



September 2024

## **Keeping Children Safe in Education: Process for recruitment checks for employed staff, agency staff, third party staff and volunteers.**

Colton Hills Community School is committed to safeguarding and promoting the welfare of children and young people and requires all employed staff, agency, third party staff and volunteers to share this commitment.

This document outlines the process taken in order for the school to meet the statutory requirements and is in accordance with the statutory guidance 'Keeping Children Safe in Education.'

### **DBS and Employment Checks**

Colton Hills Community School confirms we have robust and transparent recruitment procedures in place to ensure children and young people are safeguarded.

In accordance with safer recruitment requirements, Colton Hills Community School ensures that thorough checks are made of all employees' identity, work history and references including gaps. Where applicable, enhanced DBS checks are carried out.

### **Agency and Third-Party Staff**

Agencies and organisations must provide written notification that the pre-employment checks normally conducted by the school, have been carried out for the agents/3rd party staff that the organisation has provided to work in regulated activity at Colton Hills Community School. Information required by the school includes:

- Name
- DBS Clearance Level and Status
- In the case of an enhanced certificate, the name of the registered body who has obtained the certificate
- Barred List check (where necessary)

On arrival at the school, the reception staff will ask for photographic evidence of ID in order to confirm that the person presenting themselves is the same person on whom the checks have been made. The reception staff are aware of those organisations that have confirmed all staff have clearances and will carry out ID checks for the employee of those organisations, e.g., City of Wolverhampton Council staff.

### **Volunteer /Work Experience**

Any individual who volunteers or wishes to complete Work Experience at Colton Hills Community School will be required to complete a volunteer /Work Experience application form.



**Colton Hills Community School**

Headteacher - Ms J Hunter

Jeremy Road  
Wolverhampton  
West Midlands  
WV4 5DG  
01902 558420  
[www.coltonhills.co.uk](http://www.coltonhills.co.uk)  
[coltonhillsschool@wolverhampton.gov.uk](mailto:coltonhillsschool@wolverhampton.gov.uk)

Using the information on the application form the school will carry out a risk assessment to determine if the work will require a DBS check and if so what level of check is required.

The school will not ask for a barred list check unless the individual will be engaged in regulated activity.

This document is to be reviewed annually and amended as necessary to reflect amendments to the DFE Document Keeping Children Safe in Education.

Mr M Winward

**Deputy Headteacher**

