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<b>RESPONSIBLE PERSON(S):</b>	CHIEF EXECUTIVE HEADTEACHER John Mason School HEADTEACHER Rush Common School HEADTEACHER Fitzharrys School
<b>CURRENT VERSION:</b>	001
<b>DATE APPROVED:</b>	07/12/2018
<b>REVIEW CYCLE:</b>	ANNUALLY
<b>NEXT REVIEW DATE:</b>	BEFORE DECEMBER 2019

### **REVIEW**

The Board of Trustees have reviewed and agreed this policy in accordance with the legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

### **APPROVED BY THE BOARD OF TRUSTEES**

Chair of Trustees:	Jonathan Hopkins	Signature:	<i>Jonathan Hopkins</i>
Chief Executive:	Fiona Hammans	Signature:	<i>Fiona Hammans</i>

### **RESPONSIBLE BODY**

Within this policy “responsible body” means the Trust and/or Trustees of the Abingdon Learning Trust. The responsible body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body’s functions in respect of this policy.

### **RESPONSIBLE PERSONS**

The responsible persons accept the responsibility and accountability, delegated to them by the responsible body, and undertake to ensure adherence to, and the implementation of this policy and associated plans.

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## 1.0 INTRODUCTION

The responsible body is required to keep and maintain a Central Record of Recruitment & Vetting Checks (Register).

## 2.0 THE REGISTER

The Register will be kept in electronic format, although the information recorded within the Register is capable of being reproduced in legible form. Access to the Register is limited to a number of individuals and access is password protected.

## 3.0 CONTENTS OF REGISTER: STAFF APPOINTED ON, OR AFTER, 01/01/2007

In relation to each member of staff appointed on, or after, 1st January 2007, the Register must detail whether:

- a) a check was made to establish the person's identity;
- b) a check was made to establish that the person is not barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006 or subject to any direction made under section 142 of EA 2002 or any prohibition, restriction or order having effect as such a direction;
- c) checks were made to establish that the person meets the requirements with respect to qualifications or registration;
- d) an enhanced criminal record certificate was obtained in respect of the person;
- e) further checks were made pursuant to whether in the case of any such person for whom, by reason of having lived outside the United Kingdom, obtaining such a certificate is not sufficient to establish that person's suitability to work in a school, the responsible person and Local Academy Board must make such further checks as it considers appropriate, having regard to any guidance issued by the Secretary of State;
- f) a check was made to establish the person's right to work in the United Kingdom; and
- g) the date on which each such check was completed or the certificate obtained.

## 4.0 CONTENTS OF REGISTER: STAFF APPOINTED BEFORE 01/01/2007

In relation to each member of staff in post on 1st April 2007 who was appointed at any time before 1st January 2007:

- a) whether each check referred to in paragraph 2 was made;
- b) whether an enhanced criminal record certificate was obtained; and
- c) the date on which each such check was completed or certificate obtained.

## 5.0 **STAFF SUPPLIED BY AN EMPLOYMENT BUSINESS**

In relation to any person supplied by an employment business to work within the responsible body's schools:

- a) whether written notification has been received from the employment business that it has made:
  - a check was made to establish the person's identity;
  - a check was made to establish that the person is not barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006 or subject to any direction made under section 142 of EA 2002 or any prohibition, restriction or order having effect as such a direction;
  - checks were made to establish that the person meets the requirements with respect to qualifications or registration;
  - further checks were made pursuant to regulation 12(4) or 24(4), as the case may be;
  - a check was made to establish the person's right to work in the United Kingdom; and the date on which each such check was completed, or the certificate obtained;
- b) it or another employment business has applied for an enhanced criminal record certificate or has obtained such a certificate in response to an application made by that or another employment business; and
- c) the date on which such notification was received.

5.1 Where written notification has been received from the employment business in accordance with a contract or other arrangements, the employment business confirms:

- a) that it obtained an enhanced criminal record certificate for the contracted individuals;
- b) whether the employment business provided a copy of the certificate to the school.

**END**