



## 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**

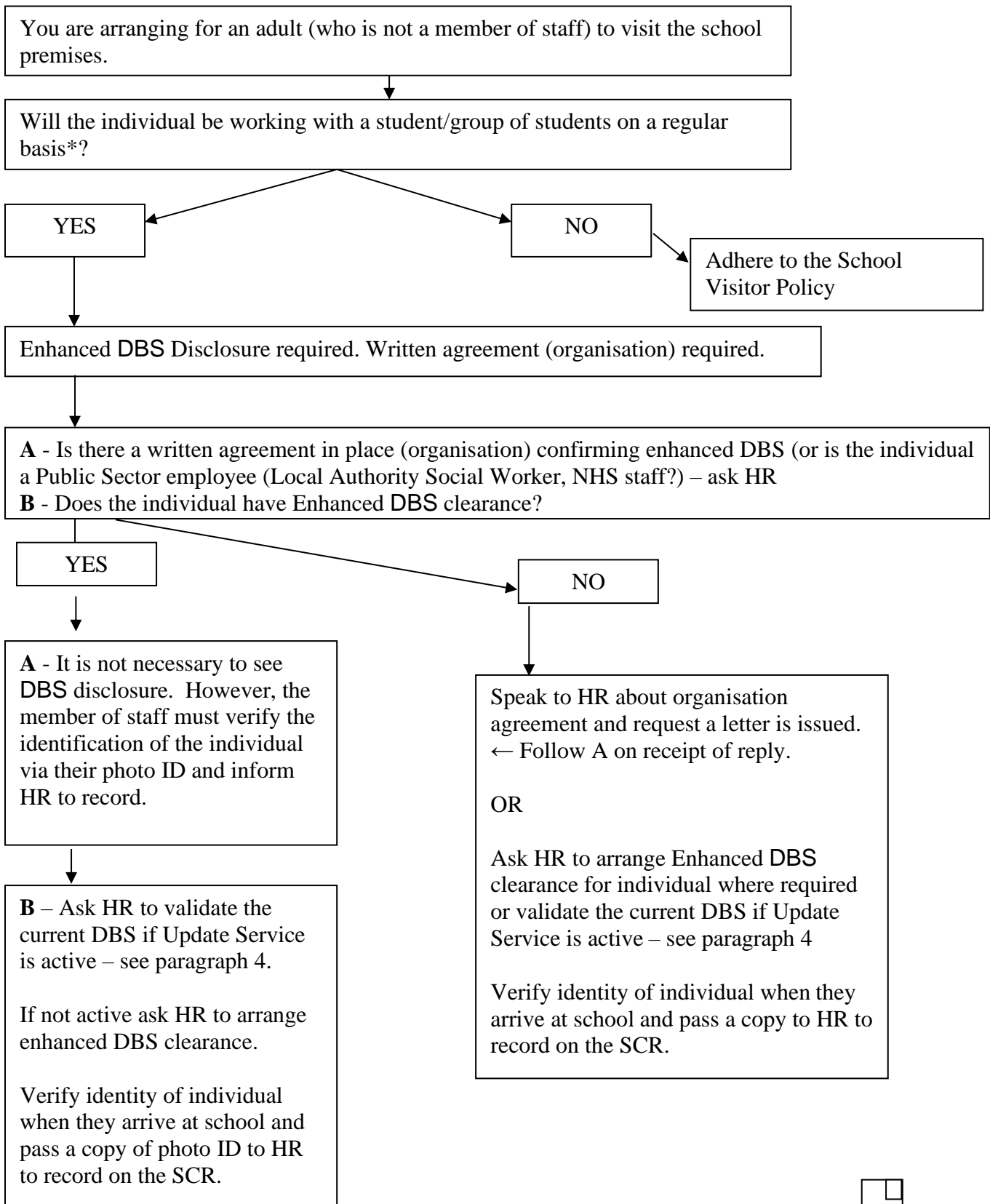
- 1.1 This policy is intended to ensure that all students at LSA High School are safe and to prevent unsuitable people from working with our students. Whilst external organisations can provide a varied and useful range of information, resources and speakers that can help school to enrich education, careful consideration should be given to the suitability of any external organisations when arranging for visitors to LSA High School.
- 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 four or more times in a 30 day period, or once a week or more, or overnight.
- 1.4 Where other adults are on site but not on a regular basis\* it is important that the School Visitor 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 or Teams/allstaff/safeguardingpolicy/induction).
- 1.6 Any member of staff who is arranging to bring in an organisation or individual to work in school on a regular basis\* either to work directly with students or who may not work directly with students must have the authority of their SLT line manager to do so. Any work experience requests must be agreed by the Asst Business Manager (HR) and the Headteacher.

### **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 (including children's barred list information).
- 2.2 It may be necessary for school to facilitate this DBS check (see paragraph 3). However, it is likely, where an individual works regularly with groups of school students that they already have enhanced DBS disclosure (see paragraph 4).
- 2.3 The procedures (see flowchart at Appendix A) identify the steps to be taken by (and which are the responsibility of) the member of school staff arranging for the visit, where an individual who is not a member of school staff is working with a student/group of students on a regular basis\*. All steps below **MUST** be taken **BEFORE** an individual can attend and work in school.
- 2.4 The first consideration is to determine whether the person visiting is part of an organisation that school is linking with or an individual.
- 2.5 If they are part of an organisation (eg: NCompass, wearewithyou, Barnardos etc) check with HR if school hold written agreement with the organisation in respect of their safeguarding and child protection policies and DBS processes.
  - 2.5a If school do hold a written agreement, a DBS check will not be required but the member of staff arranging the visit will need to verify the identity of the individual at their first visit by seeing their original photo ID, taking a copy of this, verifying it is a copy of the original, identifying their organisation, signing this and passing this to HR to be recorded.

- 2.5b If school do not hold a written agreement, please ask HR to issue a letter to the organisation to obtain a written agreement and when this is in place follow paragraph 2.5a.
- 2.6 If the person is not part of an organisation and you are arranging for them to be in school on a regular basis\* DBS clearance must be obtained before the individual can attend and work in school. Paragraph 1.6 also refers.
- 3 **Arranging DBS disclosure**
- 3.1 The member of staff 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 member of staff should advise the individual how to complete the application and inform them what is required.
- 3.3 The individual must 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 member of staff and update the Single Central Register. The member of staff will then need to verify the identity of the individual on their first visit (see paragraph 2.5a)
- 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 member of staff requires the individual to begin working with the students the member of staff must complete the generic risk assessment form (see appendix B) and pass this to the Headteacher **before** the individual comes on site. If the individual is on site under these arrangements their identity must still be verified (see paragraph 2.5a).
- 3.8 The Headteacher should pass the authorised risk assessment to HR for filing in the 'other adults on site' file and inform the member of staff 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 the individual has signed up to the DBS Update Service School can, with their permission, check the DBS status of an individual and accept the individual's current certificate where appropriate.
- 4.2 If the individual is not signed up to the DBS update service (and the individual is not visiting school as part of an organisation which has a written agreement with School) an enhanced DBS will need to be arranged. See paragraph 3.
- 4.3 If an existing DBS is accepted the individual's identity will still need to be verified for the member of staff arranging for them to come into school. See paragraph 2.5a
- 5 **If In Doubt**
- 5.1 Where there is any concern about the suitability of any individual to work with our students, the DBS clearance or the validity of the identification provided the member of staff should seek the advice of the Head or Deputy Headteacher and not allow the individual to work with the student(s).

Reviewed with amendment February 2022



**Other Adult on Site DBS Assessment Form**

Name:

Reason for being on school site (include why they may need to be on site ahead of DBS clearance):


Date due 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