



OTHER ADULTS ON SITE

Lytham St Annes (LSA) High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

1 Intention

- 1.1 This policy is intended to ensure that all students at LSA High School are safe and to prevent unsuitable people from working with our students.
- 1.2 It is vital that where someone is working on a regular basis* with students the appropriate arrangements are put in place prior to them working with students.
- 1.3 *Regular basis is defined as three or more times in a 30 day period, or once a month or more, or overnight.
- 1.4 Where other adults are on site but not on a regular basis* it is important that the Visitors Policy is adhered to.
- 1.5 Heads of Departments/Team Leaders and any member of staff arranging to bring another adult on site on a permanent/regular/ad hoc basis should have due regard to the Induction Policy (x drive/policies/induction).

2 Other Adults on Site on a Regular Basis*

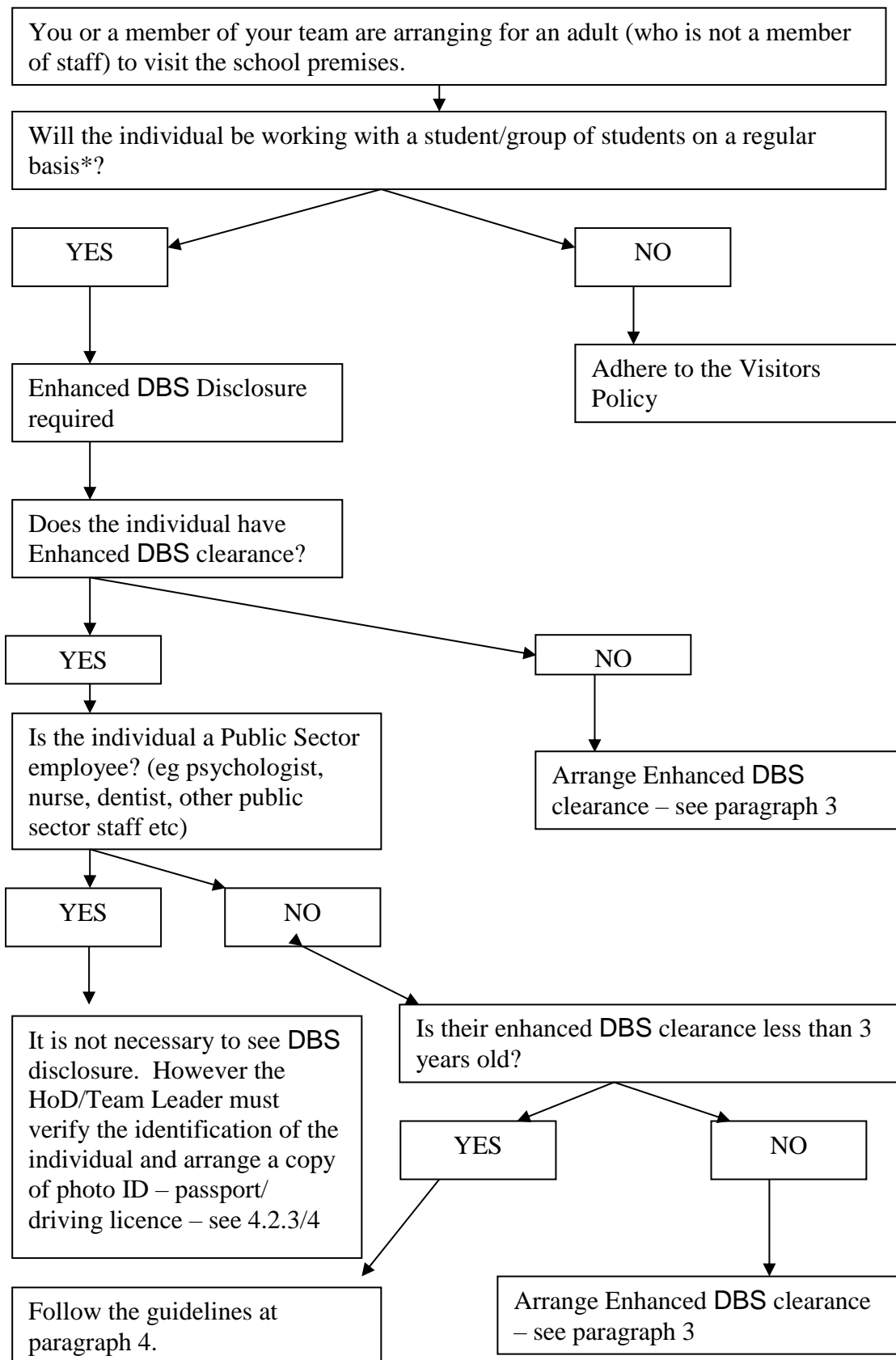
- 2.1 It will be necessary for individuals who are working with our students in school on a regular basis* to have enhanced DBS clearance.
- 2.2 It may be necessary for school to facilitate this DBS check. However, it is likely, where tutors regularly work with groups of school students that they already have enhanced DBS disclosure.
- 2.3 The procedures (see flowchart at Appendix A) identify the steps needed to be taken by the Heads of Department where an individual who is not a member of school staff is working with a student/group of students on a regular basis*.

3 Arranging DBS disclosure

- 3.1 The Head of Department should contact the HR Team in school for access to the online DBS system and/or relevant paperwork. **NB** – the individual will be required to pay any associated costs for DBS clearance. There is a difference between paid work and volunteering. The HR Team** will be able to advise.
- 3.2 The Head of Department should advise the individual how to complete the application and inform them what is required.
- 3.3 The individual should complete the application as directed.
- 3.4 The HR Team will then oversee the application and await notification of DBS clearance.
- 3.5 On receipt of enhanced DBS disclosure the HR Team will inform the Head of Department and update the central DBS database.

- 3.6 The individual is cleared to work with the student/group of students.
NB – this process will usually take 4 weeks but can take longer.
- 3.7.1 Where there is a delay in receiving enhanced DBS disclosure and the Head of Department/Team Leader requires the individual to begin working with the students the Head of Department/Team Leader must complete the generic risk assessment form (see appendix C) and pass this to the Headteacher **before** the individual comes on site
- 3.8 The Headteacher should pass the authorised risk assessment to the HR Officer for filing in the 'other adults on site' file and inform the Head of Department/Team Leader of the restrictions applied to the individual until enhanced DBS disclosure is received.
- 4 **Enhanced DBS Clearance exists**
- 4.1 Where an enhanced DBS disclosure exists and this is less than 3 years old The Head of Department may take the following steps. However, it is always possible for the Head of Department to arrange DBS clearance (see paragraph 3)
- 4.2 **Process**
- 4.2.1 Take note of the DBS form. Clearance should be **Enhanced** and the various boxes should denote 'NONE RECORDED'. If the sections on the form make reference to relevant information it is important that the Head of Department refers these details to the Headteacher. A further DBS clearance may be required (point 3 refers). Where clearance is enhanced and no details are recorded the Head of Department should make a note of the Enhanced DBS disclosure reference number and the date of issue.
- 4.2.2 Ask to see photographic identification (passport/driving licence) in order to verify that the individual is the named person on the enhanced DBS disclosure.
- 4.2.3 The Head of Department should arrange a copy of the photographic identification document.
- 4.2.4 This copy should be annotated with the following information:
- I certify that this is a copy taken by me of the original documents (signed by the member of staff concerned)
 - Detail the enhanced DBS reference number and date of issue
 - State the Department the individual will be working in along with a contact name for the member of staff in school responsible for the visitor.
- This copy of the photographic identification documentation should be passed to the HR Team for recording and filing.
- 4.2.5 Where the individual is an employee of an organisation or is affiliated to a National Governing Body (eg sport) or Professional Association the Head of Department should also seek confirmation from them of their safeguarding policy and that the individual concerned is a member/employee of their organisation (see appendix B).
- 5 **If In Doubt**
- 5.1 Where there is any concern about the validity of an enhanced DBS disclosure or the suitability of any individual to work with our students the Head of Department should seek the advice of the Head or Deputy Headteacher and not allow the individual to work with the student(s).

Reviewed without amendment November 2020



Safeguarding Young People and Children

As one of its major activities, the YMCA seeks to serve the needs of young people, promoting holistic development. In doing so, the YMCA takes seriously the welfare of all young people and children who come onto the premises or who are involved in YMCA activities.

The YMCA aims to ensure that they are welcomed into a safe, caring, Christian environment with a happy friendly atmosphere.

The YMCA recognises that it is the responsibility of each one of its staff, paid and unpaid, to prevent the physical, sexual or emotional abuse of young people and children and to report and abuse discovered or suspected.

The YMCA recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

The YMCA is committed to supporting, resourcing and training those who work with young people and children and to providing supervision.

The YMCA is committed to maintaining good links with the statutory childcare authorities.

All YMCA staff has an enhanced dbs check carried out by the YMCA.

Before all facilities are used an inspection is carried out on all facilities, to ensure all health and safety requirements are met, monthly quarterly and daily are carried out.

A staff induction and training is given to all staff prior to being left to cover any shift alone at the centre.

Centre Manager has also obtained child protection training

Other Adult on Site DBS Assessment Form

Name:

Reason for being on school site:

Date on site:.....

End date of arrangement:.....

Frequency of site visits: eg weekly, monthly:.....

Supervising Employee:

Department:

1. Will the applicant be supervised or unsupervised?

Supervision must be by a person who is employed by the school
Supervision must be regular and day to day;
Supervision must be reasonable in all the circumstances to ensure the protection of children

Supervised Unsupervised

2. Is the applicant on work experience? Yes No

3. Is the applicant volunteering towards credit for a qualification?
Yes No

4. Is the applicant being paid for their services? Yes No

5. Will the role lead to paid position opportunity in the future with your establishment?
Yes No

Human Resources Section:

Recommendation:

- No DBS check is required as the individual is deemed to have adequate supervision whilst attending the school site. The School visitor policy applies.
- DBS check is required.

Headteacher Approval: _____ Date _____

Add to SCR Yes / No

Is a fee payable Yes / No