



## **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**

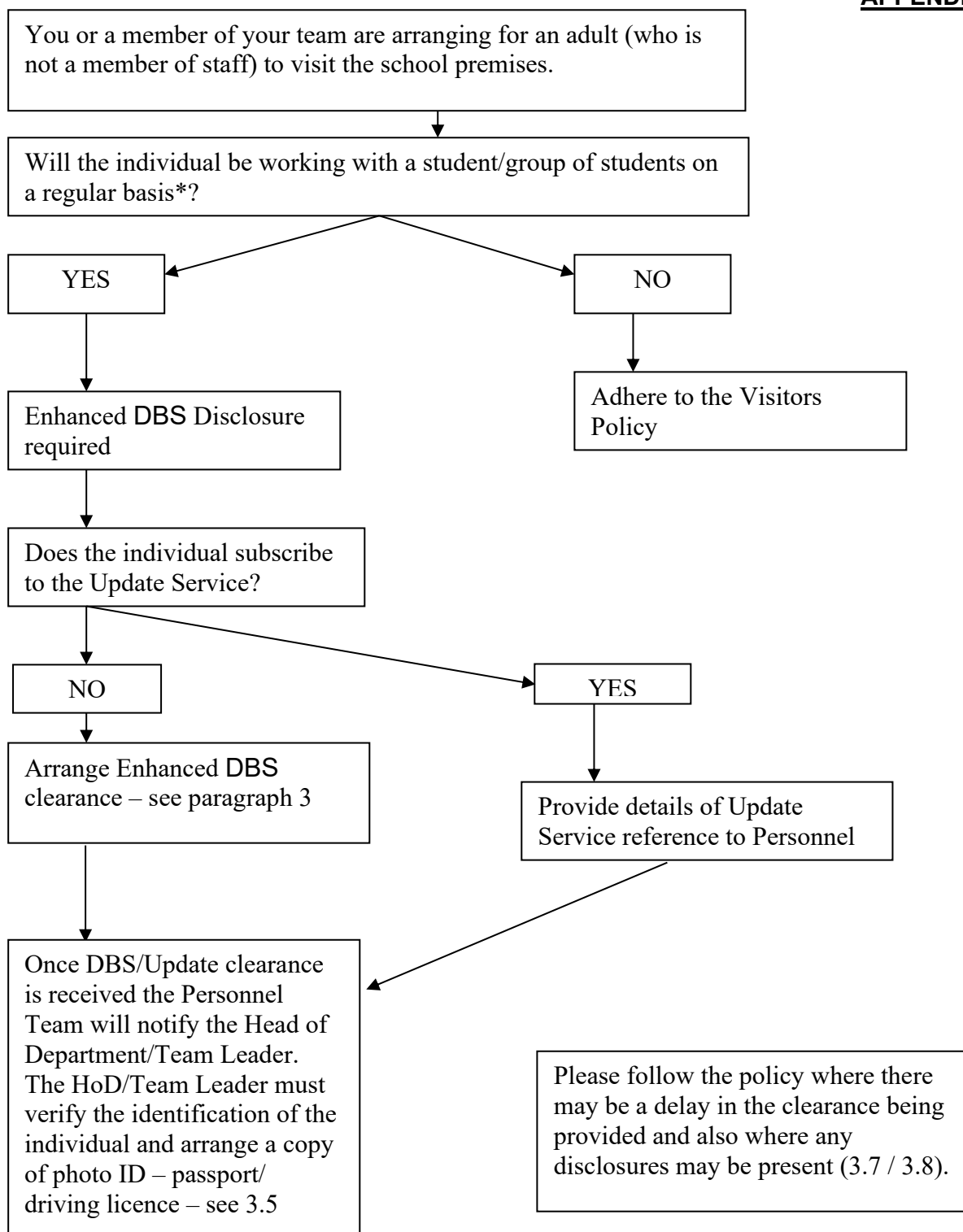
- 1.1 This policy is intended to ensure that all students at LSA High School are safe and to prevent unsuitable people from working with our students.
  - 1.2 It is vital that where someone is working on a regular basis\* with students the appropriate arrangements are put in place prior to them working 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.
- ### **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 and subscribe to the Update Service. If they do, they can share these details with School and checks can be made via this service (and a new enhanced DBS process does not need to be followed).
  - 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 clearance**

- 3.1 The Head of Department should contact the Personnel 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 Personnel 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 Personnel Team will then oversee the application and await notification of DBS clearance or outcome from the Update Service checks.

- 3.5 On receipt of enhanced DBS disclosure the Personnel Team will inform the Head of Department and update School's records. The Head of Department/Team Leader is then responsible for confirming the identity of the adult on their first visit to the School and prior to working with any students. The adult will need to provide a copy of photo ID (driving licence/passport). The head of Department/team should see the original (not a copy), take a copy and sign the copy stating, 'I confirm that this is a copy of the original document and I have verified identity'. This should then be signed and dated and passed to Personnel.
- 3.6 The individual is cleared to work with the student/group of students.  
**NB** – this process can sometimes take a little while so be prepared for this.
- 3.7.1 Where there is a delay in receiving enhanced DBS clearance 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 B) and pass this to the Headteacher **before** the individual comes on site
- 3.7.2 The Headteacher should pass the authorised risk assessment to the Business Manager (Personnel) 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 clearance is received.
- 3.8 Where a DBS clearance (either new or via the Update Service) has any disclosures these must also be presented to the Headteacher (by Personnel) in order that risk can be assessed and a decision made about whether the adult is able to work with students in School (prior to any visits) .
- 4 **If In Doubt**
- 4.1 Where there is any concern about the validity of an enhanced DBS clearance, the identity of the person in question 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 (in the Head's absence) and not allow the individual to work with the student(s).

Reviewed and revised July 2025



**Other Adult on Site Delayed DBS Assessment of Risk Form**

<b>Name of adult:</b>			
<b>Reason for being on school site and why they may need to start if DBS clearance is delayed:</b>			
<b>Dates on site (from/to):</b>		<b>Frequency of visits:</b>	
<b>Supervising employee:</b>		<b>Department:</b>	

1. Will the adult be supervised or unsupervised when on site? Supervised ☐ 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*
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 employment in the future within School? Yes ☐ No ☐

**Personnel Section:**

<b>Date DBS applied for:</b>	
<b>Recommendation:</b>	

**Headteacher:**

<b>Headteacher Approval – signed:</b>		<b>Date:</b>	
<b>Recommendation (include any restrictions/directions):</b>			

**OR** – Not Approved until DBS clearance received - ☐.

*Return to Personnel (to be logged)*