

DBS and barred list checks: eligibility criteria at Serenity School

Job role	Enhanced DBS check	Barred list check*	Notes
New school staff	Yes	If in regulated activity*	New school staff need an enhanced DBS check, and barred list check if they're engaging in regulated activity. Most staff employed by the school will be in regulated activity, as they'll be working at the school regularly in a position that provides the opportunity for contact with pupils.
Appointees from another school/college	No, unless there has been a break in employment of 3 months or more	If in regulated activity*	You don't have to obtain new enhanced DBS checks for appointees who have worked in a similar position without a break in service of 3 months or more, but you may do so if you wish. However a new, separate barred list check must always be obtained where staff will be working in regulated activity.
Agency/third party staff	Yes (to be completed by employer organisation)	If in regulated activity* (to be completed by employer organisation)	You must obtain written notification from the organisation that employs the staff member that the necessary checks have been carried out. An agreed template is in use at Serenity School.
<u>Contractors</u>	<p>Where a contractor is unlikely to have the opportunity for contact with pupils, they don't need a DBS or barred list check, but you can conduct a DBS check if you feel it's appropriate.</p> <p>Where a contractor has the opportunity for contact with pupils during their work, but the work takes place on an occasional or temporary basis, an enhanced DBS check without barred list information is appropriate. At Serenity we do both.</p> <p>Where the contractor is engaging in regulated activity*, including if they work regularly or frequently at the school in work that would give them the opportunity for contact with pupils, an enhanced DBS check with barred list information will be required.</p>		
<u>Governors</u>	Yes	If in regulated activity*	<p>Maintained school governors, academy members, trustees and local governors will all require enhanced DBS checks. They'll only need barred list checks if also engaging in regulated activity. Being a governor or trustee does not automatically entail engaging in regulated activity.</p> <p>The chair of trustees must have a DBS check countersigned by the secretary of state.</p> <p>Only checks on academy members and trustees have to be recorded on the</p>

			single central record (SCR).
Trainee teachers (salaried)	Yes	If in regulated activity*	Trainee teachers who are salaried by the school will need the same pre-appointment checks as other school staff, and will need to be recorded on the single central record (SCR). The school is responsible for carrying out these checks.
Trainee teachers (fee-funded)	Yes (to be completed by initial teacher training provider)	If in regulated activity* (to be completed by initial teacher training provider)	Where trainee teachers are fee-funded, it's the responsibility of the initial teacher training provider to carry out the necessary checks. You should obtain written confirmation from the training provider that these checks have been carried out and the trainee has been judged by the provider to be suitable to work with children. There's no requirement for the school to record details of fee-funded trainees on the SCR.
<u>Volunteers (supervised)</u>	No	No	There's no requirement to obtain an enhanced DBS check for supervised volunteers, though schools may do so if they wish. If supervised, a volunteer is not in regulated activity, and so you can't get a barred list check. Any volunteer to be deemed placed at our school will need to obtain both an Enhanced check and Barred Check.
<u>Volunteers (unsupervised)</u>	Yes	If in regulated activity*	A volunteer is in regulated activity if they're unsupervised and will teach or look after children regularly, or provide one-off personal care. Volunteers must never be left unsupervised if no checks have been carried out on them.
Visitors	No	No	Schools don't have the power to request DBS or barred list checks for visitors, or to ask to see their DBS certificates. Headteachers should use their professional judgement to decide whether a visitor needs to be escorted or supervised.