Criminal Checks and Recruitment of Ex-Offenders Policy

This policy outlines the College's obligations in relation to safeguarding and promoting the welfare of students and vulnerable adults in the College.

This policy also outlines the Disclosure and Barring Services (DBS) (formerly CRB) and Prohibition checking processes.

<table>
<thead>
<tr>
<th>Policy Owner:</th>
<th>Director of Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of last issue:</td>
<td>April 2016</td>
</tr>
<tr>
<td>Approval / Review Body:</td>
<td>Senior Leadership Team</td>
</tr>
<tr>
<td>Review Date:</td>
<td>April 2017</td>
</tr>
</tbody>
</table>
1. **AIMS**

1.1 To ensure compliance with all relevant recommendations of:

- the statutory regulations that place a responsibility on the College to protect young people and vulnerable adults;
- the Code of Practice published by the Disclosure and Barring Services (DBS);

1.2 To meet the requirements of Section 175 of the Education Act 2002, in which Colleges are under a statutory duty to have in place arrangements for carrying out their function with a view to safeguarding and promoting the welfare of children and young people (i.e. aged: 0-18 years old);

1.3 To ensure that the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

1.4 The Secretary of State has the power to bar persons from employment as a teacher, and from work involving regular contact with children or young persons under 19 years of age, in Schools and Colleges. The College is under a statutory duty not to employ anyone who is barred by the Secretary of State and whose name appears on any barred list.

2. **POLICY STATEMENT**

The City of Westminster College has a statutory and moral duty to ensure that the College functions with a view to safeguarding and promoting the welfare of students receiving education and training at the College.

The College takes the view that as all College staff, including volunteers, consultants, contractors and agency personnel working in the College, are in contact with students in some capacity, the College has an overall duty of care to safeguard and promote the welfare of its students.

The College has taken the decision to Enhance check all the above persons; the College considers there is the potential for a greater degree of contact with students aged 18 and under and vulnerable adults and that all persons are viewed by students as being in a position of trust.

This means that all College staff directly or indirectly employed by the College:

- lie outside the rules covered by the *Rehabilitation of Offenders Act 1974*;
- are vetted by the College;
- are asked to reveal any convictions they have when applying for a post before a Disclosure and Barring Service (DBS) check is undertaken.
*Under the Rehabilitation of Offenders Act 1974, an individual with a criminal record is not required to disclose any spent convictions, unless the position they are applying for, or are currently undertaking, is listed as an exception under the act.

**Effective 29th May 2013, the DBS removed certain specified old and minor offences from criminal record certificates issued from that date.**

Please note that there are a number of offences that will never be filtered, including certain sexual, violent and other serious offences; therefore certain offences will always be disclosed regardless of when the offence took place. A full list of such offences can be found on the DBS website. The list of offences will be kept updated to reflect changes to legislation in the future. Additionally, effective 17th June 2013, the DBS procedures have changed to allow individuals to apply to have their criminal record check kept up to date.

Information on both these changes can be found on the DBS website - https://www.gov.uk/government/organisations/disclosure-and-barring-service.

3. **SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF INFORMATION**

The College policy is to be fully compliant with:

- the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of DBS Disclosure information;

- its obligations under the Data Protection Act 1998.

N.B. The College will ensure that information contained in DBS Disclosures is available only to those who are required to have access in the course of their duties. A copy of the DBS Code of Practice and the College Data Protection Policy are available on request.

4. **PRE-EMPLOYMENT VETTING CHECKS**

An offer of employment is conditional upon the satisfactory completion of pre-employment checks.

The College will always:

i) verify the candidate’s identity – this will be considered against the list of valid Identity Documents for DBS checks (Appendix A). The DBS requires that an individual’s identity has been properly verified for the purposes of an application for a criminal records check;

ii) verify the person’s right to work in the UK. If there is uncertainty about whether an individual needs permission, then the College will contact the UK Border Agency’s immigration enquiry;

iii) receive a barred list check for individuals the College employs;

iv) verify the candidate’s medical fitness. It is the statutory responsibility of
employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an employment offer is confirmed; and

v) verify that the candidate has actually obtained any qualifications legally required for the job and claimed in their application.

5. **COLLEGE DBS CHECKING PROCESS**

5.1 All staff and volunteers work in very close proximity to our students, and must have an Enhanced DBS check undertaken as part of their recruitment checks. However, in exceptional circumstances the individuals may be allowed to commence employment with the College pending the results of the DBS check, if the line manager completes a staff risk assessment (Appendix B) which must be accompanied by the following:

(a) A clear Enhanced DBS certificate from a previous employer dated within the last 12 months;

(b) Assurances that the individual is never in a teaching and learning one-to-one situation with any students until a College satisfactory DBS clearance has been received;

(c) Evidence of full-employment history in the form of a CV or application form covering the last ten years;

(d) Reference information that shows one of the two satisfactory references, (from their current/last line manager) pending the receipt of the other reference – either written or with a note of the verbal reference received. Where an individual is self-employed, professional references may be sought, or for recent students, academic references may suffice. A satisfactory reference should include confirmation that there are no safeguarding concerns, or reasons why the person should not work with 16-18 year olds, or vulnerable adults;

(e) Evidence of a List 99 check completed by HR, which indicates no barring information;

(f) Verification of identify by way of the original valid passport or photo driver’s licence that has been seen by HR.

The risk assessment must then be authorised by the Principal or a nominee in his absence, and passed to HR who will inform the line manager that a starter form confirming the start of the person’s employment with the College can be completed.

5.2 Risk assessments must also be completed in circumstances where an applicant/employee has voluntarily disclosed information relating to unspent convictions, cautions, reprimands or warnings or where the applicant’s/employee’s DBS check has listed information on unspent convictions, cautions, reprimands or warnings. These risk assessments must also be authorised by the Principal or a nominee in his absence.
5.3 The College will commence its own DBS checking process, where the online system confirms that “the certificate contains no information”, and HR are satisfied with accompanying items 5.1(c) to 5.1(f) above. HR will inform the line manager that a starter form confirming the start of the person’s employment with the College can be completed. It is a condition of employment that the employee must bring the original certificate into the HR Department within 5 working days of receipt.

5.4 The College reserves the right and has discretion to engage the temporary services of other individuals as required e.g. guest speakers etc. with appropriate safeguards. If DBS information is not available for these individuals, then the line manager must complete a risk assessment, using the appropriate form designed for that purpose (Appendix D).

5.5 The College has engaged the services of Capita Recruitment to act as its DBS umbrella body authorised to undertake online DBS Checks on our behalf.

5.6 HR will verify the individual’s identity against the list of valid Identity Documents for DBS checks (Appendix A), and provide the relevant DBS link to their email address in order for the individual to complete the online form.

5.7 Upon receipt and no later than 5 working days, the individual is required to bring the original of this to the College HR Department (Room 6NW3 at the Paddington Green Centre, London W2 1NB).

5.8 In cases where the College would not carry out its own DBS check e.g. agency staff and contractor staff, the College HR Department will verify the individuals possess a satisfactory Enhanced DBS certificate.

6. CONTRACTOR STAFF

All staff assigned to the College as part of a supplier service agreement must possess an Enhanced, satisfactory DBS check dated within 12-months of their start with the College.

6.1 Where emergency repairs and maintenance is required and DBS checks are not possible or practical, these visitors will adhere to the visitor risk assessment, the on-line visitor form will be completed and they will be escorted at all times while on site.

6.2 Projects requiring multiple personnel should be programmed to take place outside of term time and be overseen by College staff or appointed contractor staff who have had the relevant checks. However the visitor risk assessment and on-line visitor form should still be completed.

7. AGENCY PERSONNEL

When booking staff through agencies, they must complete all sections of the College’s Agency Personnel Request form, (Appendix E) as this will confirm whether all the relevant starter checks as outlined in point 5.1(a, c-f) above are existent. HR will confirm next steps to the line manager once this information is received. Original DBS certificates must be viewed by the HR Department along with photo ID before agency personnel commence an assignment.
8. **COLLEGE STUDENTS**

Where our College students are being employed by the College and are in positions where they are supervised and not in positions of authority, once a staff risk assessment accompanied by items 5(b) to 5(f) is received by HR and approved by the Principal, HR will then confirm to the line manager that they may commence employment pending receipt of their College DBS clearance.

9. **VISITORS**

Where expected, visitor details should be completed on the College visitor log. Visitors without an appointment should be collected from Reception and accompanied out of the building at the end of their visit. Additionally there is a specific risk assessment form which is required to be completed for short-term assignment contractors (or those engaged for a specific, one-off, non-teaching project). (Appendix B).

10. **SLDD and ALS Schools**

These departments are required to adhere to The Children and Families Act 2014 and SEND Code of Practice, which now include statutory duties for colleges relating to all students with a Special Educational Need and Disability (SEND). Part of these statutory requirements involve the implementation of the Education, Health and Care Plans (EHC) which have replaced Statements of SEN and LDAs.

In order to achieve EHC Plan outcomes for certain SEND students, external NHS employees and professionals from specialist agencies are required to attend College premises to visit the students for appointments, – these may be Physiotherapists, Occupational Therapists, Speech and Language Therapists etc., as well as Social Workers.

Due to the level of support required for SEND students (often 1:1 support, sometimes 2:1), they have Learning Support Assistant (LSA) allocation, depending on the level of their support need. In the absence of a College-employed LSA, the School is required to urgently engage an agency member of staff, to replace the staff member on a temporary basis. Without LSA support, students’ basic care needs will not be met, and the risk of non-support for high-need students would automatically trigger a safeguarding enquiry and involve Local Authority intervention. Whilst every attempt will be made to work with the College’s preferred list of agencies, due to urgent need, it may be necessary to engage other agency cover at short notice, to ensure that we provide the requisite support to our students.

To take account of the unique circumstances SLDD and ALS are faced with, additional actions include the following:

1. The Schools compile and share with HR a list of agencies used (e.g. Protocol and City Lit) in additional to building up a ‘preferred list’ of staff;

2. The responsibilities of the Head of School and the High Needs Co-ordinator’s responsibility include the authority to authorise short-term cover bookings and accept bookings providing the agencies guarantee an Enhanced DBS check dated...
within 12 months that covers Adults and Children and two references have been seen, subject to checking proof of identity and DBS on first day of the assignment;

3. Any agency Learning Support Assistants are added to the preferred list and the School would continue to book them for short term cover without the need for further checks (short term cover being a maximum of two weeks);

4. The Schools compile and provide HR with a list of accredited organisations they are obliged to work with to provide the requisite support to our SEND students. These accredited organisations will be asked to inform the College of any safeguarding concerns relating to their staff and the College will accept DBS, identity and other safeguarding checks carried out by the accredited organisations.

5. Link schools will also be added to the accredited list, so they can provide cover for their LSAs if they are absent

6. For the purposes of this policy, partner organisations are defined as follows:

(i) A maintained specialist school for children with SEND;

(ii) A specialist health or social care service for children or adults with SEND, provided by the NHS, Local Authority or Local Authority commissioned private provider.

11. THE COCKPIT THEATRE

As a publicly used theatre, the Cockpit follows the Licensing Objectives as set out under the 2003 Licensing Act, which has a clear principle licensing objective to protect young people from harm. This is generally considered in relation to the sale of alcohol, but together with extensive safeguarding provisions for the protection of children undertaking performance roles and other provisions governing our duties of care as a public place, it, together with the College policy, calls for a comprehensive response to the vulnerability of people under 18 and vulnerable adults.

As a public space the Cockpit has provision for monitoring activities, house rules governing behaviour, conditions of use and contractual obligations for hires etc. All these call for risk assessments where people under 18 and vulnerable adults are part of an organised group or activity.

The Cockpit's Theatre Manager will continue to have discretion in relation to undertaking the necessary risk assessments and checks for any prospective employees working on a trial basis, visitors or members of the public who use its space.

12. RE-ENGAGEMENT OF AGENCY AND CONTRACTOR STAFF

If individuals are being re-engaged by the College, they must have a satisfactory Enhanced DBS certificate dated within the last 12 months of the start of the new assignment.
13. **PROHIBITION CHECKING PROCESS**

The College will undertake the relevant checks to ensure that a candidate subject to a Prohibition Order issued by the Secretary of State, is not inappropriately employed as a teacher.

Colleges can access separate lists of teachers who have a current restriction against them in relation to teaching in England. This includes teachers who:

- have failed to successfully complete their induction or probation period;
- may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current;
- have been prohibited from teaching.

14. **THE DBS UPDATE SERVICE**

For a small annual subscription, individuals can have their DBS certificate kept up-to-date and can take it from role to role, within the same workforce, where the same type and level of check is required. As part of the pre-employment vetting checks, the College will enquire as to whether an individual subscribes to the service and will then seek permission to have sight of the original DBS certificate and then carry out an online check.

14.1 Joining the subscription service is **free** for individuals applying for a voluntary position.

14.2 If Individuals have not already paid for this service, the College will arrange to undertake the DBS check through our nominated umbrella body.

14.3 Please note that should individuals refuse to give the College permission to conduct the check, the College will take appropriate action which may include withdrawal of a job offer or refused entry to any of the College premises.


14.5 Where individuals have confirmed that they subscribe to the DBS update service, on presentation of their last original DBS certificate, HR will undertake the online check. If the result indicates a clear DBS certificate and HR are satisfied with accompanying items 5.1(c) to 5.1(f) above, they will inform the line manager that a starter form confirming the start of the person’s employment with the College can be completed.

15. **CRIMINAL RECORD CHECKS FOR INDIVIDUALS WHO LIVED ABROAD**

On some occasions it may be necessary to conduct criminal checks for individuals who are from or have resided overseas. The College may request a criminal records check, or ‘Certificate of Good Character’, from their country of origin. In some cases it may also be possible for organisations to obtain such a check through the relevant embassy in the UK with the applicant’s permission.
Any prospective employees with no previous UK work experience must provide their full-employment history and they will not be allowed to commence employment without all the relevant new starter checks (including Enhanced DBS and references) being fully completed by the HR team.

Processes for obtaining criminal records checks abroad vary between countries. Further information can be found on the DBS website.

16. **RISK ASSESSMENT PROCEDURE**

In the event that an employee has voluntarily disclosed any information relating to unspent convictions, cautions, reprimands or warnings, or where the employee’s DBS check has listed information this information, the relevant line manager must undertake a risk assessment, using the appropriate form (Refer to Appendix C).

17. **RENEWAL OF DBS CHECKS**

The College reserves the right to recheck the DBS status of members of staff after they have undertaken three years of continuous employment, or where members of staff change role during the course of their employment with the College.

18. **REFERRAL TO THE INDEPENDENT SAFEGUARDING (ISA)**

It is against the law for an organisation to knowingly allow a “barred” person to work in regulated activity.

Additionally, if the College dismisses or removes someone from regulated activity (or would have done had they not left) because they harmed or posed a risk of harm to vulnerable groups including children, it is legally required to forward information about that individual to the Independent Safeguarding Authority (ISA).

19. **RECRUITMENT OF EX-OFFENDERS**

19.1 The College encourages all applicants called for interview, to provide details of any criminal record at an early stage in the application process. The request for this information is sent under separate, confidential cover, to the HR Manager and the College guarantees that this information will only be seen by relevant staff as part of the recruitment process.

19.2 Given the nature of posts at City of Westminster College are exempt from the Rehabilitation of Offenders Act 1974, the College is entitled to ask questions about an applicant’s/employee’s entire criminal record.

19.3 The College ensures that all those involved in the recruitment process, have been suitably trained to identify and assess the relevance and circumstances of offences. The College also ensures that these staff have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

19.4 At interview, or in a separate discussion, the College ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.
19.5 Failure to reveal information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.

19.6 The College undertakes to discuss any matter revealed in a DisGclosure with the applicant before a conditional offer of employment is withdrawn.


20. **EMPLOYEES WHO ACQUIRE CRIMINAL CONVICTIONS DURING THEIR EMPLOYMENT**

All staff are required to disclose criminal convictions acquired during their employment with the College. Disclosure is to be made confidentially to the HR Department who will consider the effect of the offence on the employee’s post. Disclosures relating to vulnerable groups will be referred to the College Safeguarding Contact who will consider whether a referral to the Independent Safeguarding Authority is necessary.

21. **MANDATORY STAFF TRAINING**

All new starters (including self-employed staff, agency and long-term contractor personnel) must attend the College’s mandatory Safeguarding, Equality and Diversity, PREVENT and Health and Safety training.
Appendix A

DBS – List of valid identity documents

PLEASE NOTE:

If a document in the List of Valid Identity Documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be issued within the past 12 months
- not denoted – it can be more than 12 months old.

The documents needed will depend on the route the application takes. You must try to provide documents from Route 1 first.

Route 1
You must provide:

- one document from Group 1;
- 2 further documents from either Group 1, or Group 2a or Group 2b.

At least one of the documents must show your current address.

Route 2
If you don’t have any of the documents in Group 1, then you must provide:

- one document from Group 2a;
- 2 further documents from either Group 2a or 2b

Route 3
Route 3 can only be used if it’s impossible to process the application through Routes 1 or 2.

For Route 3, you must be able to provide:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant’s current address.

Please note the documents must be original documents (not copies)

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth;
Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
• Adoption Certificate (UK & Channel Islands)

**Group 2a** – Trusted Government/State Issued Documents

• Current driving license photocard (full or provisional) – All countries outside the EU (excluding Isle of Man and Channels Islands)
• Current UK Driving licence (full or provisional) - (Photo card or old style paper version – if issued before 1998)
• Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
• Marriage/Civil Partnership Certificate (UK)
• HM Forces ID Card (UK)
• Fire Arms Licence (UK)

**Group 2b** – Financial/Social History Documents

• Mortgage Statement (UK)**
• Bank/Building Society Statement (UK)*
• Bank/Building Society account opening confirmation letter (UK) *
• Credit Card Statement (UK)*
• Financial Statement ** - e.g. pension, endowment, ISA (UK)
• P45/P60 Statement **(UK & Channel Islands) – please note we cannot accept documents provided by City of Westminster College as proof of ID/address
• Council Tax Statement (UK & Channel Islands) **
• Work Permit/Visa (UK) (UK Residence Permit) – Valid up to expiry date
• Utility Bill (UK)* – Not Mobile Telephone
• Benefit Statement* - e.g. Child Allowance, Pension*
• A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
• EU National ID Card – must still be valid
• Cards carrying the PASS accreditation logo (UK) – must still be valid

• Letter from head teacher or college principal (UK) for 16-19 years old in full time education – only used in exceptional circumstances if other documents cannot be provide – must still be valid
Appendix B – All College Staff and Volunteers

Management, Support, Teaching Staff and Volunteers

Has the individual subscribed to the DBS Update Service?

Yes

Yes

Satisfactory Enhanced DBS Check dated in the last 12 months?

Yes

Request the original copy of the Enhanced certificate for checking, together with all other necessary starter documentation, If all checks are satisfactory, HR confirms start date and line manager completes starter's form.

No

Request the original copy of the Enhanced certificate and, once all other necessary starter documentation has been received line manager must do risk assessment for Principal's approval. HR will confirm when starter form can be completed.

Yes

Request all necessary starter documentation and commence Enhanced DBS College checking. Line Manager to await confirmation from HR.

No

Request all necessary starter documentation and commence Enhanced DBS College checking. Line Manager to await confirmation from HR DBS College checking process, and check all other necessary starter documentation.
Appendix C

Staff Risk Assessment

This form should be used where:

(1) An applicant/employee has voluntarily disclosed information relating to unspent convictions, cautions, reprimands or warnings;
(2) Where the applicant’s/employee’s DBS check has listed information on unspent convictions, cautions, reprimands or warnings;
(3) For staff who have a cleared Enhanced DBS certificate dated within the last 12 months and will be in a role where they will be entirely supervised e.g. LSA, support staff, volunteers, student teachers etc.

<table>
<thead>
<tr>
<th>Area</th>
<th>Checked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Employment Start Date:</td>
<td></td>
</tr>
<tr>
<td>Department/Programme Area:</td>
<td></td>
</tr>
<tr>
<td>Type of Contract (FT, casual, permanent):</td>
<td></td>
</tr>
<tr>
<td>Contract Length (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Has the employee previously been employed by the College?</td>
<td>Yes: No:</td>
</tr>
<tr>
<td>Has this employee shown evidence that s/he has a satisfactory Enhanced DBS check certificate dated within the last 12 months?</td>
<td>Yes: Disclosure No: Date on Disclosure:</td>
</tr>
<tr>
<td><strong>If yes, please attach evidence</strong></td>
<td></td>
</tr>
<tr>
<td>Does the Enhanced DBS certificate indicate, or at any point in time, has the employee disclosed any unspent convictions, cautions, reprimands or warnings?</td>
<td>Yes: No:</td>
</tr>
<tr>
<td>Question</td>
<td>Yes:</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>If yes, please outline full details:</td>
<td></td>
</tr>
<tr>
<td>Based on the role they will be undertaking and your discussion with</td>
<td></td>
</tr>
<tr>
<td>employee, please outline the level of safeguarding risk to students</td>
<td></td>
</tr>
<tr>
<td>and why you have come to this conclusion:</td>
<td></td>
</tr>
<tr>
<td>List 99 check</td>
<td>Yes:</td>
</tr>
<tr>
<td>(Specify Details – incl. date):</td>
<td></td>
</tr>
<tr>
<td>Full-employment history</td>
<td>Yes:</td>
</tr>
<tr>
<td>(Please provide details)</td>
<td></td>
</tr>
<tr>
<td>References: verbal received</td>
<td></td>
</tr>
<tr>
<td>Specify Details or attach evidence:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>References: written received</td>
<td>Yes:</td>
</tr>
<tr>
<td>No:</td>
<td></td>
</tr>
<tr>
<td>If yes, please attach evidence</td>
<td></td>
</tr>
<tr>
<td>In their role, will this individual have direct contact with students?</td>
<td>Yes:</td>
</tr>
<tr>
<td>If applicable, provide further details:</td>
<td></td>
</tr>
<tr>
<td>Student Age Group(s):</td>
<td>14-16</td>
</tr>
<tr>
<td>Perceived Level of Risk:</td>
<td>Low</td>
</tr>
<tr>
<td>In light of the information received, what assurances are there that</td>
<td></td>
</tr>
<tr>
<td>this employee will not undertake unsupervised one-to-one meetings</td>
<td></td>
</tr>
<tr>
<td>with students, or alternatively, what other safeguarding measures</td>
<td></td>
</tr>
<tr>
<td>will be put in place by the Directorate/Department? Please outline</td>
<td></td>
</tr>
<tr>
<td>fully.</td>
<td></td>
</tr>
<tr>
<td>Director/Head of Service agreed that this employee can be appointed.</td>
<td>Yes:</td>
</tr>
<tr>
<td>No:</td>
<td></td>
</tr>
</tbody>
</table>
Once signed off by Director/Head of Department and the Principal, please forward to the HR Department.

Signature (Director/Head of Service): ___________ Date: __________________

Signature (Principal): ___________________________ Date: __________________

HR Signature: ______________________________ Date: __________________
Appendix D

Risk Assessment for Short-Term Assignment Contractors (or those engaged for a specific non-teaching project or one-off) - this includes Visitors

This form is to be used by line-managers to conduct and record a risk assessment for all individuals or representatives of firms/companies employed to complete short-term assignments on any of the College campuses.

N.B. Until the appropriate level of supervision is in put place, these individuals must not commence work.

This form must be returned to HR once completed. If a signed risk assessment is not received by HR, the individual will not be: allowed onto the premises; allowed to carry out any unsupervised activity; or allowed to access the college’s computer systems.

Once approval to employ individuals has been given by an HR representative signing the form and contacting the line-manager in writing, the visitor or starter’s form must be completed by the line-manager.

<table>
<thead>
<tr>
<th>Person’s Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Line Manager</td>
<td></td>
</tr>
<tr>
<td>Supervising Employee if not Line Manager</td>
<td></td>
</tr>
<tr>
<td>First Date and length of duration of Assignment at City of Westminster College</td>
<td></td>
</tr>
</tbody>
</table>

Please highlight which type of engagement applies:

Self-employed worker/Visitor (please specify):

 Guidance notes on the rear of this form should be read prior to completion.

Complete the following two boxes detailing the level of previous experience/conduct and the level of supervision that it is assessed is required to be put in place.
Relevant factors arising from previous experience/conduct which give confidence that the individual may work unsupervised and be granted access to City of Westminster College’s IT systems or be allowed onto the College’s premises:

<table>
<thead>
<tr>
<th>Activities to be undertaken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of assessed risk based on the above (please highlight below):</td>
</tr>
<tr>
<td>High</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Agreed supervision procedures:
Guidance notes:

This form should be completed and discussed with the new worker.

In considering a supervision assessment, line-managers should reflect on what is known about the person: their experience; the nature of their duties; and the level of responsibility they will carry.

For new engagements with limited experience and/or where references have provided limited information, the level of supervision required may be high.

New workers with more experience and who have references, which are detailed and provide strong evidence of good conduct in previous relevant work, may be permitted to work with a lower level of supervision.

Supervision may involve direct and indirect monitoring of a new worker in varying degrees, dependent on role and experience.

**N.B. Under no circumstances should a worker, visitor or volunteer be placed in a one-to-one situation with children**¹ or in a regulated activity with adults without supervision until a valid Enhanced DBS certificate has been examined.

The examples below should be used as guidance when considering the level of risk.

<table>
<thead>
<tr>
<th>Regulated activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Teach, train, instruct or care for children</td>
</tr>
<tr>
<td>• Supervise children</td>
</tr>
<tr>
<td>• Provide advice/guidance on wellbeing to children</td>
</tr>
<tr>
<td>• Drive a vehicle <strong>only for children</strong></td>
</tr>
<tr>
<td>• Provide personal care to a child or adult</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medium risk activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Group teaching which does not involve students in the groups listed above.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Low risk activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Teaching adults in groups</td>
</tr>
<tr>
<td>• Team teaching where the non-DBS cleared member of staff is not in charge.</td>
</tr>
</tbody>
</table>

¹ in accordance with DfES guidance, young adults under the age of 18 years are classified as children
<table>
<thead>
<tr>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Specify Details – incl. date):</td>
<td>Specify Details:</td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

If yes, kindly attach evidence

<table>
<thead>
<tr>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
</table>

14-16 □ | 16-18 □ | 19+ □ |

Low □ | Medium □ | High □ |

<table>
<thead>
<tr>
<th>Yes:</th>
<th>No:</th>
</tr>
</thead>
</table>

Signature (Director/Head of Service): ____________ Date: ___________________

Once signed off by Director/Head of Service, please forward to the HR Department.

Signature (Principal): _____________________________ Date: ___________________

HR Signature: ______________________________________

Date: ___________________
Confimation of Agency Staff Assignment

<table>
<thead>
<tr>
<th>Full Name of Candidate:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal contact details:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Home Number:</td>
<td></td>
</tr>
<tr>
<td>Mobile Number:</td>
<td></td>
</tr>
<tr>
<td>Details of Next of Kin:</td>
<td></td>
</tr>
<tr>
<td>(name, contact number, email)</td>
<td></td>
</tr>
<tr>
<td>Anticipated start date:</td>
<td></td>
</tr>
<tr>
<td>Anticipated end date (if known):</td>
<td></td>
</tr>
<tr>
<td>Reason for assignment:</td>
<td></td>
</tr>
<tr>
<td>Recruiting Line Manager:</td>
<td></td>
</tr>
<tr>
<td>Satisfactory List 99 Check completed:</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>Date of Check (dd/mm/yy):</td>
<td></td>
</tr>
<tr>
<td>Enhanced DBS clearance dated within the last 12 months?:</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>DBS Disclosure Number:</td>
<td></td>
</tr>
<tr>
<td>DBS Issue Date (dd/mm/yy):</td>
<td></td>
</tr>
</tbody>
</table>
| **Criminal convictions declared or recorded?** | ☐ Yes  
Details (if applicable):  
☐ No |
| **Satisfactory medical check obtained:** | ☐ Yes  
☐ No – please provide further information. |
| **Two Satisfactory references obtained and attached.** | ☐ Yes  
(One must be from last/current line manager and confirm safeguarding whether there has been any safeguarding concerns). |
| **Safeguarding** | From the references received, have any allegations or concerns ever been raised, about the candidate in relation to the welfare and safety of/ behaviour towards students (including vulnerable adults)?  
**Yes/No.**  
If yes, please provide details: |
| **CV attached showing full employment history** (covering the last 10 years – please explain any gaps in employment) | ☐ Yes |
| **Qualifications checked:** | ☐ Yes  
Please list below the qualifications of the agency personnel.  
•  
• |
| Qualified Teacher Status achieved: | ☐ Yes  
Please provide further details on level of qualification.  
☐ No |
| Highest teaching qualification achieved: | |
| Highest Educational Qualification achieved: | |
| English and Numeracy level 2 achieved | ☐ Yes  
Please state the qualification below:  
•  
•  
☐ No |
| Right to work in the UK*: | ☐ Yes  
Visa required? Yes/No  
If yes, please provide photo evidence.  
☐ No |

*Please advise agency personnel that on the first day of employment they are required to visit the HR Department with original evidence of their DBS and passport/UK Driving before commencement of their assignment.

Also note failure to complete this form fully or provide the requested evidence, will mean the individual may not commence the assignment.

I declare that the information given in this form is complete and correct to the best of my knowledge. I understand that it is a compulsory requirement for all agency staff to attend the College mandatory training as required including (Health and Safety, Equality and Diversity, Safeguarding, PREVENT etc.).
Once form is fully completed and signed, please email to hr@cwc.ac.uk or contact us on 0207 258 2772.

Please note company stamp or signature is required on all 'Confirmation of Agency Staff Assignment' forms, which are emailed as attachments.