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To Head Teachers and Personnel Managers of all academies, schools and colleges receiving provision from NMPAT in 2018-19

September 2018

Dear Colleagues

NMPAT Staff: Safeguarding, Safer Recruitment and DBS Clearance.

Keeping Children Safe in Education 2018 continues to require schools to maintain a Single Central Record and list on it all agency staff who are employed by a third party, recording that the third party has confirmed that its staff have appropriate clearances. (KCSIE para 152 & 153)

I am writing to confirm the status of all staff employed by NMPAT in relation to safer recruitment checks enhanced DBS clearance and Safeguarding training.

I confirm that all NMPAT staff have an Enhanced DBS check in line with Disclosure and Barring Service guidance to employers and have been appointed following full Safer Recruitment processes, including compliance with Disqualification by Association guidance where appropriate. All staff are also in receipt of annual Safeguarding training provided by the Child Protection Company.

All staff are subject to the Trust's Policies and Procedures and should abide by the Trust's Code of Conduct and Acceptable Use Policy for e-safety. A copy of these documents is attached for information. In all instances, your school's individual policies supersede ours when staff are working on your site. Please make staff aware of any additional restrictions of which they should be aware.

As envisaged by KCSIE 2018 para 152, the Trust's procedures mean that schools should not need to hold information on individual Trust staff on their central record of adults working at the school, or carry out separate DBS checks themselves on Trust appointed staff who carry Photo ID. The appropriate statements from DFE and OFSTED are reproduced overleaf.

The Trust encourages schools to continue taking all appropriate safeguarding measures. These include checking the identity of our staff on arrival to schools and ensuring they sign-in on each occasion that they visit.

In the event of any concern about a particular member of NMPAT staff, I would welcome direct contact from you to discuss the individual situation.

Yours sincerely

Peter Smalley
Chief Executive

Ofsted opinion

Visiting staff

Staff such as educational psychologists, supply teachers, trainee teachers, nurses, sports coaches and inspectors should be DBS checked by their 'providing' organisation, for example the supply agency, the university, primary care trust, local authority, and so on.

It is sufficient, for schools and colleges to seek written confirmation that appropriate checks, including DBS checks, have been carried out (most commonly on appointment) and by whom (most commonly the relevant human resources department), and to confirm the identity of these visitors. Written confirmation may take the form of a public statement on the providing organisation's website, a practice adopted by Ofsted.

Part-time staff may use the same DBS check for two or more posts as long as they are at a similar level **and** the school/college have satisfied themselves about their veracity and appropriateness. This level of 'portability' is currently available to employers at their own risk.

Keeping Children Safe in Education 2018

Agency and third-party staff

152. Schools and colleges must obtain **written notification from any** agency, or **third party organisation** they use that the organisation has carried out the checks (in respect of the **enhanced DBS certificate**, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform.

153. Where the position requires a **barred list check**, this must be **obtained by the** agency or **third party** prior to appointing the individual. **The school or college must also check** that the **person presenting themselves** for work **is the same person** on whom the checks have been made.