by case basis

Summary of Pre-Engagement Checks Required: March 2010

Category of individual	Pre-Engagement Checks Required (Bold indicates must be completed prior to start date)	
	<u>Non-regulated posts</u>	<u>Regulated posts</u>
Full Time and proportionate employees ("56 payroll")	<ul style="list-style-type: none"> • Identity • Right to Work in the UK • Medical Fitness • At least two written references (at least one verbal reference prior to start date) • Qualifications verified • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate • Barring check 	<ul style="list-style-type: none"> • Identity • Right to Work in the UK • Where appropriate, an overseas check/certificate of good conduct • Barring Check (if enhanced CRB check not available before start date) • Enhanced Criminal Records Disclosure Check, or Risk Assessment signed by Principal • Medical Fitness • At least two Written References • Qualifications that are a statutory requirement of post verified • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate
Part Time Variable Hours ("66 payroll")	<ul style="list-style-type: none"> • Identity • Right to Work in the UK • Medical Fitness • At least two written references (at least one verbal reference prior to start date) • Qualifications verified • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate • Barring check 	<ul style="list-style-type: none"> • Identity • Right to Work in the UK • Where appropriate, an overseas check/certificate of good conduct • Barring check (if enhanced CRB check not available before start date) • Enhanced Criminal Records Disclosure Check, or Risk Assessment signed by Principal • Medical Fitness • At least two written references • Qualifications that are a statutory requirement of the post verified • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate

Agency worker	<ul style="list-style-type: none"> • Identity 	<ul style="list-style-type: none"> • Identity • Written confirmation from agency of <ol style="list-style-type: none"> 1. Identity 2. Right to Work in the UK 3. Where appropriate, overseas check 4. Enhanced CRB check 5. Medical Fitness 6. Satisfactory References 7. Qualifications 8. If no enhanced CRB check, satisfactory barring list check (in which case a Risk Assessment would be required) • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate
Volunteer	<ul style="list-style-type: none"> • Identity • At least two written references (at least one verbal reference prior to start date) 	<ul style="list-style-type: none"> • Identity • Where appropriate, an overseas check/certificate of good conduct • Enhanced CRB check • At least two written references (at least two verbal references by start date) • If no enhanced CRB check, satisfactory barring list check (in which case a Risk Assessment would be required) • Qualifications • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate
"Visiting" staff (e.g. Primary Care Trust employees holding "drop-in services, sports coaches, teacher training placement students etc.)	<ul style="list-style-type: none"> • Identity 	<ul style="list-style-type: none"> • Identity • Confirmation by "placing" organisation that an Enhanced CRB check and all other statutory checks have been carried out, and by whom (individual or department)

Self Employed	<ul style="list-style-type: none"> • Identity • Right to Work in the UK • Medical Fitness • At least two written references (at least one verbal reference prior to start date) • Qualifications verified • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate • Barring check 	<ul style="list-style-type: none"> • Identity • Right to Work in the UK • Where appropriate, an overseas check/certificate of good conduct • Barring check (if enhanced CRB check not available before start date) • Enhanced Criminal Records Disclosure Check, or Risk Assessment signed by Principal • Medical Fitness • At least two written references (at least two verbal references by start date) • Qualifications verified • Acknowledgment of Receipt of Health and Safety and Safeguarding Information • Online Safeguarding Training Certificate
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APPENDIX 3

Form 1: NEW STARTER NOTIFICATION FORM

This form must be completed by the Head of Division / Line Manager, in every case where it is proposed to engage someone who is not a full time or proportionate appointment (for which separate recruitment procedures apply). Such appointments include:

- Part Time Variable Hours employee (academic or business support)
- Volunteer
- An individual working for the college but on a self employed basis
- An individual working for the college but employed by a third Party e.g. sports coach
- Agency worker

The purpose of this form is to determine whether the role in which you are proposing to engage the individual is one that requires an enhanced CRB disclosure check. **The completion of this form by the line manager is mandatory before any PTVH member of staff, agency worker, volunteer or self employed contractor commences work with the college.**

1. THEIR NAME AND ADDRESS

Title:	Surname:	Forename(s):
Address:		

2. PROPOSED ROLE

<p>Is this individual:</p> <p>A PTVH employee <input type="checkbox"/></p> <p>A volunteer <input type="checkbox"/></p> <p>Placement Student <input type="checkbox"/></p> <p>Self employed <input type="checkbox"/></p> <p>From an agency <input type="checkbox"/></p> <p>Employed by a third party <input type="checkbox"/></p> <p>(Tick one box only)</p>	<p>What is their proposed role? (tick one box only)</p> <ol style="list-style-type: none"> 1. PTVH Tutor – Job Description A <input type="checkbox"/> 2. PTVH Tutor – Job Description B <input type="checkbox"/> 3. Learning Assistant <input type="checkbox"/> 4. Learning Technician <input type="checkbox"/> 5. Learning Support <input type="checkbox"/> 6. Nursery post <input type="checkbox"/> 7. Counsellor or Student Advisor <input type="checkbox"/> 8. Leisure Assistant <input type="checkbox"/> 9. Sports Coach <input type="checkbox"/> 10. Other <input type="checkbox"/> Please state here:
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If you have ticked any of 1 to 9 above this individual is subject to an enhanced CRB disclosure check. As CRB checks take several weeks to process, you must also complete Form 2 – Risk Assessment Pending CRB check, to identify the supervisory arrangements that you propose to put in place pending receipt of the check. In certain circumstances, It may also be necessary to CRB check individuals assigned to “other” posts (10 above). Your HR Advisor will contact you if this is necessary.

Name.....Date.....

(Head of Division/Line Manager)

Once completed, please forward this form to Human Resources as soon as possible - **along with completed Form 2 in the event that the role is one of those in 1 to 9 above.**

RISK ASSESSMENT: SUPERVISION PENDING CRB DISCLOSURE

For completion by Head of Division/Line Manager

Satisfactory CRB disclosure checks are required for all new workers or volunteers, where their role gives them regular unsupervised contact with under 18s and vulnerable adults. They are also required for existing workers without a CRB disclosure taking on a new role which involves such unsupervised contact.

Where a satisfactory enhanced CRB Disclosure is not available prior to their start date, College Principals have **discretion** to allow an individual to begin work, **PROVIDED** that the individual is appropriately supervised and all other checks (such as Barred List and identity checks) have been satisfactorily completed.

This Risk Assessment should be completed by the Head of Division / Line Manager and forwarded to the HR Department, who will then place the Risk Assessment before the Principal for her consideration. **ONLY** if the Risk Assessment is approved, may the new starter or volunteer commence work with the College, pending receipt of a satisfactory disclosure check.

Note: CRB Disclosure checks may take several weeks to be processed. During that time it is a legal requirement that an appropriate Risk Assessment approved by the Principal is in place, **AND** that the supervisory arrangements specified are reviewed by the line manager every two weeks until the a satisfactory enhanced disclosure check has been received.

NameProposed start date.....

(Sections 1 to 5 below to be completed by the Head of Division/Line Manager)

1. Outline their role in college. How long you anticipate them being engaged, i.e. is this a one-off appointment or long term? Please specify here:
2. Outline what you know about the individual (What is their experience? Are they a previous student of the College? Are they known to you or to other members of the team?)
3. During the course of their duties, what contact will they have with children and young people aged 18 under, and/or vulnerable adults?
4. What is the frequency of this contact? (Once a month? Once a day? Every week?)
5. Outline the supervisory arrangements that are proposed in respect of this individual. The nature of the supervision should be specified and names of the staff undertaking the

supervision should be clearly identified here. <u>Nature of the Supervision</u>	
<u>Names of staff providing supervision:</u>	
Signed: (Line Manager)	Date

<p>For Completion by HR:</p> <p>I confirm that all of the necessary pre-employment checks prescribed by the guidance in “Safeguarding Children and Safer Recruitment in Education” have been completed and are satisfactory. The following references are attached:</p> <ol style="list-style-type: none"> 1. 2. 3. <p>Additional HR comments:</p> <p>Signed.....HR Manager/Senior HR Adviser/HR Adviser</p> <p>Forwarded to Principal on(Date)</p>
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Decision of Principal

The individual **may** commence employment pending receipt of the CRB disclosure check

Signed.....Dated.....
Dr Alison Birkinshaw

The individual **may not** commence employment pending receipt of the CRB disclosure check

Signed.....Dated.....
Dr Alison Birkinshaw