

Three Counties Academy Trust



DBS Policy #SG14

Last amended 8th September 2026 (v1.0)

Policy lifespan: 3 years. Subject to annual compliance check. Next full review 7th September 2029.

Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
08.09.26	1.0	Formatted to house style and checked against model for updates	MF	✓	✓

Contents:

Version history

Policy abbreviations and acronyms

Statement of intent

Member, Trustee, Local Governor, Staff, Volunteer, Contractor and Visitor Summary

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Identity verification
5. Procedures for staff
6. Governance procedures
7. Procedures for volunteers
8. Procedures for visitors
9. Procedures for contractors
10. Staff who have lived or worked outside the UK

11. Procedures for adults supervising children on work experience
12. Procedures for alternate provision
13. Procedures for arranged homestays during exchange visits
14. Disclosures containing criminal information
15. Making a recruitment decision
16. Referral to the DBS
17. Referral to the Teaching Regulation Agency (TRA)
18. Recruitment of ex-offenders
19. Single central record (SCR)
20. Data handling

Monitoring and review

Appendices

A. Recruitment of Ex-Offenders Statement

Trust Glossary

Policy Abbreviations and Acronyms

AI	Artificial Intelligence	KCSIE	Keeping Children Safe in Education
AP	Alternative Provision	LA	Local Authority
CEO	Chief Executive Officer	LAC	Looked After Child
CFO	Chief Financial Officer	LGB	Local Governing Body
CoP	Code of Practice	LIA	Legitimate Interests Assessment
DBS	Disclosure and Barring Service	PDA	Personal Digital Assistant
DfE	Department for Education	PLAC	Previously Looked After Child
DPA	Data Protection Act	PNC	Police National Computer
DPO	Data Protection Officer	SCR	Single Central Record
DSL	Designated Safeguarding Lead	SEND	Special Educational Needs and Disabilities
EEA	European Economic Area	TCAT	Three Counties Academy Trust
ICO	Information Commissioner's Office	TRA	Teacher Regulation Agency
ITT	Initial Teacher Training	UK GDPR	United Kingdom General Data Protection Regulation

NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.

NB. Staff roles noted within this policy may also include those staff performing that role in an ‘Acting’ capacity.

Statement of intent

Three Counties Academy Trust (TCAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, governors, trustees, contractors and visitors to share this commitment. We recognise that safeguarding is everyone's responsibility and we are dedicated to maintaining a strong culture of vigilance, accountability and safer working practices across all of our schools and settings.

As part of our safer recruitment and safeguarding arrangements, TCAT undertakes appropriate pre-employment, and ongoing suitability checks to help ensure that children are protected from individuals who may pose a risk to their welfare. This includes obtaining Disclosure and Barring Service (DBS) checks and, where required, barred list information and other relevant safeguarding information in accordance with current legislation, statutory guidance, and the latest version of Keeping Children Safe in Education (KCSIE).

TCAT is committed to ensuring that all individuals working in, or on behalf of our schools are suitable to do so and that recruitment decisions are informed, proportionate and compliant with safeguarding requirements. DBS checks form one element of a broader safer recruitment framework which includes rigorous vetting procedures, identity verification, qualification checks, employment history scrutiny, references, and ongoing safeguarding oversight.

Through the effective implementation of this policy, TCAT seeks to provide reassurance to pupils, parents, staff and the wider community that robust measures are in place to help prevent unsuitable individuals from gaining access to children, while ensuring that all DBS information is obtained, handled, stored and disposed of lawfully, fairly and securely.

TCAT will review and apply its procedures in line with statutory guidance, best practice and its overriding duty to safeguard and promote the welfare of children.

Member, Trustee, Local Governor, Staff, Volunteer, Contractor and Visitor Summary

Purpose of this Policy

- Supports TCAT's commitment to safeguarding and promoting the welfare of children and young people
- Ensures robust safer recruitment, suitability checking and ongoing safeguarding arrangements
- Sets out how DBS checks and other safeguarding checks are used to prevent unsuitable individuals from working with children
- Ensures DBS information is obtained, managed, stored and disposed of lawfully and securely

Key Principles

- Safeguarding is everyone's responsibility
- DBS checks form part of a wider safer recruitment framework
- The level of DBS check must be appropriate and legally permissible for the role
- Individuals barred from working with children must not engage in regulated activity with children
- Since September 2026, supervision alone does not prevent an activity from being classed as regulated activity where statutory conditions are met

Responsibilities of Members, Trustees and Local Governors

- Ensure effective implementation of this policy across the Trust
- Ensure compliance with DBS requirements, safer recruitment obligations and safeguarding legislation
- Monitor the effectiveness of safeguarding vetting arrangements
- Monitor the accuracy and compliance of the Single Central Record (SCR)
- Hold leaders to account for maintaining robust recruitment and safeguarding systems
- Obtain Enhanced DBS checks and other governance suitability checks as required
- Be subject to Section 128 checks where applicable to governance roles

Responsibilities of Leaders

- Ensure all appropriate DBS, barred list and safeguarding checks are undertaken before individuals commence work
- Maintain accurate and compliant Single Central Records
- Ensure staff, volunteers, contractors and visitors are appropriately vetted
- Make recruitment decisions which prioritise the safety and welfare of children
- Undertake risk assessments where exceptional circumstances arise
- Ensure concerns, disclosures and referrals are managed appropriately
- Ensure safeguarding arrangements remain effective across all schools and settings

Staff Responsibilities

- Cooperate fully with all required pre-employment and safeguarding checks
- Provide accurate identity, qualifications, employment history and right-to-work documentation
- Notify leaders of any changes that may affect suitability to work with children
- Maintain high standards of conduct consistent with safeguarding expectations
- Understand that additional checks may be required where duties change or safeguarding concerns arise
- Support and contribute to a strong safeguarding culture
- Comply with all safeguarding, safer recruitment and conduct requirements of the Trust
- Recognise that suitability to work with children is subject to ongoing review and not solely determined at recruitment stage

Volunteers

- Volunteers are subject to safeguarding and suitability checks proportionate to their role
- Volunteers undertaking regulated activity must have an Enhanced DBS check with Children's Barred List information
- Occasional volunteers may require risk assessments rather than enhanced checks depending on their activities
- Existing volunteer arrangements will be reviewed where duties change
- Volunteers must comply with all safeguarding requirements and school procedures

Contractors

- Contractors must undergo the appropriate level of DBS checking according to the work being undertaken
- Contractors engaging in regulated activity must have Enhanced DBS checks with Children's Barred List information
- Contractors without appropriate safeguarding clearance may be supervised, escorted or restricted from certain areas
- Identity checks will be undertaken before work commences
- Contractors must comply with school safeguarding and site-security arrangements

Visitors

- Visitor arrangements are designed to maintain pupil safety and site security
- General visitors will not normally require DBS checks
- Professional visitors may be required to provide assurance that appropriate checks have been completed
- Visitor supervision arrangements will be determined according to risk
- Visitors must comply with signing-in, identification and safeguarding procedures
- External speakers and invited visitors will be assessed for suitability before working with pupils

Safer Recruitment and Vetting

- All appointments are subject to satisfactory completion of mandatory pre-employment checks
- Checks may include identity, DBS, barred list, qualifications, references, prohibition checks, Section 128 checks, overseas checks and right-to-work verification
- Additional overseas checks may be required for applicants who have lived or worked outside the UK
- Decisions are informed by safeguarding risk assessments where necessary

Handling Positive DBS Disclosures

- Every disclosure is assessed individually with a decision from the CEO
- Candidates are given the opportunity to explain disclosed information
- Risk assessments consider relevance, seriousness, pattern of behaviour and safeguarding implications

- Certain disclosures, including inclusion on barred lists, will make an individual unsuitable for relevant roles
- Decisions are based on safeguarding responsibilities, legal requirements and proportionality

Referrals and Professional Conduct

- TCAT will make referrals to the DBS where legal referral thresholds are met
- Serious teacher misconduct may be referred to the Teaching Regulation Agency (TRA)
- Referrals are made to protect children and uphold safeguarding standards across education settings

Single Central Record (SCR)

- TCAT maintains a comprehensive record of safeguarding and recruitment checks
- The SCR demonstrates compliance with statutory requirements and supports inspection activity
- Records are maintained for employees, supply staff and, where appropriate, other individuals working within schools
- The SCR is regularly monitored and securely maintained

Data Protection and Confidentiality

- DBS information is handled in accordance with data protection legislation and DBS requirements
- Access to disclosure information is strictly controlled
- Information is retained only as long as necessary and disposed of securely
- Identity verification records are retained to support audit and compliance requirements
- Confidentiality is maintained throughout the recruitment and employment lifecycle

Key Assurance for Stakeholders

- TCAT operates a robust safer recruitment framework, where safeguarding considerations underpin all vetting and recruitment decisions
- Appropriate checks are conducted on staff, Local Governors, Trustees, Members, volunteers and others working with children
- TCAT takes all reasonable steps to ensure that only suitable individuals are permitted to work with, support or have significant access to children and young people

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- [Rehabilitation of Offenders Act 1974](#)
- [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2016](#)
- [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)
- [The Rehabilitation of Offenders Act 1974 \(Exceptions\) \(Amendment\) \(England and Wales\) Order 2023](#)
- [Police Act 1997](#)
- [Police Act 1997 \(Criminal Records\) \(Registration\) Regulations 2006](#)
- [Childcare \(Disqualification\) Regulations 2018](#)
- [Data Protection Act 2018](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Equality Act 2010](#)
- [Human Rights Act 1998](#)
- [Children Act 1989](#)
- [The UK General Data Protection Regulation \(UK GDPR\)](#)
- [DfE 'Keeping children safe in education'](#)
- [DfE 'Recruit teachers from overseas'](#)
- [DBS 'Handling of DBS certificate information'](#)
- [DBS and Ministry of Justice 'DBS filtering guide'](#)
- [DBS 'Making barring referrals to the DBS'](#)
- [DBS 'Basic check ID checking guidelines from 22 April 2025'](#)
- [Home Office 'Revised Code of Practice for Disclosure and Barring Service Registered Persons'](#)

This policy operates in conjunction with the following TCAT and school policies:

- Single Central Record

- Records Management Policy (FI2)
- Data Protection Policy (FI20)
- Disciplinary Policy and Procedure (HR3)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Single Central Record (SCR) Policy (SG3)
- Safer Recruitment Policy (SG13)
- Guest Speaker Policy (SG49)

2. Definitions

Basic DBS

This provides details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974.

Standard DBS

This provides information about convictions, cautions, reprimands and warnings (unless they relate to a youth caution) held on the Police National Computer (PNC), regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law does allow for certain old and minor matters to be filtered out.

Enhanced DBS

This provides the same information as a standard check, plus any approved information held by the police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes to be relevant and considers ought to be disclosed.

The position being applied for/or activities being undertaken **must** be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records) Regulations 2002.

Enhanced DBS with barred list check

Where people are working or seeking to work in regulated activity with children, this allows an additional check to be made as to whether the person appears on the children's barred list along with a check of the Police National Computer records plus additional information held by the police as above.

The position being applied for, or activities undertaken, must be eligible for an enhanced DBS check in line with the above criteria and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying for a barred list(s) check. In addition, this check can also include information as to whether an individual is subject to a section 128 direction. However, they have to use specific wording in the position applied for field.

DBS certificates issued on or after 28 November 2020

The following changes to filtering rules have been made for standard and enhanced DBS certificates:

- Warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- The multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed

DBS certificates issued on or after 28 October 2023

The following changes to filtering rules have been made for standard and enhanced DBS certificates:

- All unspent conditional cautions and convictions (as defined by the Rehabilitation of Offenders Act) will be automatically disclosed

This change will ensure that all records that are disclosed on a DBS basic check will also appear on standard and enhanced checks.

Regulated activity with children

Regulated activity with children is defined in legislation and determines, amongst other matters, when a person may be eligible for an enhanced Disclosure and Barring Service (DBS) check including a check of the Children's Barred List. It is a criminal offence for a person who is barred

from working with children to engage in regulated activity with children, or for an organisation knowingly to permit a barred person to engage in regulated activity.

From 1 September 2026, the previous supervision exemption has been removed. Teaching, training, instructing, caring for or supervising children may therefore constitute regulated activity where the relevant frequency or overnight condition is met, regardless of whether the individual is supervised. This applies to both paid workers and volunteers.

Regulated activity with children includes the following activities where the relevant period condition is satisfied:

- Teaching, training or instructing children
- Caring for or supervising children
- Providing advice or guidance wholly or mainly to children relating to their educational, emotional or physical wellbeing
- Moderating a web service wholly or mainly for children, where the individual has access to content posted on the service and has functions relating to protecting children from such content
- Driving a vehicle being used only for conveying children and any person supervising or caring for those children

For teaching, training, instructing, caring for or supervising children, and for providing relevant advice or guidance, the period condition is satisfied where the activity is carried out:

- On more than three days in any period of 30 days; or
- At any time between 2:00am and 6:00am, where the activity gives the person the opportunity to have face-to-face contact with children

Moderating a relevant web service and driving a vehicle solely for children are subject to the “more than three days in any period of 30 days” frequency condition rather than the overnight provision.

Regulated activity also includes certain work undertaken in specified establishments, including schools and other educational institutions mainly providing full-time education to children. A person working in a specified establishment will be carrying out regulated activity where:

- They work there on more than three days in any period of 30 days, or once overnight between 2:00am and 6:00am with the opportunity for face-to-face contact with children
- Their role gives them the opportunity to have contact with children

- They undertake the work for the purposes of the establishment
- The work is not temporary or occasional

This provision can include roles which do not themselves involve teaching, training, instructing, caring for or supervising children, for example certain administrative, reception, premises or support roles, where the statutory conditions are met.

Certain activities constitute regulated activity without any frequency requirement, meaning that carrying out the activity on a single occasion may be sufficient. These include:

- Providing healthcare to a child by, or under the direction or supervision of, a regulated healthcare professional
- Providing personal care to a child involving physical assistance with eating or drinking because of illness or disability
- Providing physical assistance with toileting, washing, bathing or dressing because of the child's age, illness or disability
- Prompting and then supervising a child with eating, drinking, toileting, washing, bathing or dressing where the child is otherwise unable to decide to undertake the activity without prompting because of illness or disability
- Training, instructing, providing advice or guidance to a child in relation to the performance of the personal-care activities above
- Day-to-day management or supervision, on a regular basis, of a person who is carrying out regulated activity with children

Healthcare and personal care meeting the statutory definitions are regulated activity even where they are undertaken only once.

Volunteers

From 1 September 2026, supervision no longer prevents an activity from being regulated activity. A volunteer who teaches, trains, instructs, cares for or supervises children and does so frequently enough to meet the period condition will therefore be engaging in regulated activity even where they are directly supervised by a member of staff.

For example, a volunteer who listens to pupils read every week will ordinarily meet the period condition and will be in regulated activity. A parent who assists only occasionally, such as at an occasional event or on a single non-residential school day trip, will not ordinarily meet the frequency condition solely by undertaking that activity.

All volunteers engaging in regulated activity must be subject to an enhanced DBS check with Children's Barred List information. Volunteers undertaking regulated activity on an overnight school trip are also subject to this requirement.

Activities which are not regulated activity

An activity will not become regulated activity merely because it involves some contact with children. Depending upon the circumstances, activities falling outside regulated activity may include:

- Specified activities which are not undertaken frequently enough to satisfy the period condition
- Temporary or occasional work in a specified establishment where the individual is not otherwise undertaking a specified regulated activity
- Occasional volunteering which does not meet the frequency or overnight condition
- Activity involving a child aged 16 or 17 where the activity relates to the child's paid or unpaid employment, subject to the statutory exceptions

The fact that a role does not constitute regulated activity does not necessarily mean that no DBS check may be obtained. The level of DBS check available depends upon the nature of the role and the applicable eligibility criteria.

3. Roles and responsibilities

The Trust Board and where delegated, Local Governing Bodies are responsible for:

- Approving the CEO's decisions with regards to disclosure information concerning existing and prospective employees
- Ensuring that this DBS Policy and the Home Office's Code of Practice (CoP) is adhered to at all times
- Ensuring all agreed DBS procedures are adhered to for both current and prospective employees
- Monitoring TCATs Single Central Record (SCR), ensuring its compliance with requirements

The CEO is responsible for:

- Making decisions with regards to disclosure information concerning existing and prospective employees
- Ensuring that they are aware of any posts in TCAT schools that are subject to a DBS check
- Maintaining and monitoring an up-to-date SCR for TCAT in collaboration with the Central Team
- Ensuring that any job descriptions and person specifications for any posts within TCAT indicate whether an individual will require a DBS check, as well as what level of check is required

- Taking reasonable steps to make sure that any individual who is not an employee, but who is covering an existing post or other work within TCAT, holds the appropriate level of DBS check
- Ensuring that all members of staff hold current, acceptable DBS checks according to the appropriate level required
- Informing the LA of any decisions made regarding disclosure information where appropriate

Executive Headteachers, Headteachers and where delegated, Heads of School are responsible for:

- Ensuring that they are aware of any posts in their schools that are subject to a DBS check
- Maintaining an up-to-date SCR for their school including where delegated to the DSL
- Ensuring that any job descriptions and person specifications for any posts within their schools indicate whether an individual will require a DBS check, as well as what level of check is required
- Taking reasonable steps to make sure that any individual who is not an employee, but who is covering an existing post or other work within their schools, holds the appropriate level of DBS check
- Ensuring that all members of their staff hold current, acceptable DBS checks according to the appropriate level required

4. Identity verification

All identity checks for new staff, Members, Trustees, Local Governors, volunteers and contractors will be undertaken in accordance with the current DBS identity-checking requirements.

TCAT will verify an individual's identity using the appropriate DBS identity-checking route and will ensure that the documents or digital identity evidence used are valid and relate to the individual concerned.

The following process will apply:

- Route 1 will be used wherever the individual is able to provide the required combination of acceptable identity documents. This is the preferred documentary route and will normally include primary identity documents, such as a valid passport or driving licence, together with any other documentation required by the DBS
- Where the individual cannot satisfy Route 1, TCAT will follow the alternative DBS identity-checking route applicable to their circumstances. The reason why Route 1 could not be completed will be recorded

- Where permitted by DBS requirements, TCAT may use an approved digital identity verification service to verify eligible identity documents. TCAT will ensure that any digital identity service used meets the applicable government and DBS requirements
- Where identity documents are initially checked remotely, including by video, TCAT will follow the current DBS requirements for remote identity checking and any subsequent verification of original documents that is required
- TCAT will not regard a video call, photograph, photocopy or scanned copy of an identity document as an alternative to the DBS identity-checking requirements. Any remote checking arrangements will be used only where permitted by the current DBS guidance
- Where the required identity checks cannot be satisfactorily completed, the DBS application and/or appointment process will not proceed until the individual's identity has been satisfactorily established

TCAT will retain appropriate evidence of the identity-checking process and any required rationale for using an alternative checking route in accordance with DBS requirements and TCAT's records-retention arrangements.

All identity documents presented will be examined for authenticity and consistency. Where there is reason to suspect that an identity document is fraudulent, altered or does not belong to the individual presenting it, the checking process will be stopped, and the matter will be investigated before the recruitment or appointment process proceeds.

Where appropriate, suspected fraudulent documentation will be reported to the relevant authorities, including Action Fraud and/or the DBS.

5. Procedures for staff

New members of staff

TCAT will carry out all required pre-appointment checks before appointing an individual, in accordance with Keeping Children Safe in Education (KCSIE), relevant legislation and current Disclosure and Barring Service (DBS) requirements.

Where a member of staff will be engaging in regulated activity with children, TCAT will obtain an enhanced DBS certificate including Children's Barred List information, unless a statutory exception applies.

Where a member of staff will not be engaging in regulated activity, but the nature of their role makes them eligible for an enhanced DBS check, TCAT will obtain the appropriate level of enhanced DBS certificate without Children's Barred List information. TCAT will only request the level of DBS check, and barred list information, for which the particular role is legally eligible.

From 1 September 2026, the supervision exemption from regulated activity with children no longer applies. Consequently, where a member of staff or volunteer undertakes activities which meet the statutory definition and frequency requirements for regulated activity, the fact that they are supervised does not prevent the activity from being regulated activity.

Section 128 checks

Where applicable, TCAT will undertake a section 128 direction check to establish whether an individual is prohibited or restricted from taking part in the management of an independent school, including an academy or free school.

A section 128 check will be undertaken for individuals appointed to management positions where required by KCSIE and the relevant legislation. This may include governors or trustees and staff occupying management positions, including Headteachers, members of the Senior Leadership Team and departmental heads, as appropriate to the role and responsibilities concerned.

Where a person is engaging in regulated activity, a section 128 direction may be identified through the appropriate enhanced DBS check with Children's Barred List information where the relevant information has been requested. TCAT may also undertake a section 128 check through the Department for Education's appropriate checking service.

Details of section 128 checks undertaken will be recorded on the Single Central Record (SCR), where required.

DBS certificates and commencement of employment

The applicant will be required to provide their original DBS certificate to TCAT where required so that the information disclosed can be considered before the individual begins work.

Where exceptionally TCAT permits an individual to start work in regulated activity with children before the enhanced DBS certificate is available, TCAT will ensure that:

- All other required pre-appointment checks have been completed
- A separate Children's Barred List check has been completed
- The individual is appropriately supervised pending receipt and consideration of the DBS certificate
- An appropriate risk assessment is undertaken and recorded
- The arrangements are reviewed until the DBS certificate has been received and considered

The decision to allow an individual to commence work before receipt of their DBS certificate will be made by the CEO, or another appropriately authorised senior leader, and the reasons for the decision and any safeguards imposed will be recorded.

Separate Children's Barred List checks

A separate Children's Barred List check will only be undertaken where TCAT is legally entitled to obtain one.

This will normally be limited to the following circumstances:

- A newly appointed individual will engage in regulated activity with children before the enhanced DBS certificate containing Children's Barred List information has been received
- An individual is appointed to a role involving regulated activity and is not required to obtain a new enhanced DBS certificate because they have worked in a post in a school or college which brought them into regular contact with children or young people and that employment ended not more than three months before their appointment to TCAT

In the latter circumstance, TCAT will obtain a separate Children's Barred List check before the individual commences regulated activity.

TCAT will not undertake a Children's Barred List check unless the individual will be engaging in regulated activity with children and TCAT is legally entitled to undertake the check.

Individuals who have worked in a school or college within the previous three months

There is no legal requirement to obtain a new enhanced DBS certificate for an individual where, during a period ending not more than three months before their appointment, they have worked:

- In a school in England in a post which brought them regularly into contact with children or young people
- In a school in England in a post to which they were appointed on or after 12 May 2006 and which did not bring them regularly into contact with children or young people
- In an institution within the further education sector in England, or in a 16–19 academy, in a post involving the provision of education which brought them regularly into contact with children or young people

Where the individual will undertake regulated activity with children, TCAT will nevertheless ensure that the required Children's Barred List check is undertaken.

Although a new enhanced DBS certificate may not be legally required in these circumstances, TCAT will consider whether obtaining a new certificate would be appropriate in order to obtain up-to-date information. All other required pre-appointment checks will still be completed.

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK will be subject to the same checks as all other members of staff.

In addition, TCAT will make such further checks as it considers appropriate so that relevant events occurring outside the UK can be considered. These checks will be determined according to the individual's circumstances and the countries in which they have lived or worked and will be undertaken in accordance with KCSIE and relevant government guidance.

The inability to obtain an overseas criminal record or equivalent check will not automatically prevent an appointment. TCAT will consider the information available, the reason why a check cannot be obtained and any additional checks or safeguards required before determining whether the individual is suitable for appointment.

Childcare disqualification

Where an individual works in relevant childcare provision or is directly concerned with the management of such provision, TCAT will ensure that the appropriate checks are undertaken to establish whether the individual is disqualified from providing relevant childcare under the Childcare Act 2006 and the Childcare (Disqualification) and Early Years Provision (Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, as applicable.

TCAT will have regard to the current statutory guidance concerning disqualification under the Childcare Act 2006 when determining whether the requirements apply to a particular individual or role.

All required pre-appointment checks will be recorded on the Single Central Record in accordance with KCSIE and TCAT's safer recruitment procedures.

Existing staff

TCAT is not required routinely to obtain new DBS certificates for existing members of staff solely because a period of time has elapsed since their previous DBS check. However, TCAT will keep the suitability of all staff to work with children under review and will undertake further checks where required by law, statutory guidance or the circumstances of the individual's role.

TCAT will consider obtaining a new DBS check and/or, where legally permitted and required, a Children's Barred List check for an existing member of staff where:

- The individual moves from a role that does not involve regulated activity with children to a role or duties that do involve regulated activity
- The individual's role, duties or working arrangements change in a way that affects the level of DBS check for which they are eligible
- The individual was previously outside regulated activity because their work was subject to the supervision exemption and, following the removal of that exemption from 1 September 2026, their activities now constitute regulated activity with children
- There has been a break in service and the circumstances of the individual's return mean that a new check is required or considered appropriate
- TCAT has concerns about the individual's suitability to work with children
- Information comes to TCAT's attention which may affect the individual's suitability for their role or to work with children
- A new check is otherwise required by legislation, statutory guidance or as a consequence of a change in the individual's circumstances or responsibilities

Where TCAT has concerns about an existing member of staff's suitability to work with children, it will carry out all relevant checks as if the individual were a new member of staff. The level and nature of any check will be determined by the individual's role and TCAT's legal entitlement to obtain the information concerned.

Where an existing member of staff moves into regulated activity with children, TCAT will ensure that the appropriate enhanced DBS check with Children's Barred List information is obtained where required. A Children's Barred List check will only be undertaken where TCAT is legally entitled to obtain one.

From 1 September 2026, supervision no longer prevents teaching, training, instructing, caring for or supervising children from being regulated activity where the statutory conditions are otherwise satisfied. TCAT will therefore ensure that the regulated activity status of existing staff and volunteers is determined by reference to their actual activities and the applicable statutory conditions, rather than whether they are supervised.

TCAT will also consider whether any change in role or responsibilities creates a requirement for additional checks, including a section 128 direction check, prohibition from teaching check, childcare disqualification check or other relevant suitability check.

TCAT does not operate a policy of automatically renewing DBS certificates for existing staff at fixed intervals. In the absence of a statutory requirement, change of role or responsibilities, safeguarding concern or other relevant reason, a new DBS check will not normally be required simply because an existing DBS certificate is of a particular age.

Any decision to undertake a new check, or not to undertake one where consideration has been necessary, will be made in accordance with KCSIE, current DBS eligibility requirements and TCAT's safeguarding and safer recruitment procedures.

Agency and third-party staff

Where TCAT uses supply staff provided by an agency or other third-party organisation, TCAT will obtain written notification from the agency or third party that it has carried out the checks that TCAT would otherwise be required to undertake in respect of an individual who will be working at a TCAT school or providing education on behalf of a TCAT school, including through online delivery.

The written notification will confirm that all appropriate pre-appointment checks relevant to the individual, and their role have been completed and that the individual has been judged suitable to undertake the work for which they are being supplied.

In respect of the enhanced Disclosure and Barring Service (DBS) check, TCAT will ensure that the written notification confirms that the appropriate DBS certificate has been obtained by the employment business or another such business.

Where the role constitutes regulated activity with children, the agency or third party must obtain an enhanced DBS certificate including Children's Barred List information before appointing the individual to that role. From 1 September 2026, supervision does not prevent an activity from being regulated activity where the statutory requirements for regulated activity are otherwise satisfied.

Where the agency or third-party organisation has obtained an enhanced DBS certificate before the individual is due to commence work at a TCAT school and the certificate has disclosed any matter or information, or other relevant information has been provided to the employment business, TCAT will obtain a copy of the certificate from the agency or third party before the individual begins work and will consider the information disclosed in determining the individual's suitability to work at the school.

TCAT will ensure that any other checks required for the particular role have been undertaken by the agency or third party. These may include, as applicable, checks relating to identity, right to work in the UK, qualifications, prohibition from teaching, section 128 directions and relevant overseas checks.

TCAT will not rely solely upon written confirmation from the agency or third party in relation to the identity of the individual attending the school. Before the individual commences work, the CEO, Executive Headteacher, Headteacher, Head of School or another appropriately authorised member of staff will verify that the person presenting themselves for work is the same person in respect of whom the agency or third party has undertaken the checks. This will normally be undertaken by checking appropriate photographic identification against the information supplied by the agency or third party.

TCAT will ensure that the appropriate information relating to agency and third-party staff is recorded on the Single Central Record (SCR) in accordance with Keeping Children Safe in Education.

Where TCAT has not received satisfactory written confirmation that the required checks have been completed, or where there is any discrepancy concerning the individual's identity, suitability or the checks undertaken, the individual will not be permitted to commence work until the matter has been satisfactorily resolved.

TCAT retains responsibility for ensuring that appropriate safeguarding arrangements are in place for all individuals working within its schools and will not rely upon agency or third-party assurances where there is reason to believe that the information supplied is incomplete, inaccurate or otherwise gives rise to a safeguarding concern.

Trainee/student teachers

Where an applicant for Initial Teacher Training (ITT) is employed and salaried by TCAT, TCAT will ensure that all necessary pre-appointment checks are carried out in accordance with Keeping Children Safe in Education (KCSIE).

Where a salaried trainee teacher will be engaging in regulated activity with children, which in most cases they will be by the nature of their work, TCAT will obtain an enhanced Disclosure and Barring Service (DBS) certificate including Children's Barred List information.

TCAT will also undertake all other pre-appointment checks applicable to the individual and the role, including, where required, identity, right to work, prohibition from teaching, qualifications, relevant overseas checks and childcare disqualification checks.

TCAT will inform the accredited ITT provider that the required DBS check has been satisfactorily obtained for a salaried trainee.

Where a trainee teacher is fee-funded and is not employed by TCAT, responsibility for carrying out the necessary pre-appointment checks rests with the accredited ITT provider. Before the trainee begins their placement, TCAT will obtain written confirmation from the provider that it has carried out all pre-appointment checks that TCAT would otherwise be required to undertake and that the trainee has been judged by the provider to be suitable to work with children.

This confirmation will include confirmation that the appropriate criminal record check, including a check of the Children's Barred List, has been completed.

TCAT is not required to obtain copies of the individual checks undertaken by the accredited ITT provider for a fee-funded trainee where the required written confirmation has been received.

There is no statutory requirement for TCAT to record details of fee-funded trainee teachers on the Single Central Record (SCR). TCAT may, however, choose to record this information on the SCR as non-statutory information for safeguarding and administrative assurance purposes.

All trainee teachers will be subject to TCAT's safeguarding arrangements while working within a TCAT school and, at the start of their training or placement, will be provided with the safeguarding information, policies and procedures required by KCSIE.

6. Governance procedures

TCAT will undertake the required suitability checks for individuals involved in the governance of the Trust in accordance with Keeping Children Safe in Education (KCSIE), the Academy Trust Handbook, TCAT's Articles of Association and applicable legislation.

DBS checks

TCAT will obtain an enhanced Disclosure and Barring Service (DBS) certificate for:

- Members
- Trustees
- Members of Local Governing Bodies (LGBs) and other local committees established by the Trust Board

The enhanced DBS certificate will not normally include Children's Barred List information because governance duties alone do not constitute regulated activity with children.

Where a Member, Trustee, Local Governor or other committee member also undertakes duties which constitute regulated activity with children, TCAT will ensure that an enhanced DBS certificate including Children's Barred List information is obtained where required and legally permitted.

TCAT will ensure that the identity of the individual is verified as part of the relevant checking process.

Section 128 checks

TCAT will ensure that appropriate checks are undertaken to establish that Members, Trustees and Local Governors are not subject to a direction made under section 128 of the Education and Skills Act 2008 which would prohibit or restrict them from taking part in the management of an independent school, including an academy.

Section 128 checks will be undertaken using the appropriate Department for Education checking service or, where the individual is engaging in regulated activity and the relevant information is requested as part of an enhanced DBS check with Children's Barred List information, through the appropriate DBS checking process.

TCAT will not appoint, or permit to continue in a relevant governance position, an individual who is subject to a section 128 direction that prohibits them from undertaking that role.

TCAT will also have regard to any other disqualification requirements contained within its Articles of Association, legislation or applicable governance requirements.

Other suitability checks

TCAT will ensure that the appropriate suitability checks are undertaken for Members and Trustees. These will include, as applicable:

- An enhanced DBS check
- Confirmation of the individual's identity
- A section 128 direction check
- Confirmation of the right to work in the UK

- Where the individual has lived or worked outside the UK, any other checks considered appropriate

Equivalent checks will be undertaken for Local Governors and other committee members where required by legislation, TCAT's Articles of Association, the Academy Trust Handbook, KCSIE or other applicable requirements.

Additional suitability checks for the Chair of the Trust Board

In addition to the checks applicable to all Trustees, a person appointed as Chair of the Trust Board must undergo the statutory Chair suitability checks required by the Department for Education (DfE).

These checks must be completed before, or as soon as practicable after, the individual's first appointment as Chair of the Trust Board. They are not required solely because the individual is subsequently reappointed as Chair at the same Trust.

The DfE undertakes the suitability-checking process on behalf of the Secretary of State. The process includes confirmation of identity and a new Enhanced DBS check undertaken through the DfE's approved provider, together with right-to-work and appropriate overseas checks where applicable. Children's Barred List information will only be obtained where the Chair also engages in regulated activity with children.

TCAT will ensure that the Chair's appointment is recorded on Get Information about Schools (GIAS) within the required timescale and that the Chair completes the DfE suitability-checking process.

TCAT will retain appropriate evidence that the required suitability check has been satisfactorily completed.

7. Procedures for volunteers

TCAT will ensure that appropriate safeguarding and pre-appointment checks are undertaken for volunteers in accordance with Keeping Children Safe in Education (KCSIE), relevant legislation and current Disclosure and Barring Service (DBS) requirements.

TCAT will determine the appropriate level of check for each volunteer by considering the nature of the activities the individual will undertake, the frequency with which those activities will be undertaken and whether the activities constitute regulated activity with children.

Under no circumstances will TCAT permit a person who is known to be barred from working with children to engage in regulated activity with children.

Volunteers engaging in regulated activity

From 1 September 2026, the supervision exemption from regulated activity with children no longer applies. Consequently, a volunteer who teaches, trains, instructs, cares for or supervises children may be engaging in regulated activity even where they are supervised.

Where a volunteer will engage in regulated activity with children, TCAT will obtain an enhanced DBS certificate including Children's Barred List information.

For the relevant activities, regulated activity will normally arise where the activity is undertaken:

- On more than three days in any period of 30 days; or
- Overnight, between 2:00am and 6:00am, where the statutory conditions are met

All volunteers who accompany pupils on an overnight school trip and whose activities meet the statutory definition will be treated as engaging in regulated activity and will be subject to an enhanced DBS check including Children's Barred List information.

Where a volunteer carries out relevant activities in more than one setting, TCAT will take account of the statutory requirements concerning the frequency of the activity across those settings when determining whether the individual is engaging in regulated activity.

Where appropriate, TCAT may use the DBS Update Service, with the individual's consent, in accordance with the applicable requirements.

Volunteers who are not engaging in regulated activity

Where a volunteer is not engaging in regulated activity with children, TCAT will determine whether the role is eligible for an enhanced DBS check without Children's Barred List information.

TCAT will not request Children's Barred List information for a volunteer who is not engaging in regulated activity unless there is another lawful basis which permits such a check.

In determining whether to obtain an enhanced DBS certificate for a volunteer who is not engaging in regulated activity, TCAT will undertake a risk assessment and exercise professional judgement. The assessment will take account of:

- The nature of the work the volunteer will undertake
- The frequency and duration of the volunteer's contact with children
- The ages and vulnerability of the children with whom the volunteer may have contact
- The level and nature of contact the volunteer will have with children
- What TCAT knows about the volunteer, including information obtained through the recruitment and selection process and any relevant information provided by others
- Whether the volunteer has other employment or voluntary experience for which appropriate referees can comment on their suitability
- Whether the role is legally eligible for an enhanced DBS check
- Any other safeguarding considerations relevant to the particular role or circumstances

The outcome of the risk assessment and the reasons for the decision will be recorded.

Where the role does not meet the eligibility criteria for an enhanced DBS check, TCAT will not request a higher level of DBS check than it is legally entitled to obtain.

Occasional volunteers

A volunteer will not automatically be engaging in regulated activity simply because they have contact with children.

For example, a parent or carer who assists at an occasional school event or on an occasional non-residential day trip will not ordinarily be engaging in regulated activity solely as a result of that activity where the relevant frequency or overnight conditions are not met.

TCAT will nevertheless consider the nature of the activity, the level of contact with children, the circumstances of the role and the appropriate safeguarding arrangements when determining what checks and controls are required.

Existing volunteers

TCAT will review the regulated activity status of existing volunteers where necessary, including volunteers whose roles were previously considered not to constitute regulated activity because they were supervised.

Where an existing volunteer now engages in regulated activity as a consequence of the removal of the supervision exemption from 1 September 2026, TCAT will establish whether the volunteer's existing DBS certificate included Children's Barred List information.

Where appropriate, TCAT will obtain an enhanced DBS check including Children's Barred List information or undertake another legally available check to establish that the individual is not barred from working with children.

TCAT will not routinely repeat DBS checks for existing volunteers solely because a particular period of time has elapsed. A further check may, however, be undertaken where:

- The volunteer's role or activities change, and this affects the level of DBS check required or available
- The volunteer moves into regulated activity
- The volunteer's existing check did not include Children's Barred List information, and such information is now required for the role
- There has been a relevant break in service or volunteering arrangements
- TCAT has concerns about the volunteer's suitability to work with children
- New information comes to TCAT's attention which may affect the volunteer's suitability
- A further check is otherwise required or considered appropriate in accordance with KCSIE, legislation or DBS guidance

Where TCAT has concerns about an existing volunteer, it will undertake such checks and safeguarding action as are appropriate to the circumstances.

Identity and commencement of volunteering

Before a volunteer commences their duties, TCAT will verify that the person presenting themselves for volunteering is the same individual in respect of whom the relevant checks have been undertaken.

The CEO, Executive Headteacher, Headteacher, Head of School or another appropriately authorised member of staff will ensure that the required checks and risk assessments have been satisfactorily completed before the volunteer undertakes the duties for which they have been appointed.

Where a volunteer will engage in regulated activity and the enhanced DBS certificate including Children's Barred List information has not yet been received, TCAT will only permit the individual to commence the regulated activity where this is lawful, all other required checks have been completed, the required Children's Barred List status has been established through an available lawful route, and appropriate safeguarding arrangements have been put in place.

The decision and any additional safeguards or risk-management arrangements will be recorded.

Details of the checks undertaken in respect of volunteers will be recorded on the Single Central Record where required by KCSIE and TCAT's safer recruitment procedures.

8. Procedures for visitors

TCAT will maintain appropriate arrangements for managing visitors to its schools in accordance with Keeping Children Safe in Education (KCSIE), the Trust's safeguarding procedures and the circumstances and purpose of each visit.

TCAT will not request Disclosure and Barring Service (DBS) checks or Children's Barred List checks, or ask to see existing DBS certificates, for general visitors such as pupils' relatives or other visitors attending school activities or events, for example sports days, performances, assemblies or similar events.

The Headteacher/Head of School, or another appropriately authorised member of staff, will use professional judgement to determine whether a visitor needs to be escorted or supervised while on school premises. This decision will take account of the purpose of the visit, the areas of the school to which the visitor will have access, the nature and extent of any contact with pupils and any other relevant safeguarding considerations.

All visitors will be required to comply with the school's arrangements for signing in and out, identification and visitor management.

Visitors attending in a professional capacity

Where an individual visits a TCAT school in a professional capacity, the school will check the individual's identity and obtain appropriate assurance that any DBS check required for the activities they will undertake has been completed.

Where the professional visitor is employed by an external organisation, TCAT may obtain written confirmation from the visitor's employer that the appropriate checks have been undertaken and that the individual is suitable to undertake the activity concerned.

Where satisfactory confirmation has been received from the visitor's employer that the appropriate DBS check has been undertaken, TCAT will not require the visitor to produce their DBS certificate.

The level of DBS check appropriate to a professional visitor will depend upon the nature of the activities the individual will undertake and whether those activities constitute regulated activity with children. TCAT will not request a level of DBS check, or Children's Barred List information, for which the activities concerned are not legally eligible.

Where the activities to be undertaken by a professional visitor constitute regulated activity with children, TCAT will ensure that appropriate assurance has been obtained that the required enhanced DBS check including Children's Barred List information has been completed.

From 1 September 2026, supervision does not prevent an activity from constituting regulated activity where the statutory conditions are otherwise satisfied. The regulated activity status of a professional visitor will therefore be determined by reference to the activities undertaken and the applicable statutory conditions rather than solely by whether the individual will be supervised.

External speakers and other invited visitors

Where an external speaker or other visitor is invited to address, work with or undertake an activity involving pupils, TCAT will consider the suitability of the individual and the appropriateness of the proposed activity before the visit takes place.

The school will consider, as appropriate:

- The purpose and educational value of the proposed visit
- The age and developmental appropriateness of the proposed content or activity
- The nature and extent of the visitor's contact with pupils
- Whether the visitor will require supervision or accompaniment
- Whether any safeguarding or DBS checks are required and legally available
- Relevant information available about the individual or organisation they represent
- Whether the proposed content and activity are consistent with TCAT's safeguarding responsibilities, values and statutory duties
- Any other safeguarding risks associated with the visit

Appropriate arrangements will be made to supervise or accompany external speakers and other visitors where this is considered necessary.

Identity and site security

TCAT will maintain appropriate procedures to ensure that visitors can be identified while on school premises.

Visitors will be expected to follow the school's signing-in and identification procedures and any instructions concerning access to the site, supervision, safeguarding, confidentiality, photography, mobile devices and contact with pupils.

Where a visitor is attending in a professional capacity and cannot provide satisfactory evidence of their identity where this is required, or where TCAT has not received necessary assurance regarding required safeguarding checks, the individual will not be permitted to undertake the proposed activity until the matter has been satisfactorily resolved.

Nothing in this section prevents TCAT from refusing, restricting or terminating a visitor's access to its premises where there are safeguarding, security, conduct or other legitimate concerns.

9. Procedures for contractors

Where TCAT uses contractors to provide services, the Trust will ensure that appropriate safeguarding requirements are included within the contract or other formal arrangements between TCAT and the contractor.

TCAT will ensure that any contractor, or employee of a contractor, who is to work at a TCAT school has been subject to the appropriate level of Disclosure and Barring Service (DBS) check where required.

The level of DBS check will be determined by the nature of the activities undertaken by the contractor, the opportunity for contact with children and whether the activities constitute regulated activity with children.

Contractors engaging in regulated activity

Where a contractor, or an employee of a contractor, will engage in regulated activity with children, TCAT will ensure that an enhanced DBS check including Children's Barred List information has been obtained.

From 1 September 2026, supervision does not prevent an activity from constituting regulated activity where the statutory conditions are otherwise satisfied. TCAT will therefore determine whether a contractor is engaging in regulated activity by reference to the activities undertaken and the applicable statutory conditions, rather than solely by whether the contractor is supervised.

TCAT will not knowingly permit a person who is barred from working with children to engage in regulated activity with children.

Contractors who are not engaging in regulated activity

Where a contractor is not engaging in regulated activity with children, but their work provides them with an opportunity for regular contact with children, TCAT will ensure that an enhanced DBS check without Children's Barred List information has been obtained.

When determining whether contact with children is regular, it is irrelevant whether the contractor works at a single TCAT school or across a number of schools or sites within the Trust.

Where a contractor will not engage in regulated activity and will not have the opportunity for regular contact with children, the Headteacher/Head of School, or another appropriately authorised member of staff, will determine whether a basic DBS check is appropriate having regard to the nature of the work, the location in which it will be undertaken, the opportunity for contact with pupils and any other relevant safeguarding considerations.

TCAT will not request a higher level of DBS check, or Children's Barred List information, unless the role and activities concerned are legally eligible for that level of check.

Self-employed contractors

Where TCAT engages a self-employed contractor, the appropriate level of DBS check will be determined in the same way as for other contractors, according to the nature of the activities the individual will undertake and their eligibility for the relevant level of check.

Where the self-employed contractor is eligible, they may obtain an Enhanced or Enhanced with Children's Barred List DBS check through an appropriate DBS umbrella body in accordance with current DBS arrangements.

Alternatively, where permitted, TCAT may facilitate or arrange the appropriate DBS check through its own or another authorised checking route.

TCAT will obtain appropriate evidence or assurance that the required check has been completed and will consider any information disclosed before permitting the individual to undertake the relevant work.

Contractors for whom appropriate checks have not been obtained

Where TCAT has not obtained satisfactory assurance that the appropriate checks have been completed, the contractor will not be permitted to engage in regulated activity with children.

A contractor for whom the required checks have not been satisfactorily established will not be permitted to work unsupervised where their work presents an opportunity for contact with children.

Where it is appropriate for such a contractor to undertake work on the premises, TCAT will put suitable safeguarding arrangements in place. These may include supervision or escort, restricting the areas of the premises to which the contractor has access, undertaking the work outside normal school hours or otherwise ensuring that the contractor does not have inappropriate access to pupils.

The level of supervision or other safeguarding arrangements required will be determined according to the circumstances and the nature and location of the work.

Identity checks

Before a contractor or employee of a contractor commences work at a TCAT school, the Headteacher/Head of School, Site Manager or another appropriately authorised member of staff will check that the person presenting themselves for work is the same individual in respect of whom the required checks or assurances have been obtained.

Contractors will be required to comply with the school's signing-in, identification and visitor-management procedures and any safeguarding or site-security requirements applicable to their work.

Where there is any discrepancy concerning a contractor's identity or the checks undertaken, the individual will not be permitted to commence the relevant work until the matter has been satisfactorily resolved.

10. Staff who have lived or worked outside the UK

Individuals who have lived or worked outside the UK will undergo the same pre-appointment checks as all other staff, in accordance with Keeping Children Safe in Education (KCSIE) and the procedures set out elsewhere in this policy.

This will include obtaining an enhanced Disclosure and Barring Service (DBS) certificate and, where the individual will be engaging in regulated activity with children, Children's Barred List information, even where the individual has never previously lived or worked in the UK.

In addition to the checks undertaken for other staff, TCAT will make such further checks as it considers appropriate so that any relevant events which occurred outside the UK can be considered. The same approach will be taken regardless of whether the individual has lived or worked in a European Economic Area (EEA) country or elsewhere in the world.

The nature and extent of additional checks will be determined on a case-by-case basis, taking account of the countries in which the individual has lived or worked, the duration and nature of their time overseas, the role for which they are being considered and the information that is reasonably available.

Additional checks may include:

- Criminal record checks or certificates from the relevant overseas country or countries
- Checks with relevant overseas authorities or professional regulatory bodies
- Verification of professional qualifications and professional standing
- Additional references or verification of employment history
- Such other checks or evidence as TCAT considers appropriate to establish the individual's suitability to work with children

Where appropriate, TCAT will undertake a risk assessment recording the evidence obtained, any information which could not reasonably be obtained, the steps taken to establish the individual's suitability and the basis upon which the appointment decision has been made.

Teaching appointments

For individuals appointed to teaching positions, TCAT will undertake the checks applicable to teaching staff, including checking that the individual is not subject to a prohibition order issued by the Secretary of State.

Where an applicant has taught or qualified as a teacher outside the UK, TCAT will seek appropriate evidence of their professional standing. This may include requesting, via the applicant, a letter or other evidence from the professional regulating authority in the country or countries in which the applicant has worked or qualified.

Where available, the evidence should confirm the individual's status as a teacher and whether their authorisation to teach has ever been suspended, barred, cancelled, revoked or restricted, whether any sanctions have been imposed upon them, and whether the relevant authority is aware of any reason why the individual may be unsuitable to teach.

TCAT will consider such evidence alongside the other pre-appointment checks and information obtained during the safer recruitment process.

Overseas criminal record information

TCAT recognises that a DBS check does not provide a complete record of criminal or other relevant information arising in countries outside the UK.

Where appropriate and available, TCAT will therefore seek criminal record information from the relevant overseas country or countries. This may include an overseas criminal record certificate; certificate of good conduct or equivalent documentation obtained through the appropriate authority.

Where overseas criminal record information or other relevant checks cannot reasonably be obtained, TCAT will not assume that the absence of information demonstrates suitability. TCAT will consider alternative methods of establishing the individual's suitability and will undertake a proportionate risk assessment before determining whether to proceed with the appointment.

The risk assessment will take account of the checks and evidence available, the reasons why particular information could not be obtained, the individual's employment and residence history, references, the nature of the proposed role and any other relevant safeguarding considerations.

The inability to obtain a particular overseas check will not automatically prevent an appointment, but TCAT must be satisfied, on the basis of the information reasonably available, that there are no grounds which make the individual unsuitable for the role.

References and other safer recruitment checks

Applicants who have lived or worked outside the UK will be subject to TCAT's normal safer recruitment requirements, including the appropriate scrutiny of employment history, references and any gaps or inconsistencies in the information provided.

Where appropriate, TCAT may seek additional references or other evidence to assist in establishing the applicant's suitability. References will be obtained and scrutinised in accordance with TCAT's normal safer recruitment procedures.

TCAT will not apply a lower standard of safeguarding scrutiny because information from an overseas country is difficult to obtain.

Right to work in the UK

TCAT will verify every successful applicant's right to work in the UK before employment commences, using a method permitted by current Home Office requirements.

Where an individual holds an eVisa and is required to evidence their right to work through the Home Office online service, TCAT will obtain the appropriate right-to-work share code from the individual and use the official Home Office employer checking service to verify their right to work and any restrictions or conditions applying to their employment.

Where another prescribed method of establishing the right to work applies, TCAT will undertake the appropriate check in accordance with current Home Office requirements.

Where an individual is unable to demonstrate their right to work through the normal online or documentary route and the circumstances permit, TCAT will use the Home Office Employer Checking Service.

Evidence of the right-to-work check will be retained in accordance with statutory requirements and TCAT's recruitment and data-retention procedures.

All checks undertaken will be appropriately recorded, including on the Single Central Record where required by KCSIE.

11. Procedures for adults supervising children on work experience

TCAT will ensure that work experience placements are planned and managed with appropriate regard to safeguarding. The school will satisfy itself that the work experience provider has appropriate policies and procedures in place to protect pupils from harm.

TCAT will consider the specific circumstances of each work experience placement when determining what, if any, Disclosure and Barring Service (DBS) checks may be required or appropriate in relation to adults who will teach, train, instruct, care for or supervise a pupil during the placement.

Consideration will include:

- The age of the pupil undertaking the placement
- The nature of the activities the pupil will undertake
- The nature and extent of the adult's contact with the pupil
- The frequency and duration of the teaching, training, instruction, care or supervision
- Whether the relevant activities meet the statutory definition of regulated activity with children
- Whether the placement involves overnight activity
- Any particular vulnerability or additional safeguarding needs of the pupil
- Any other circumstances which may increase or reduce safeguarding risk

Pupils under the age of 16

Where an adult teaches, trains, instructs, cares for or supervises a pupil under the age of 16 on work experience, the activity may constitute regulated activity with children where the statutory frequency or overnight condition is satisfied.

From 1 September 2026, the fact that the adult is supervised by another person does not prevent their activities from constituting regulated activity.

Where the activities constitute regulated activity with children, TCAT will obtain appropriate assurance from the work experience provider that the adult concerned is not barred from engaging in regulated activity with children and that any appropriate DBS checking arrangements have been undertaken.

TCAT will not require DBS checks for adults supervising pupils on work experience where the statutory eligibility criteria for such checks are not met.

Safeguarding arrangements

Irrespective of whether a DBS check is required or legally available, TCAT will ensure that appropriate safeguarding arrangements are considered for every work experience placement.

Before approving a placement, TCAT will obtain appropriate assurance that the provider has suitable arrangements for safeguarding and protecting pupils.

Where necessary, the school will consider additional safeguards having regard to the pupil, the nature of the workplace and the circumstances of the placement.

Any safeguarding concern arising during a work experience placement will be managed in accordance with TCAT's Child Protection and Safeguarding Policy and Procedures and reported promptly to the appropriate Designated Safeguarding Lead (DSL).

12. Procedures for alternative provision

Where TCAT places a pupil with an alternative provision (AP) provider, TCAT will remain responsible for the safeguarding of that pupil.

Before a placement commences, the Headteacher/Head of School, or another appropriately authorised member of staff, will obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been carried out on individuals working at the provision. These will be the checks that TCAT would otherwise be required to undertake in respect of its own staff, where applicable to the individuals and roles concerned.

TCAT will also obtain written confirmation that the alternative provision provider will inform the commissioning TCAT school of any arrangements or changes which may place the pupil at risk, including relevant changes in staffing, so that TCAT can assure itself that appropriate safeguarding checks have been undertaken in respect of new staff.

TCAT will satisfy itself that the alternative provision has appropriate safeguarding arrangements in place and will consider the suitability of the provision for the individual pupil before the placement commences.

Where TCAT commissions non-school alternative provision, appropriate due diligence will be undertaken having regard to the current DfE guidance and national standards for non-school alternative provision. The use of a provider included on a local authority framework, directory or other quality-assured list will not remove TCAT's responsibility to satisfy itself that appropriate safeguarding arrangements and checks are in place.

TCAT will maintain appropriate arrangements for the ongoing oversight of the pupil's safeguarding and welfare throughout the placement. Any safeguarding concerns arising in relation to the pupil or the alternative provision will be managed in accordance with TCAT's Child Protection and Safeguarding Policy and Procedures.

Where TCAT becomes aware of information which calls into question the safety or suitability of the provision, it will take appropriate action to safeguard the pupil, including reviewing, suspending or terminating the placement where necessary.

13. Procedures for arranged homestays during exchange visits

Procedures for arranged homestays

TCAT does not normally arrange homestays or exchange visits involving pupils staying with host families. Where such arrangements are made, TCAT will ensure that appropriate safeguarding arrangements are established in accordance with Keeping Children Safe in Education (KCSIE) and other relevant statutory requirements.

TCAT-arranged homestays in the UK

Where TCAT arranges for a visiting child to be provided with care and accommodation in the UK, including where TCAT engages another organisation or company to make those arrangements on its behalf, in the home of a family to whom the child is not related, the responsible adults providing the homestay will be engaging in regulated activity with children for the period of the stay.

Where TCAT has the power to terminate the homestay arrangement, TCAT will be the regulated activity provider.

TCAT will consider the suitability of the adults in the host family who will be responsible for the visiting child during the stay.

TCAT will obtain an enhanced Disclosure and Barring Service (DBS) certificate including Children's Barred List information in respect of the adults who will be responsible for providing the homestay.

The check will enable TCAT to establish whether an individual is barred from engaging in regulated activity with children and, where other criminal record information is disclosed, to consider that information alongside all other information obtained when determining whether the individual is suitable to host a child.

In addition to checking the adults who will be responsible for the child and therefore engaging in regulated activity, TCAT will consider whether it is necessary and appropriate to obtain an enhanced DBS certificate in respect of any other person aged 16 or over who lives in the household in which the child will be staying.

The Headteacher/Head of School, or another appropriately authorised member of staff, will ensure that the required checks and safeguarding arrangements have been satisfactorily completed before the homestay commences.

TCAT will not knowingly permit a person who is barred from working with children to engage in regulated activity through a homestay arrangement.

Privately arranged homestays

Where the child's parent or carer, or the pupil themselves, makes their own homestay arrangements, rather than the arrangements being made by TCAT, this will be a private arrangement and TCAT will not be the regulated activity provider.

TCAT will nevertheless respond to any safeguarding concerns of which it becomes aware in relation to a private arrangement in accordance with its Child Protection and Safeguarding Policy and Procedures.

Homestays outside the UK

It is not possible for TCAT to obtain criminal record information from the DBS about adults providing homestays outside the UK.

Where TCAT arranges a homestay abroad, the school will liaise with the partner school or other appropriate organisation in the destination country to establish a shared understanding of, and agreement to, the safeguarding arrangements in place for the visit and the arrangements for selecting and assessing host families.

Parents and carers will be made aware of the agreed arrangements.

TCAT will use professional judgement to determine whether the arrangements are appropriate and sufficient to safeguard every pupil taking part in the visit.

Where appropriate, TCAT will consider what additional checks or assurances may be available in the country concerned. This may include seeking information from the partner school or organisation and considering advice concerning criminal record or other safeguarding checks available within that jurisdiction.

TCAT may seek advice from the relevant embassy, High Commission or other appropriate authority concerning checks that may be available in respect of adults providing homestays outside the UK.

The inability to obtain a DBS check in respect of an overseas host will not remove TCAT's responsibility to consider the suitability and safeguarding arrangements associated with the placement.

Safeguarding pupils during homestays

Before a homestay commences, pupils will be provided with age-appropriate information about the arrangements and the action they should take if they have any concerns during their stay.

Pupils will understand who they can contact during the homestay if an emergency occurs, if they feel unsafe or uncomfortable, or if any situation arises about which they are concerned.

TCAT will establish appropriate arrangements for pupils and host families to contact the school or accompanying staff during the visit, including arrangements for emergencies.

Any safeguarding concern arising before, during or following a homestay will be managed in accordance with TCAT's Child Protection and Safeguarding Policy and Procedures.

Private fostering

TCAT will remain alert to whether a homestay arrangement in the UK may constitute private fostering under the Children Act 1989.

Private fostering may arise where a child under the age of 16, or under 18 where the child has a disability, is provided with care and accommodation in the home of a person who is not their parent, a person with parental responsibility for them or a relative, for a period of 28 days or more.

Where TCAT becomes aware that an arrangement constitutes, or may constitute, private fostering, the school will ensure that the relevant local authority is notified in accordance with the applicable statutory requirements.

The Headteacher/Head of School and Designated Safeguarding Lead (DSL) will ensure that any safeguarding implications arising from the arrangement are appropriately considered and recorded.

14. Disclosures containing criminal information

A DBS check is considered to contain criminal information if it includes details of the following:

- A police record of convictions and cautions
- DBS barred list
- Any other relevant criminal information obtained by the police

If an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered individually, rather than all being automatically disclosed.

In the event of a disclosure containing criminal information, the CEO will check whether the individual has obtained any previous criminal convictions or cautions by instructing them to complete a disclosure review form, which will be followed by a meeting. The CEO will discuss the disclosed information with the Trust Board and LA immediately to agree a course of action regarding any prospective or existing employee.

The individual will be required to attend a meeting with the CEO to confirm that the convictions are theirs. If the individual denies that the convictions relate to them, the CEO will contact the DBS to carry out an investigation. If it is established by the DBS that the convictions do concern the individual, the CEO will explore the circumstances surrounding these and their suitability to work with children, in accordance with the Trust Board and LA.

For prospective employees, all posts will remain pending whilst meetings and investigations take place - an exception applies if the CEO was already aware of the employee's convictions and had previously discussed with the Trust Board and LA that they were still suitable for their appointment, or, if it is revealed that the convictions do not relate to the individual concerned.

For current employees, the CEO will consider whether adjustments will need to be made whilst meetings and investigations take place, including:

- Whether the employee can continue their practice
- Whether closer supervision is required of the employee
- Whether the employee should be temporarily transferred to other duties
- Whether the employee should be dealt with in accordance with the Disciplinary Policy and Procedure and suspended with entitlement to full pay

The CEO will consult the Chief Finance Officer (CFO) when deciding what adjustments will need to be made for the employee concerned.

15. Making a recruitment decision

All offers of employment made by TCAT will be conditional upon satisfactory completion of the mandatory pre-employment checks.

The magnitude of any DBS disclosures will be carefully considered by those involved in the recruitment process.

Where an individual is included on the Children's Barred List, TCAT will not appoint or permit that individual to undertake regulated activity with children. It is a criminal offence for a person who is barred from working with children to engage in regulated activity with children, or for TCAT knowingly to permit them to do so.

Where an individual is included on another barred list, or other information is disclosed which does not itself constitute a legal prohibition from the proposed role, TCAT will consider that information carefully in determining the individual's suitability, having regard to the nature of the role, the circumstances of the disclosure, safeguarding considerations and applicable legislation and guidance.

Serious disclosures which involve criminal activity, but do not pose a risk to pupils, will be discussed with the CEO prior to the candidate being accepted for the role. The CEO will endeavour to ascertain the relevant facts from the individual and decide upon a conclusion. Following this, the candidate will receive a rejection or acceptance letter.

Where an applicant will not be engaging in regulated activity, TCAT will determine the appropriate level of DBS check according to the nature of the role and the applicable statutory eligibility criteria. TCAT will only request a Standard, Enhanced or other level of DBS check where it is legally entitled to do so.

When assessing any disclosure information on a DBS certificate, TCAT will consider the explanation from the applicant, including:

- The seriousness and relevance of the disclosure in relation to the position applied for
- The length of time since the offence or other matters occurred
- Whether it was a one-off incident or if there is a history of incidents
- The circumstances around the incident
- Whether the candidate has accepted responsibility for their actions

Incidents will also be considered in the context of the DfE's Teachers' standards and Teacher misconduct guidance, where applicable.

A risk assessment will be conducted by the CEO following a positive disclosure, before deciding on the candidate's suitability. A record of all recruitment decisions following positive DBS disclosures will be kept by the Chief Finance Officer. Depending on the circumstances of each case, the Chair of the Trust Board may be asked to countersign the form recording the recruitment decision.

Before making any recruitment decision, ID documents will be checked for authenticity in line with the Home Office's National Document Fraud Unit guidance. If there is any suspicion that a document may be false or altered, the recruitment process will be paused immediately, and the case will be referred to Action Fraud and/or the DBS for further investigation.

16. Referral to the DBS

Where an allegation is made, an investigation will be carried out to ascertain whether the evidence raises concerns, and TCAT will ensure that it has sufficient information to meet the referral duty criteria as outlined in the DBS' 'Making referrals to the DBS' guidance.

TCAT will uphold its legal duty to make a referral to the DBS where it has removed an individual from regulated activity (or would have removed an individual had they not left) and believes that they have:

- Engaged in relevant conduct in relation to children and/or adults, and/or
- Satisfied the harm test in relation to children and/or vulnerable adults, and/or
- Received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence

Referrals will be made as soon as possible after the resignation, removal or redeployment of the staff member from regulated activity. TCAT will ensure that as much relevant information is provided to the DBS as possible for the DBS to appropriately consider the referral.

17. Referral to the Teaching Regulation Agency (TRA)

TCAT will consider referral to the Teaching Regulation Agency (TRA) in all cases where a teacher has been dismissed or has otherwise ceased to be employed due to serious misconduct. This duty also applies where TCAT would have dismissed the teacher or ceased to use their services had they not resigned or left first.

Where such circumstances arise, TCAT will review the case in line with its legal obligations under sections 141D and 141E of the Education Act 2002 and will determine whether a referral to the Secretary of State via the TRA is required.

If a referral is made, the TRA may investigate and, where appropriate, the Secretary of State will decide whether to impose a prohibition order. TCAT will follow current TRA guidance on how to submit a referral

18. Recruitment of ex-offenders

TCAT will be aware of its responsibility under the Police Act 1997 not to discriminate against applicants based on their criminal record. TCAT will only ask an individual to provide details of convictions and cautions that TCAT is legally entitled to consider when recruiting candidates. All candidates will be selected for interview based on their skills, qualifications, and experience.

All job application forms: job adverts and recruitment briefs that require a DBS check will outline that an application for a DBS certificate will be submitted for all candidates once they have been offered the position. During the recruitment process, TCAT will ensure that a discussion between the recruitment panel and CEO takes place to evaluate any offences or other matters relevant to the position.

Candidates will be informed that failure to reveal any information which is directly related to the post could result in withdrawal of an offer of employment. Any DBS certificates that reveal criminal information will be discussed with the individual, and their eligibility for the position will be reviewed in accordance with this policy.

All applicants will be given access to TCAT's Child Protection and Safeguarding Policy and Procedures and information on the employment of ex-offenders in the application pack prior to the interview.

19. Single Central Record (SCR)

The CEO will maintain an up-to-date SCR of pre-appointment checks covering all staff (including teacher trainees on salaried routes) and supply staff.

The SCR details the checks carried out in each academy within TCAT – the information is recorded in such a way that allows for details for each individual academy to be provided separately, and without delay to those entitled to inspect that information, including Ofsted.

The SCR will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- An identity check
- A standalone children's barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on individuals who have lived or worked outside the UK
- A check of professional qualifications
- A check to establish the individual's right to work in the UK

For supply staff, the SCR will also record:

- Whether written confirmation has been received from the agency supplying the member of staff that the relevant checks have been carried out
- The appropriate certificates have been obtained, and details of the date on which the confirmation was received
- Whether written notification has been received that the agency or third party has obtained the appropriate enhanced DBS certificate and the date on which that confirmation was received; and, where the certificate disclosed any matter or information, confirmation that TCAT obtained and considered a copy of the certificate before the individual commenced work

Although there is no requirement for fee-funded trainee teachers to be recorded on the SCR, TCAT will do so.

The SCR is securely stored electronically.

The details of an individual will be removed from the SCR once they no longer work for TCAT.

20. Data handling

All DBS certificates will be stored in accordance with TCAT's Data Protection Policy and will be stored in a securely locked and non-portable cabinet which is located in the school finance office. Access to certificates will be strictly controlled and limited to those who are entitled to see them as part of their duties.

In accordance with the Police Act 1997, access to DBS certificates will be strictly controlled and records will only be accessed by the CEO and CFO. If in exceptional circumstances, and as part of their duties, another member of staff is required to access a DBS certificate, TCAT will keep a record of the named individual, and the individual whom the DBS certificate concerns will be informed prior to the sharing of the information.

DBS certificate information will only be used for the specific purpose for which it was requested and for which the individual's full consent has been given.

TCAT will not keep DBS certificates for any longer than is necessary once a recruitment decision has been made – usually, for no longer than six months to allow for the consideration and resolution of any disputes or complaints. Copies of other documents used to verify the applicant's identity, right to work and required qualifications will be kept for the personnel file. DBS certificates will be disposed of securely by shredding. Prior to disposal, all waste will be stored securely in a secure Shred-it waste bin.

Although TCAT will not keep any copy of the certificate after disposal, a record will be kept of the following:

- The date of issue of the certificate
- The name of the subject
- The type of certificate requested
- The position for which it applied to
- The unique reference number
- The details of the final recruitment decision

In exceptional circumstances, such as safeguarding audits, TCAT will decide to retain DBS certificates for longer than six months if deemed necessary. In such cases, TCAT will consult the DBS and will have due regard to the data protection and human rights of the individual concerned.

In addition to storing DBS certificates in accordance with the Data Protection Act 2018, TCAT will retain records of ID verification documents for a minimum of two years. These records will include:

- Document type
- Country of issue
- Expiry date
- Reference numbers
- Notes of any discrepancies identified during the verification process

These records will be kept separately from DBS certificate records and will support any DBS audit or compliance activity.

All physical documents will be viewed in person unless they are verified digital documents such as Home Office eVisas or digital PASS cards with validated QR codes. Photocopies or scanned images will not be accepted for ID purposes.

Monitoring and review

Lifespan of Policy: 3 Years

At any point this policy is updated or fully reviewed, it will be updated on the main TCAT website and will automatically update on all TCAT school websites simultaneously.

Where an annual check or other check results in minor changes, the Version History will be reviewed and updated with a change in the number following the decimal point, for example, v1.1 ⇒ v1.2. Where the policy is reviewed in full, then the number before the decimal point will change and reset, for example v1.4 ⇒ v2.0.

Any changes made by the CEO in collaboration with the Board Appointed Trustee will be passed to the Trust Board for ratification and subsequently be notified to Clerks to Local Governing Bodies and Headteachers/Heads of School.

The next scheduled full review date for this policy is 7th September 2029.

Date approved by the Board Appointed Trustee: 8th September 2026.

To be ratified and recorded in the minutes at the first Trust Board Meeting after 8th September 2026.

Appendix A: Recruitment of ex-offenders statement

Three Counties Academy Trust is required to send or provide access to a copy of its Child Protection and Safeguarding Policy and Procedures and information on the recruitment of ex-offenders to all job applicants which outlines the following:

- The Trust Board fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed
- Where a role is eligible for a DBS check, TCAT will obtain the appropriate level of check before confirming the appointment, subject to the exceptional commencement arrangements permitted by KCSIE. The information disclosed will depend upon the level of check and the statutory filtering rules applicable at the time
- TCAT is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background
- TCAT promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records
- Candidates are selected for interviews based on their skills, qualifications, and expertise
- All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered
- All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover
- All applicants will be made aware of the existence of the DBS Code of Practice and will be provided with a copy on request
- TCAT is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties
- TCAT will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment
- At the interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made
- Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences
- All recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders

Trust Glossary

AA	Admissions Authority	H&S	Health and Safety
AAI	Adrenaline Auto-Injector (Epi Pen)	HoS	Head of School
ACM	Asbestos Containing Materials	HSE	Health and Safety Executive
AHT	Assistant Headteacher	ICO	Information Commissioners Office
AIR	Attendance Intervention Reviews	IDSR	Inspection Data Summary Report
APDR	Assess Plan Do Review Cycle	IHP	Individual Healthcare Plan
APIs	Application Programming Interfaces	IRMS	Information and Records Management Society
ASC	Autistic Spectrum Condition	IWF	Internet Watch Foundation
ASP	Analyse School Performance	KCSIE	Keeping Children Safe in Education
ATH	Academy Trust Handbook	KS1/2/3/4	Key Stage 1/2/3/4
BAME	Black, Asian and Minority Ethnic Backgrounds	LAC	Looked After Child
BAT	Board Appointed Trustee	LADO	Local Authority Designated Officer
BCP	Business Continuity Plan	LGB	Local Governing Body
BFR	Budget Forecast Return	LLC	Low-Level Concerns
CEO	Chief Executive Officer	LSA	Learning Support Assistants
CFO	Chief Financial Officer	MASH	Multi-Agency Safeguarding Hub
CIF	Condition Improvement Fund	MAT	Multi-Academy Trust

CIN	Child in Need	MFA	Multi-Factor Authentication
CLA	Children Looked After	MFL	Modern Foreign Language
CMIE	Child Missing in Education	NCSC	National Cyber Security Centre
COO	Chief Operating Officer	NoV	Note of Visit
COSHH	Control of Substances Hazardous to Health	NPQ	National Professional Qualifications
CP	Child Protection	PA	Persistent Absence
CPD	Continuing Professional Development	PAN	Published Admission Number
CPOMS	Child Protection Online Management System	PECR	Privacy and Electronic Communications Regulations
CSCS	Children's Social Care Services	PEP	Personal Education Plan
CSE	Child Sexual Exploitation	PEEP	Personal Emergency Evacuation Plan
CTIRU	Counter-Terrorism Internet Referral Unit	PEx	Permanent Exclusion
CWD	Children with Disabilities	PP	Pupil Premium
CYPMHS	Children and Young People's Mental Health Services	PPG	Pupil Premium Grant
DBS	Disclosure and Barring Service	PSHE	Personal, Social and Health Education
DDSL	Deputy Designated Safeguarding Lead	PSED	Public Sector Equality Duty
DfE	Department for Education	PTFA	Parent, Teacher and Friends Association
DHT	Deputy Headteacher	QA	Quality Assurance

DSE	Display Screen Equipment	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
DSL	Designated Safeguarding Lead	RHE	Relationships and Health Education
DPO	Data Protection Officer	RPA	Risk Protection Arrangement
EAL	English as an Additional Language	RSHE	Relationships, Sex and Health Education
ECT	Early Career Teacher	SA	Severely Absent
EDIB	Equality, Diversity, Inclusion and Belonging	SALT	Speech and Language Therapist
EHA	Early Help Assessment	SARC	Sexual Assault Referral Centre
EHENA	Education, Health and Care Needs Assessment	SBM	School Business Manager
EHCP	Education, Health and Care Plan	SCC	Standard Contractual Clause
EHE	Elective Home Education	SCITT	School-Centred Initial Teacher Training
ELSA	Emotional Literacy Support Assistant	SCR	Single Central Record
ESFA	Education and Skills Funding Agency	SDP	School Development Plan
EVC	Educational Visit Coordinator	SDQ	Strengths and Difficulties Questionnaire
EWOSSE	Education Welfare and Safeguarding Support Officer	SEF	Self-Evaluation Form
EYFS	Early Years Foundation Stage	SEMH	Social, Emotional, and Mental Health
FBV	Fundamental British Values	SENCO	Special Educational Needs Coordinator
FFT	Fischer Family Trust	SEND	Special Educational Needs and Disabilities

FGM	Female Genital Mutilation	SIP	School Improvement Partner
FGMPO	FGM Protection Order	SLA	Service Level Agreement
FOI	Freedom of Information	SLCN	Speech, Language and Communication Needs
FSM	Free School Meals	SLT	Senior Leadership Team
FTS	Find a Tender Service	SPOC	Single Point of Contact
GAG	General Annual Grant	STEM	Science, Technology, Engineering and Maths
GDPR	General Data Protection Regulation	TA	Teaching Assistant
GIAS	Get Information about Schools	TAC	Team Around the Child
HASH	Herefordshire Association of Secondary Heads	TCAT	Three Counties Academy Trust
HBA	Honour Based Abuse	TUPE	Transfer of Undertakings (Protection of Employment)
HR	Human Resources	VSH	Virtual School Headteacher