

UPDATED JANUARY 2021  
REVIEW JANUARY 2022

# **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL**

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## **HEALTH & SAFETY POLICY**

## ST. JOSEPH'S RC PRIMARY SCHOOL



### HEALTH AND SAFETY POLICY

At St. Joseph's we believe that it is the duty of all staff to take reasonable care for the Health and Safety of themselves and other persons, including pupils, who might be affected by their acts or omissions at work. In particular, it is the duty of all members of staff to be familiar with the Health and Safety Policy statement, follow its provisions and to co-operate with other members of staff in promoting Health and Safety.

Mr Ian Robson is St. Joseph's School's representative for Health and Safety matters. He and the Headteacher, Mrs Williams, will inspect the premises on a half-termly basis and will make recommendations for improving the working environment for children and staff.

A Health and Safety Adviser inspects the school on an annual basis and submits a report indicating items and practices which pose potential Health and Safety hazards. The Head needs to ensure that any concerns are rectified as quickly as possible.

The responsibility for the organisation of Health and Safety in the school rests with the Governing Body and the Head. The Governing Body has to ensure that the premises are safe and there are no obvious risks to health. The Headteacher and all members of staff are responsible for the policy being carried out at school.

The Governors intend to provide a safe and healthy environment for all children and employees at the school. This statement is for the information of all staff but subject to regular evaluation and revision.

Consequently the Governors and Head [as Safety Representative] welcome suggestions and comments which may be incorporated into a revised policy statement. The Headteacher's termly report to Governors provides an opportunity for such discussion.

### STATEMENT OF GENERAL POLICY

The Health and Safety of children is of paramount importance and this must be reflected in the attitudes and practices of the staff at St. Joseph's. High levels of supervision at 'movement' times and vigilant supervision at playtimes will ensure that accidents are minimised.

## **Illness**

Children, who are feeling ill, should be brought or sent [accompanied by teacher, classroom assistant or another pupil dependent on severity of illness] to the Headteacher or Secretary, who will try to ensure that parents or contacts are informed, where relevant, and that suitable arrangements are made.

## **Accidents**

**All serious accidents must be reported** to the Headteacher or person in charge so that proper procedures are carried out and recorded [SIRF]. St Joseph's currently receives support from North Yorkshire Education Services and reports via B Safe.

B-Safe is the new way to report accidents and incidents within school. From 7 September you will be able to complete all forms, upload pictures and evidence, and complete a range of tasks in one place; making it easy to keep all of your information together.

The system provides a range of useful resources to easily document any accident or incident and can help you by creating a number of reports to help you manage all aspects of the process.

From the initial report through to investigations and dealing with any claims; you can rest assured our new system will have all bases covered.

The link is easy to follow: <https://nyccbsafe.bondap.com>

Minor accidents will be recorded by a responsible adult in the incident reporting book [accident book]. These are kept by MDAs, in each class and in the Admin office. A duplicate slip is always sent home with the child.

In the case of any injury to the head, however minor, parents are always informed, in most cases by personal contact and proforma letter.

Any accidents off site (ie. Educational visits) are dealt with according to school protocols.

## **Jewellery**

All parents and children are reminded regularly that the wearing of any jewellery is discouraged. If it is worn, under normal circumstances the article is looked after by the teacher/Headteacher and returned to the child at the end of the school day. Older children sometimes wear watches at their own risk.

[see Jewellery Policy : Appendix 7]

## **First Aid**

Staff, who deal with a situation, must be aware that, for accidents involving external bleeding, disposable gloves should be used where possible.

Trained 'Emergency & Paediatric First Aiders' are:

- Mrs Debbie Close - Renewal June 2022 (MDA)
- Mrs Diane Hurst - Renewal June 2022(MDA/TA)
- Mrs Kirsty Andrews - Renewal June 2022 (TA)
- Mrs Lisa Allan - Renewal June 2022 (School Secretary)
- Mrs Jennifer Dunning - Renewal June 2022 (TA)
- Mrs Antonina Mani - Renewal June 2022 (TA)
- Mrs Christine Wright - Renewal June 2022 (MDA)

First Aiders are listed in Appendix 1.

**The First Aid boxes/bum bags in our school are situated in:**

- The main school office
- Every classroom
- Staffroom
- The first Midday assistant on the yard carries a first aid bum bag

Mrs. Allan is currently responsible for ensuring boxes are adequately stocked. All staff are responsible for notifying her when stocks are running low.

A suitable type of sterile dressing might be applied/administered, but only if absolutely necessary. Antiseptic cream is not used.

These boxes are identified by the presence of a white cross on a green background and details about contents are outlined in Appendix C of the manual.

Sanitary protection is provided when necessary and disposal is available.

**Serious Allergies/Medical conditions**

Staff & children with serious allergies/medical conditions all have care plans which are placed in the appropriate classrooms, staffroom, and kitchen and school office.

**Medicines and Tablets**

Staff must not accept responsibility for administering medicines and/or tablets to pupils. Wherever practicable, parents should accept this responsibility. It might,

however, be unavoidable that pupils have to take medicine or tablets during the course of the school day if a prescribed treatment is to be effective. In this instance, the Headteacher will accept this responsibility following the parents' written authorisation. The administering of medicine and/or tablets will be documented in the school's 'Health File' situated in the Secretary's room [bearing in mind the details contained in Appendix 2. All medicines/tablets are stored centrally in the secretary's office. The record sheet must be completed. The administering of medicines and completion of documentation will be by the office staff and/or Headteacher.

### **Health File**

A health file is maintained in school containing details of those children who have asthma, epilepsy or any other physical problems. Medication is noted and the action required if the child becomes ill in school.

In the case of asthmatics, each child is encouraged to keep an inhaler in school. All children's inhalers are kept in a safe and known place, in each classroom for easy access.

Parents are invited to register any medical problems when the child enters school or when medical problems become evident and to update the information the school has when medication or treatment changes.

The school is conscious of the potential dangers through overexposure to the sun and encourages the wearing of sun hats and sunblock creams at relevant times of the year.

The school nurse is a regular visitor to the school and is available to give advice on a range of child health issues e.g. head-lice, epilepsy, the use of Epipens and general health and hygiene.

### **Fire**

#### **Fire Marshall is Mrs Williams**

The Headteacher and Fire Marshall will co-operate and liaise fully with the Fire Brigade to ensure that the premises are safe.

The school has entered into a maintenance contract to ensure that fire-fighting equipment is safe, tested and correctly sited for the purpose. Each piece of equipment should be labelled with the latest test date and tester's signature.

The Headteacher will maintain a log of fire drills which will take place at least once per term, being reported at the termly Governors' meeting. Fire drills are especially important after a new intake of pupils in September.

Staff should ensure that fire doors are kept closed and those circulation areas are kept clear.

If a fire is discovered, staff are reminded that their first duty is to raise the alarm and then vacate the building, escorting the children to safety via the nearest safe exit. All doors should be closed to prevent fire spreading. Coats and belongings should be left behind.

Assembly points are the playgrounds, well away from the building, where an immediate roll call should be made to ensure that no one is missing. The class registers will be distributed by the secretary unless they are in possession of the class teacher.

The Foundation Stage will line up on the yard with all other classes.

### **Fire Drill Procedure**

The fire alarm will sound a continuous ring and the premises must be vacated quickly and quietly.

### **EXITS**

All classes - Leave by nearest door

### **ASSEMBLY POINTS**

Foundation Stage - Playground outside and away from building  
Years 6, 4/5, 3, 1/2 - Playground outside and away from building

- **Any adult**

- 1] Ring Fire Alarm
- 2] Ring Fire Brigade
- 3] Ensure that classrooms, toilets, corridors and all other areas are clear and secure
- 4] Leave school and check assembly points that teachers have all children

### **Secretary**

Leave school by front entrance [with registers, visitors signing in book, staff signing in book and emergency bag] and wait at assembly point. Emergency kit is kept next to the front door under the shelf with sign in books. The Secretary will check adults

are present. The cook will check kitchen staff are present. Both report to the Fire Marshall.

### **All Teachers**

- 1] When alarm sounds bring children to order quickly
- 2] Close all windows
- 3] Walk out in single file
- 4] Close all doors
- 5] Adults to check toilets and report to Fire Marshall.
- 6] Assemble on playground
- 7] Check registers to ensure no one is in building

N.B. If you have a register take it with you otherwise the secretary will bring your register to your line.

Only when the drill has been concluded to the Fire Marshall's satisfaction will the staff and children return to the building.

The grounds and exterior of the building will be kept clear of all flammable materials including leaves and litter by the children's team efforts and the caretaker.

The caretaker will ensure all exterior doorways are clear to prevent the risk of arson.

The fire policy statement details will apply equally to any evacuation of the premises e.g. bomb threat

Immediately a bomb threat or suspicious parcel or envelope is received **the police must be informed.**

Any suspicious article should not be touched.

The Headteacher, with her responsibilities under the Articles of Government for the internal organisation and management of the school, and with responsibility to act in 'loco parentis' for the safety of the children, must make the decision whether or not to evacuate the school building.

Once it has been decided that the threat could be serious, the school must be evacuated. THE MOST CONVENIENT METHOD WILL BE TO USE THE FIRE BELL AS THIS WILL PROVOKE AN IMMEDIATE RESPONSE.

The Headteacher may decide to move the pupils even further away from the building than normal. Roll call procedures will be followed as usual.

If a child is missing this should be notified to the Police and Fire Brigade.

A search of the building should be deferred until the police arrive.

Once the building has been declared safe, the pupils and staff may re-enter. However, if the school cannot be declared safe the Headteacher will have to make arrangements for the children to be sent home. The L.A must be contacted and emergency plans made for those pupils who cannot be sent home.

Emergency at lunchtime or after school hours - In the event of an emergency during lunchtime break the bell will sound and all children should be instructed to leave quietly by the nearest door. Any teacher instructing children for any reason must assume responsibility for those children and see them out of the building.

Teachers in the staffroom should disperse to supervise the clearance, checking of evacuation and roll call.

In a crisis evacuation, e.g. fire or bomb, all staff and pupils will move to Ward Jackson School.

## **SECURITY/GENERAL SAFETY**

The perimeter of the whole school is surrounded by a 2.1 metre high security fence. The three main entrances to the school are secured, out of school hours, by padlocked grilling or shutter.

Visitors are requested to use a signing-in book in the Secretary's office. Visitors are requested to both sign in and out.

We follow the Hartlepool Safeguarding Protocol for checking DBSs, identity etc. (Appendix 12)

The caretaker will operate a sensible and efficient locking system for the building and the security system will be regularly maintained and checked.

The school has CCTV cameras all around the outside of the school.

### **Contractors in School**

Please note the handout sheets for contractors within school which are available in the office near the visitors' book. All contractors working on site need to be given one of these guideline sheets [Appendix 3].

### **Electrical Equipment**

Electrical equipment will be maintained under cyclic maintenance agreement. Termly visual checks of minor equipment will be operated and logged by the caretaker.



Faulty equipment must be reported to the caretaker who will ensure it is repaired or sent for repair.

Staff must note that the use of personal electrical equipment brought from home is prohibited.

The Head will undertake these tasks but requires staff to examine the attached symbols [Appendix 4] and withdraw from use any product which displays one more of them.

### Manual Handling

Staff are requested not to undertake any manual handling activity which might conceivably cause them harm or ask children to do the same.

The caretaker is given manual handling training.

### Violence towards staff

We have reduced the potential for violence by fixing security locks on all the outside doors. A visitors' book is available in the secretary's room.

Staff members are often outside with classes when visiting the baths, P.E. lessons on yard or field and being on break-time yard duty. In the event of any danger or potential danger [strangers on the premises, contractors working etc.] to staff or pupils, the Headteacher must be informed immediately and children either assembled back in school or in a safe area at the teacher's discretion.

When meeting with parents, teachers should inform a colleague, if possible one working nearby. Should there be any evidence of hostility, teachers should terminate the meeting as soon as possible, referring the meeting to take place with another colleague/Headteacher/Deputy Head at a later date.

Following any incident of violence [threatened, physical, verbal] the Headteacher must be informed and a report form completed.

Staff need to be aware that the Headteacher has a copy of the document 'Violence to Staff' in her room for staff reference. Admin staff and PSA (Parent Support Advisor) have access to EPR (Employee Protection Register).

It is acknowledged that Trustees own the property known as St. Joseph's R.C. Primary School, that the Governing Body employs the staff and that the Governing Body has the ultimate responsibility for all Health and Safety issues and the formulation and adoption of a Health and Safety Policy.

**Reviewed October 2020**

## APPENDICES

1. First Aiders
2. Administration of Medicine
3. Contractors in School - Guidelines
4. Symbols and Indications of Danger
5. Asthma Policy
7. Policy on the wearing of Jewellery [+ letter]
8. Sun Awareness Policy
9. Outside Agencies/services
10. No Smoking Policy
11. Violence to Staff Report Form
12. HBC School Guidance for Safeguarding
13. School Plan



## **St. Joseph's R.C Primary School**

### **First Aiders**

**These members of staff hold a current Emergency & Paediatric First Aid Certificate**

**Mrs Andrews**



**Mrs Dunning**



**Mrs Close**



**Mrs Manit**



**Miss Hurst**



**Mrs Wright**



**Mrs Allan**



**First Aid Kits are kept in: School Office, each Classroom, Staffroom and Kitchen.**

**If you notice anything missing from any of the First Aid kits (including bum-bags) please inform Mrs Allan.**

St. Joseph's R.C. Primary School

**CHECKLIST FOR ADMINISTERING MEDICINES OR TABLETS TO PUPILS AND STUDENTS**

1. Is there written evidence that the medicine or tablets to administered have been prescribed by a doctor?
2. Does the container of the medicine or tablets have a label which gives:
  - [a] The name of the prescribing person i.e. the GP?
  - [b] The name of the pupil/student?
  - [c] The name of the medicine or tablets?
  - [d] The amount to be administered?
  - [e] The time of administration?
3. Has written authorisation been obtained from the parent/guardian for the medicine or tablets to be administered to the pupil?
4. Does the parents' written authorisation cover medicine or tablets?
5. Does the medicine or tablets which are detailed in the parents' written authorisation correspond with the medicine or tablets to be administered?
6. Does the name of the pupil who is being given the medicine correspond with the name on the label of the medicine or tablet container and the parents' authorisation?
7. Have the medicine or tablets been stored in the correct place in the fridge in the secretary's office?

St. Joseph's R.C. Primary School

CONTRACTORS IN SCHOOLS

1. Children between the ages of 3-11 years are at school within the times 8.40 am - 3.30pm.  
Children will be in the playground between:  
8.40 am - 8.55 am  
10.30 am - 10.45 am  
12.00 pm - 1.10 pm  
2.15 pm - 2.30 pm
2. It is important that no vehicles are brought into the play areas without the knowledge and permission of the Headteacher or Deputy.  
Any visitor to the school must always sign in at the secretary's office.
3. There are two main entrances to the site for vehicles, one in Tower Street [the school car park] and other [for general access to the grounds] in Whitby Street which is always locked.
4. There are two main entrances to the building, the main one on the West side of the school adjacent to the car park and the second one facing north into the playground which is always locked to the outside. The children and staff use these two entrances [points 18 and 19 on the plan] all the day.
5. Any classroom, corridor or hall work to be carried out is convenient during normal school hours.
6. COSHH assessment details are available from the Headteacher.
7. Fire Precautions:
  - a] On discovering the fire sound the alarm
  - b] Dial 999, inform the Fire Service
  - c] Leave building by nearest exit immediately
  - d] Close all doors behind you
  - e] Assemble in the play-yard, away from the building
8. First Aid boxes are available in:
  - the secretary's office
  - the staffroom
  - The Sunshine Room (reception) classroomThere are trained Emergency First Aiders in the school
9. The Electricity meter cupboard is situated in a small, locked room opposite the KS2 library [point 17 on the plan].

The gas meter is situated in a low, padlocked, brick structure just inside the west entrance of the school grounds. Keys available from Caretaker/Headteacher/admin.

## SYMBOLS AND INDICATIONS OF DANGER USED IN THE COUNTRIES OF EU

**E****Explosive**

This symbol with the word "explosive" denotes a substance which may explode under the effect of a flame or if subjected to shocks or friction.

**O****Oxidizing**

This symbol with the word "oxidising" denotes a substance which releases a lot of heat while it reacts with other substances, particularly flammable substances.

**F****Highly flammable**

This symbol with the words "highly flammable" denotes a substance which:

- may become hot and finally catch fire in contact with air at ambient temperature;
- is a solid and may readily catch fire after brief contact with the source of ignition and which continues to burn or to be consumed after removal of the source of ignition;
- is a gas and burns in air at normal pressure;
- in contact with water or damp air releases highly flammable gases in dangerous quantities;
- is a liquid that would catch fire with slight warning and exposure to a flame.

**F+****Extremely flammable**

This symbol with the words "extremely flammable" denotes a liquid that would boil at body temperature and would catch fire if exposed to a flame.

**T****Toxic**

This symbol with the word "toxic" denotes a highly hazardous substance. The decision to use the word "toxic" is based on LD 50 values (substance that kills up to 50 per cent of a sample of laboratory test animals within a specified period). Therefore, extreme caution is necessary in the use of these agrochemicals and instructions on the label must be strictly followed.

**T+**



**Very toxic**

This symbol with the words "very toxic" is used to label a substance which, if it is inhaled or ingested or if it penetrates the skin, may involve extremely serious, acute (immediate) or chronic (longer-term) health risks and even death.

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**Xn**



**Harmful**

This symbol with the word "harmful" should appear on the label of a substance which, if it is inhaled or ingested or if it penetrates the skin, may involve limited health risks.

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**Xi**



**Irritant**

The same symbol as for "harmful" but with the word "irritant" is meant for a non-corrosive substance which, through immediate, prolonged or repeated contact with the skin or mucous membrane, can cause inflammation.

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**C**



**Corrosive**

This symbol with the word "corrosive" will be found on the label of a substance which may destroy living tissues on contact with them. Severe burns on the skin and flesh might result from splashes of such substances on the body.

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**N**



**Dangerous for environment**

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**Example of Some GHS Pictograms**



GERM CELL  
MUTAGENICITY

TOXIC TO REPRODUCTION

CARCINOGENICITY



IRRITANT

HARMFUL



ACUTE TO HAZARD TO  
AQUATIC ENVIRONMENT

CHRONIC TO HAZARD TO  
AQUATIC ENVIRONMENT



**St. Joseph's R.C. Primary School**

**ASTHMA POLICY**

Children at St. Joseph's with asthma have every opportunity to take part in all aspects of school life.

We recognise that an increasing number of children need to bring medication for asthma into school and this is stored safely with the secretary (inhalers are stored in class). All the children know where their medication is kept and how to administer it. We encourage all children with inhalers of whatever type to have a spare which is kept permanently at school. Each time medication is used, a record is kept in the class.

Children at St. Joseph's accept the fact that some of their friends and classmates need to take medication for asthma and are used to this situation.

## St Joseph's R.C. Primary School

### POLICY ON THE WEARING OF JEWELLERY

Jewellery includes: ear-rings, ear-studs, rings, chains, bracelets  
necklaces, brooches.

The purpose of St. Joseph's R.C. Primary School's policy on the wearing of jewellery is to prevent risks to the health, safety and hygiene of the wearer, other pupils and staff.

If any child comes to school wearing jewellery, he/she will be asked to remove the item[s], but if he/she cannot do this, his/her parent[s] will be contacted to do so.

If a child cannot reasonably be expected to remove certain items of jewellery and if the jewellery is not safely and properly covered, the child might have to miss certain lessons/activities. Each year, at the end of the Summer term, a letter is sent home re-emphasising the contents of this Jewellery Policy and explaining that the best [and only] time for a child to have ears pierced is at the very beginning of the Summer holidays, so that the ear-rings/studs can be removed in time for the start of the Autumn Term.

Parents are asked to note that neither the L.E.A. nor the school will accept any liability for the loss of or damage to any jewellery or watches that have been worn to school or brought onto the school premises.

The teachers and other adults in the school have been instructed not to help children remove/replace/cover items of jewellery. [In a Primary School many children are too young to remove/replace/cover jewellery themselves.]

Parents, therefore, are asked to note also that it is **both** L.E.A. guidance **and** a school rule, affirmed by the school's Governing Body, that **no** jewellery will be worn to school or brought onto the premises. This policy on Jewellery includes the wearing of nail varnish which is not permitted.

**ST JOSEPH'S R.C. PRIMARY SCHOOL**

**LETTER TO PARENTS REGARDING**  
**JEWELLERY/MAKEUP**

Dear Parents,

**JEWELLERY**

I notice that \_\_\_\_\_ is not keeping to our "no jewellery or make-up policy" today by \_\_\_\_\_.

Please make sure that, from tomorrow, your child does not come to school wearing jewellery, nail varnish or earrings.

If ears are recently pierced they will not close up in the 5 hours your child is in school (8.30 pm - 3.30pm)

Yours sincerely

**Mrs R Williams**  
**HEADTEACHER**

St. Joseph's R.C. Primary School

### **SUN AWARENESS POLICY**

At St. Joseph's we acknowledge the importance of raising awareness of the damaging properties of the sun. As a whole school concern we involve all of the children in yearly competition which highlights the 'Sun Safe Code'. This also requires the parents/carers to discuss the elements of the code with their children, and raise awareness at home.

During the summer months we encourage children to bring caps or hats for playtimes and limit the amount of time during which they will be exposed to the sun.

Children are welcome to bring in sun-screen to school with them. Acting in loco-parentis, staff can apply sun screen to children unable to do so.

St. Joseph's R.C. Primary School

**OUTSIDE AGENCIES AND SERVICES**

First contact and support hub      01429 284284    [fcsh@hartlepol.gov.uk](mailto:fcsh@hartlepol.gov.uk)

Health & Safety - B Safe Live Reporting in conjunction with North Yorkshire  
Education Services: <https://nyccbsafe.bondap.com>



**St. Joseph's R.C. Primary School****NO SMOKING POLICY****Introduction**

There is considerable evidence linking smoking with ill-health and diseases. St. Joseph's School believes firmly that pupils, staff and visitors, who access the school premises, have the right to breathe smoke-free air. Consequently, the school has a 'No-smoking Policy', which applies throughout all its buildings.

This policy includes all smoking products including electronic cigarettes, vapour cigarettes etc.

**The Policy**

It is the policy at St. Joseph's that we will do all we can to discourage smoking by anyone. St. Joseph's is a smoking-free school and smoking will not be allowed on the premises under any circumstances.

The staff acknowledges the extreme health risks linked with smoking and through relevant Personal, Social and Health Education programmes will promote its absolute smoking-free policy.

**Implementation**

Appropriate signs are posted at all entrances throughout the school. A copy of this policy has been made available to staff and reference to the policy is made in the school prospectus.

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**Agreed by Governors on 13 January 2015. Renewal date 2020**







## **Criminal Record & Barring List** **Disclosure Applications**

### **Guidelines for Admitted Bodies**

## **Criminal Record & Barring List** **Disclosure Applications**

### **Guidelines for Admitted Bodies Managers**

#### **1. General:**

***From 1<sup>st</sup> December 2012 the Criminal Records Bureau and the Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS). From Monday 17<sup>th</sup> June 2013 two further significant changes came into place, the potential portability of DBS checks if requested by applicants and the fact that only the applicant will receive a copy of the disclosed information. HBC will keep you informed of any further changes, but please check the DBS website for further information.***

- 1.1 The Hartlepool Borough Council (HBC), Criminal Record Check Disclosure Application process is a facility that allows HBC, acting in its role as an authorised DBS Registered Body, to request the release of criminal records to applicants.
- 1.2 Application for a disclosure may only be made by the person to whom they refer; HBC's Workforce Services department has the responsibility for ensuring:
  1. that applicants are who they claim to be; and
  2. that the applicant's rights in the disclosure process are protected.
- 1.3 These are legal responsibilities and failure to fulfil them can result in individual criminal prosecution with sentences of up to two years' imprisonment on conviction.
- 1.4 Applicants' rights in the disclosure process are protected under the Data Protection Act, the Human Rights Act, the Rehabilitation of Offenders Act and most recently the Protection of Freedoms Act 2012. This legislation limits the amount of information that can be legitimately obtained in any particular circumstance related to what type of job they will be doing, or any nominated groups they will be working with; e.g. Children or Adults. Further information relating such registration and guidance is available from HBC Workforce Services team or the DBS website [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)
- 1.5 There are now five types of criminal record check available:-
  1. Standard – includes a Police Computer check.
  2. Enhanced - includes a Police Computer / Police Information check.
  3. Enhanced/Barring List Check (Children) - includes a Police Computer / Police Information and a Barring List check relating to children.
  4. Enhanced/Barring List Check (Adult) - includes a Police Computer / Police Information and a Barring List check relating to adults.
  5. Enhanced/Barring List Check (Children & Adult) - includes a Police

Computer / Police Information and a Barring List check relating to children and adults.

Failure to apply for disclosure at an appropriate level may result in criminal penalties.

- 1.6 In the absence of legislative constraint, determining the level at which disclosures should take place is a matter for the Admitted Body, taking into account all relevant information / guidance available from the DBS and if required further discussions with Hartlepool Council. It is not a decision for the applicant themselves, (although applicants are free to decline to apply for any disclosure at any level), nor is it simply the choice of the originating body alone. To assist in this process guidance has been issued in relation to roles that can have a criminal record / barring list check and is provided within this pack. (DBS : Eligible Positions Guidance, December 2012). The final decision on the level of check sits with the Admitted Body, however HBC reserve the right not to process a DBS check if they believe the Admitted Body is not entitled to seek a DBS Certificate at a particular level, e.g. enhanced when it should be a standard check.
- 1.7 In September 2012 changes were brought in which include;
- A new definition of Regulated Activity for both children and adults.
  - The repeal of Controlled Activity.
  - Repeal of registration and continuous monitoring.
  - Repeal of additional information.
  - The introduction of a minimum age (16 years) at which someone can apply for a Criminal Record check.
  - More rigorous 'relevancy' test for when the police release information held locally on an enhanced DBS check.
  - Disclosure of information by the Police may be challenged by the individual for accuracy and relevancy.
  - The Police will no longer provide very sensitive information under separate cover, the Police will visit the applying body and provide a briefing directly.

The new definition of Regulated Activity for both children and adults significantly affects the number of posts that will be checked, therefore it is important that you understand what Regulated Activity is. (Please see Document HBC/DBS/7 – Changes CRB to DBS enclosed) Only posts that are Regulated Activity can have a Barring list check.

- 1.8 Adult First check which is a fast track check of the barring lists are still available.
- 1.9 It should be noted that although the DBS replaces the CRB & ISA organisations, guidance and best practice documents from these organisations remain in place until replaced by DBS documents.

## 2 The Application Process:

- 2.1 **Application is a multi-stage process beginning with a request for disclosure to the HBC Contact Centre from an originating body using form**
- 2.2 'Admitted Bodies' are required to submit a short rationale to explain the reason as to why the criminal record check is required. This allows the Countersignatory, the person submitting the check to understand why the check is required - Form HBC/DBS/5 - Admitted Body DBS Check Authorisation Form.
- 2.3 **Subsequently the applicant attends the Contact Centre, based in the Civic Centre and completes the DBS Application Form with a member of staff. Great accuracy is required, otherwise the application will be rejected by the countersignatory or the DBS. The form 'Admitted Body DBS Check Authorisation Form' (HBC/DBS/5) should be handed in to the person completing the application. This will be attached to the DBS application form and submitted to Workforce Services.**
- 2.4 The DBS applicant is required to produce documentation identifying both them and their current address. Without these documents it is impossible for an application to be processed, therefore it is again imperative that applicants are made aware of the documents required and the need to present these at interview. Please see HBC/DBS/6 – List of Valid Documents for DBS Checks for more information on documents that are accepted.
- 2.5 Where applicable, payment arrangements and details will also be required.
- 2.6 Should applicants fail to produce the necessary documents the application will be cancelled and must be repeated.
- 2.7 Once complete and with documentation recorded the application will be signed by an HBC Countersignature and forwarded to the DBS. Times taken for disclosures to arrive vary, however the current norm is between two and four weeks. Occasionally the DBS will require confirmation of a detail and the application will be returned.
- 2.8 On rare occasions, the DBS may ask applicants' to provide their fingerprints to confirm their identity. This is a voluntary process and after checking the fingerprints are destroyed, but if not followed a criminal record check will not be provided.

### 3. The Interview Session:

- 3.1 During the interview session the consent of the applicant will be sought to proceed with the DBS Application process.

### 4. Proving Identity:

- 4.1 HBC have a statutory obligation to ensure that the person applying for a disclosure is who they say they are; this requires the production of certain documents.
- 4.2 In general terms, one document is required to clearly identify the applicant (preferably including a photograph): A Passport\* or photographic Driving Licence are the most usual documents used for this purpose; other locally-issued ID cards, business cards or bank/credit cards are not sufficient.

**If you have a passport or photographic driving licence, you must produce it unless there is an exceptional reason for the document not being available.**

**UNDER NO CIRCUMSTANCES WILL A PHOTOCOPY OF ANY DOCUMENT BE ACCEPTED OR ANY DOCUMENT PRINTED FROM THE INTERNET, E.G. BANK STATEMENTS. DOCUMENTS IN A FOREIGN LANGUAGE ARE NOT ACCEPTABLE UNLESS TRANSLATED / CERTIFIED BY A PUBLIC NOTARY.**

- 4.3 The DBS are reducing the number of documents acceptable for ID verification in the hope this will reduce people's ability to use documents that are easily obtained or forged to assert their identity to obtain a criminal record check certificate, which could be used to secure a position of trust. In particular, the changes will make it more difficult for individuals to conceal previous criminal records by changing their name. There will now be three 'Route' options available. Please see CRB Document 'Revised And Enhanced Identification Checking Guidelines' for more information on this topic. Routes Two and Three incur extra administrative time and are charged for at a higher rate. You are therefore encouraged to ask your staff to have the documents required for Route One.
- 4.4 If you have a national insurance number, you must provide the number to be included on your application form.
- 4.5 If the applicant cannot produce the required documents, or there is any doubt about them doing so, please contact HBC Workforce Services before making their appointment for interview. No application can proceed without appropriate documentation being produced.

## **5. Applicant Rights:**

- 5.1 No employee or job-applicant can be forced to apply for a disclosure, although an appointment can be made conditional to satisfactory disclosure being obtained.
- 5.2 The need for and conditions pertaining to criminal record checks are covered by a substantial amount of documentation produced by the DBS. Over time this advice and guidance may change and therefore the latest guidance should be sought from HBC Workforce Services and the DBS website if there is an issue which requires clarification.
- 5.3 Disclosure information is highly confidential and must be treated as such. The rules relating to such disclosure changed substantially as of Monday 17<sup>th</sup> June 2013. Any application after this date will result in only one copy of the DBS Certificate being produced; this will be sent to the applicant. Admitted Bodies should set up their own process for examining potential new employee and current employee certificates. Such certificates should not be routinely copied and kept and copying for any reason should be for a specific reason and only with the individual's written consent. HBC are unable to provide a copy of such documents.
- 5.4 Applicants have the right to challenge the content of a disclosure and should contact the DBS directly on 0870 9090811.

## **6. Confirmation of Appointment:**

- 6.1 It is recommended that no confirmation of an appointment requiring a disclosure takes place until the DBS check is received / cleared.
- 6.2 It should also be remembered that a disclosure can only offer information available up to the date of its submission; it cannot record offences that have not been detected. A disclosure can therefore safely indicate only who should not be employed in a particular role, not who should.

## **7. Flawed Disclosures:**

- 7.1 It is a fundamental principle of the disclosure process that only disclosed information relevant to employment should affect recruitment, selection or promotion. The return of a disclosure with a trace should not automatically disqualify from employment, unless the conviction, caution or other disclosed information is relevant to the work to be undertaken.
- 7.2 Relevance is a subjective consideration for the Admitted Body to determine.

**8. Renewal of Disclosures:**

- 8.1 Disclosures may be periodically renewed; the period suggested by monitoring bodies being three years or whenever a change of role incurs a material change in access circumstances. The responsibility for obtaining or renewing disclosures at the level appropriate to the risk lies with the Admitted Body. If an Admitted Body employee has a portable DBS document, these can be checked as and when required by the Admitted Body, but they must have the written consent of the employee.

**9. Payment for Disclosures:**

- 9.1 On submitting requests for disclosures to the Contact Centre; Admitted Bodies will be requested to submit either payment, or details of the method by which payment is to be made. The Contact Centre is authorised to take cash, credit or debit card payments or agree submission of payment by cheque etc. Payments are accepted at the time of interview and can be taken by the interviewing officer.

**10. Payment and Volunteers:**

- 10.1 The DBS has a very specific definition of which unpaid workers are exempt from its charges: this excludes those working without pay but for whom the work gains other benefits, including education or qualifications. Therefore students or trainees on work-experience placements, or for whom the work constitutes a necessary part of their course, do not qualify as volunteers. This condition may also apply to other groups and HBC therefore reserves the right to review the status of “volunteer” applications in line with the DBS definition.