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TRUST**

Responsibility | Respect | Resilience



Our Vision
RESPONSIBILITY
RESPECT
RESILIENCE

**A shining light in our
community**

You are the light of the world. A
city on a hill cannot be hidden. -
Matthew 5:14b

DBS Policy

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Related Documents		
Guidance		
Author	Elise Barker (HR Manager)	

DBS (PREVIOUSLY KNOWN AS CRB) POLICY

On 1st December 2012, the Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS). The DBS is an Executive Non-Departmental Public Body sponsored by the Home Office. The purpose of the changes is to ensure there is focused and effective safeguarding, with better sharing of information but with a common sense approach with a scaling back to a more proportionate level for criminal and barring systems. There is an aspiration that employers will be trusted to use common sense when making decisions about who we employ e.g. checking references and ongoing management.

1 Scope and Purpose

1.1 The Disclosure and Barring Service (DBS) has been established under the Protection of Freedoms Act 2012 and merges functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

1.2 Bradford Academy takes seriously its responsibilities in safeguarding the welfare of children and vulnerable adults. We will ensure that all those appointed, or its contractors, have had necessary and appropriate checks. This document outlines our policy on the use of criminal record checks and recruitment of staff or volunteers with criminal convictions or those who are barred from working with vulnerable groups.

1.3 This policy applies to all staff and will be made available to applicants at the outset of the recruitment process where a DBS request for disclosure of their criminal record will be required as part of the application process.

1.4 This policy refers to vulnerable groups including children and adults. A child is anybody under the age of 18. An adult is considered vulnerable during the time which they require services including; health care; personal care; social care; assistance with cash, bills and shopping; assistance with the conduct of their affairs and conveying (transport in relation to health, personal or social care provision).

2 Disclosure of criminal convictions

2.1 It is the policy of Bradford Academy to require applicants to disclose any 'unspent' criminal convictions as part of their application. Under the Rehabilitation of Offenders Act 1974 ex-offenders are not required to disclose to prospective employers, convictions defined as 'spent' under the Act. However certain posts, particularly those working with vulnerable groups, in positions of trust or sensitive areas are exempt from these provisions, and in these cases all convictions must be declared and DBS clearance obtained prior to starting employment.

2.2 Bradford Academy will not discriminate unfairly against applicants with a criminal record. Having a criminal record will not necessarily bar an applicant from working for Bradford Academy; the nature of a disclosed conviction and its relevance to the post in question will be considered. This is with the exception of; a person who has unspent convictions for violence, assault or damage to property, which are likely to be incompatible with working for Bradford Academy or; a person who is barred from working with vulnerable groups. It is a criminal offence to employ a person in a 'regulated position' where they have been barred from working with vulnerable groups.

2.3 Where a conviction has been disclosed in an individual's application for a post at Bradford Academy, a discussion will take place at the end of the interview regarding the offence and its relevance to the position. Failure to reveal information relating to unspent convictions will lead to withdrawal of an offer of employment, or termination of employment.

2.4 The individual has not disclosed the convictions on DBS section of Bradford Academy's Application form, they should be asked why they had not done so. The Executive Principal should be concerned about any applicant or employee who has failed to provide this information when they were required to do so or has

provided false information. If an individual denies that the convictions relate to them a further check must take place. This may result in a referral by the school to the Disclosure and Barring Service.

2.5 Once it is established that the convictions/cautions relate to the individual, the Executive Principal should explore with them the circumstances surrounding the convictions/cautions and when they took place. An applicant's criminal record should be assessed in relation to the nature of the post they are applying for.

2.6 The Executive Principal may delegate this to a member of the Senior Leadership Team or HR department who will then be required to consider:

- An examination of the circumstances leading up to the offence e.g. the influence of financial or domestic circumstances
- Whether the individual's circumstances have changed since the offence was committed, making re-offending less likely
- The degree of intent on behalf of the offender
- The damage caused
- Repeat offences i.e. was the offence a one-off or part of a history of offending
- The length of time since the offence took place
- The nature of the job i.e. does the nature of the job present any opportunities for the postholder to re-offend in the course of their work
- The degree of risk that the offence suggests that the individual represents
- The extent of job supervision i.e. does the job involve one-to-one contact with students and what level of supervision will the postholder receive
- An individual's attempt to avoid further offences.
- The degree of remorse, or otherwise, expressed by the applicant and their motivation to change
- Whether the offence has been decriminalised by Parliament

2.7 In reaching that decision the Executive Principal will consider the nature of the conviction/caution, when they took place and whether there is a possibility of further incidents taking place together with the possible implications, if any, for Bradford Academy employing this person.

2.8 All staff are required to disclose criminal convictions acquired **during employment** at Bradford Academy which may be relevant to their position or that related to violence, assault or damage to property. Disclosure is to be made confidentially to the Executive Principal, who will consider the effect of the offence on the employee's post. Examples of convictions relevant to positions include a driving offence for a driver position, theft or fraud for a finance position and convictions relating to vulnerable groups if working in regulated activity. Disclosures relating to vulnerable groups will be referred to the Executive Principal who will consider whether a referral DBS is necessary

3 Disclosure and Barring Service

3.1 Since Bradford Academy does fewer than 100 checks a year, we use Islington HR Services as our umbrella body to make the checks on our behalf, through the Disclosure and Barring Service (DBS). This enables us to obtain information to assess the suitability of applicants for employment for posts working with vulnerable groups or in positions of trust.

3.2 Bradford Academy complies with the DBS code of practice including the secure storage, handling, use, retention & disposal of DBS disclosures and disclosure information and with its obligations under the Data Protection Act.

3.3 Under the new DBS arrangements, the school no longer receives copies of the DBS certificate. It is the responsibility of the employee to bring their DBS certificate to the HR Administrator, who acts as the 'identity checker'. The identity checker will verify the original DBS certificate and forward a photocopy or scan the certificate to the HR department at the Academy. This will be used to update employees records and the Single Central Register. We are not allowed to keep any copies of the certificates once all records have been updated.

3.4 DBS disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent will have been obtained.

4 Responsibility within Bradford Academy

4.1. There are limited number of staff that will be involved in ensuring that Bradford Academy complies with the DBS Code of Practice and in making decisions using information from Disclosures on job applicants and employees. All staff involved must be familiar with Bradford Academy's policy and guidance together with the DBS Code of Practice.

4.2. All staff involved must treat all Disclosure information in the strictest confidence. It is offence under the Police Act 1997 to pass disclosure information to unauthorised persons. This means that Disclosures and the information they contain are only passed to staff that need to have access to it in the course of their duties. Members of staff that pass confidential Disclosure information to an unauthorised person will be liable to action in accordance with Bradford Academy's Disciplinary Procedure.

4.3. Islington staff will undertake the role of umbrella body so that we can access the DBS process

4.4. All Academy staff responsible for recruiting to posts that require a Disclosure must ensure they adhere to Bradford Academy's Recruitment and Selection Policy (and Policy on the Recruitment of Ex-offenders – Appendix Three) at all times. Job applicants must be informed as part of the recruitment process that successful candidates will have to apply for a Disclosure. Academy staff must also ensure that agencies that provide workers to cover posts that are subject to a Disclosure provide a valid Disclosure reference number and verify the individuals identity before they perform duties on the Academy's behalf.

5. Appointments requiring a DBS disclosure

5.1 The Academy has regulated activity in all areas and therefore all appointees will be required to submit an enhanced DBS disclosure request which includes a barred list check, where s/he will be working in 'regulated' activity with vulnerable groups as defined by the Safeguarding Vulnerable Groups Act 2006.

5.2 Legislation released by the Government came into force on the 18th March 2016 which states that Enhanced DBS checks will be mandatory for Governors in Maintained schools. Therefore all governors, in any type of school- maintained, independent, academy or free school, must have an Enhanced DBS certificate.

5.3 'Regulated' Activity - Children

Regulated activity for children is:

- Unsupervised activities *on a frequent basis*; teaching, training or instruction; care or supervision; advice or guidance on well being; or driving a vehicle for children. :
- Work in a 'specified place' *on a frequent basis* with opportunity for contact including; schools, children's homes, childcare premises. This does not include work by supervised volunteers.
- Relevant personal care, for example washing or dressing; or health care by or supervised by a professional. This activity does not need to meet the frequency threshold.
- Registered childminding; and foster-carers. This activity does not need to meet the frequency threshold.

5.4 'Frequency'

'Frequent' is once a week or more on an ongoing basis or four or more times in a single month or overnight (between 2am and 6am).

Frequent activity only applies where they take place in a single specified place e.g. visits to the same school. If activity is in a number of 'specified places' (e.g. schools), but is infrequently in each, a DBS check will not be required even if the totality of work carried out in the various settings is frequent.

5.5 Regulated Activity – Adults

The new legal definition of regulated activity for adults no longer uses the term ‘vulnerable adults’ and no longer requires the activity to meet a minimum frequency threshold. The definition now focuses on the nature of activities, which if required by an adult, will define them to be vulnerable. Staff and managers of staff providing the following activities will be conducting regulated activity:

- Health care – any health care professional providing health care to an adult or anyone who provides health care to an adult under the supervision of a health care professional.
- Personal care – providing assistance, supervision or advice in relation to activities including eating and washing.
- Social care
- Assistance with cash, bills or shopping
- Assistance in the conduct of a persons own affairs
- Transporting an adult because of their age, disability or illness to or from their home and a place where they will receive health care, personal care or social care.

6.0 Recruitment Process

6.1 All staff appointed to Bradford Academy will be subject to enhanced DBS checks (P57 point 232 KSCIE2023). As part of the recruitment process, all applicants will be made aware that a DBS disclosure is required as part of the application process and arrange for a DBS check at the appropriate stage.

6.2 When an appointee has been selected, the appointment letter must indicate that the appointment is subject to DBS clearance and the contract will be issued with a clause to this effect. All new appointees will use the DBS online process, managed by the HR department as soon as the offer is made to the individual. The DBS form is to be completed on line by the individual, with the HR administrator, who will complete the **identity checks** (in the role of identity checker) and countersign the online application. Members of the transgender community may contact the DBS for a sensitive check which does not reveal their gender identity history. All subjects of a DBS disclosure request will be made aware of the DBS Code of Practice.

6.3 **From 17 June 2013, DBS will no longer issue disclosure certificates to employers.** On appointment, appointees should be provided with a DBS agreement form (see Appendix One) which instructs them to bring their certificate to the HR department **before they start work or any project involving regulated activity**. The disclosure certificate should be provided to HR department within 7 days of issue, or applicants should inform the Executive Principal if they are disputing information on the disclosure.

6.4 In exceptional circumstances where operational delivery will be significantly impacted and where a DBS clearance has not been seen before the proposed start date, the Executive Principal (with advice from Human Resources) will conduct a risk assessment to determine whether the person should be allowed to commence working, and if so what additional supervision/systems/monitoring need to be put in place. The level of additional supervision required in such circumstances will take into account factors such as what is known of the person, their experience and the nature of their duties. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff without completed DBS disclosures it should be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff in undertaking the supervision spelt out. Such arrangements will be reviewed by the Executive Principal at least every two weeks until DBS clearance is received.

6.5 Bradford Academy will accept portability of DBS checks, which individuals may have from previous employers, as proof of satisfactory clearance when:

- the disclosure is at the correct level i.e. Standard / Enhanced / Enhanced + Barred list
- free from any offences that would prevent them being employed by Bradford Academy

- the individual has subscribed to the update service, which states that there is no change to the certificate.

6.6 Staff may wish to join the **DBS update service** if they are likely to require another check in the future. Applicants may sign up to the service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

6.7 **Agency Workers.** Where agency cover is used for posts that require a DBS certificate, the agency must be asked to provide the reference number of a satisfactory DBS for their worker. Disclosure reference numbers should be checked to ensure that the agency is providing references to valid certificates. If the agency is unable to provide the necessary Disclosure reference, the agency worker should not be used. The Executive Principal who is responsible for issuing contracts to approved agencies must ensure this requirement is contained in the terms and conditions of contracts.

6.8 **Volunteers** – the Bradford Academy community is enriched by Volunteers, who support the work of the school. Our Volunteer policy and protocols sets out the guidance on the recruitment, deployment and DBS checks required (see Appendix D)

7.0 Enhanced DBS and Barred List Re-Checks for Employees

7.1 Bradford Academy implements the guidance from Ofsted regarding re-checks for Employees which states: *“The ‘three year rolling programme’ for all staff is a myth. There has never been a requirement for a rolling programme of three-yearly checks for staff who have unbroken service (that is, no break of three months or more). The only reference to three-year checks in **Safeguarding children and safer recruitment in education** is in appendix 11, where it is **recommended** for agency staff. Ofsted and the Department for Education have repeatedly pointed out that such routine checks for staff directly employed by a school or college are not required. Ofsted will consider such routine re-checks to be excessive, as they go beyond what the law requires or the Government recommends. They will not be considered evidence of good practice, and may be considered to represent a poor use of resources.”*

Therefore, we will not routinely obtain a further DBS for existing employees. However at least once every 12 months as part of a data audit we will ask staff to declare that that they ‘have not received a criminal conviction, caution, reprimand, final warning or any other penalty from the police or the courts. Additionally that (they) are not currently subject to any impending investigation or action from the police or any court, and have not had any other police involvement that might reasonably argued as impacting on my suitability to undertake (their) role’. The Academy reserves the right to ask existing members of staff to apply for a new DBS check if there are ‘reasonable grounds’ such as:

- there has been a break in service of three months or more.
- Their actions or activities give ‘cause for concern’ e.g. allegations of suspicious or inappropriate behaviour made by a child or other person or a colleague, parent, carer or member of the public. In such instances, a full investigation of any such allegations will be conducted in accordance with Bradford Academy Disciplinary Policy. As part of the investigation process, the employee may be required to undergo an Enhanced DBS check or Enhanced check for Regulated Activity with consideration and legal advice taken in respect of human rights and employment legislation.

7.2 Any existing employee refusing to comply with the request for an enhanced DBS check or Enhanced check for Regulated Activity will be advised that their deliberate and unreasonable refusal to carry out lawful and safe instructions issued by an appropriate manager and/or to comply with a contractual agreement will lead to the employee being subject to a disciplinary investigation.

7.3 Where, as a result of a re-check, employees have an adverse disclosure result, the Executive Principal should be informed, and delegate a member of the Senior Leadership Team or HR department to complete a ‘Cause for Concern Risk Assessment Proforma’ (Appendix B) . It may be appropriate to move the employee to an alternative

post with no access to children and/or vulnerable groups, property/information/resources etc. depending on the nature of the disclosures and pending the outcome of a full investigation. It may be that there are no suitable duties the employee could undertake during this period which do not bring them into contact with children/adults. If this is the case, the manager must give consideration to suspending the employee on full pay pending the outcome of the disciplinary investigation. If the employee confirms or refutes the information provided by the DBS, the Executive Principal might request further checking with the DBS

7.4 When completing Appendix B: The Cause for Concern Risk Assessment Proforma it should be considered whether the conviction is relevant to the post and evidence of previous convictions should not be used to dismiss a person for poor job performance. The track record of the individual should be carefully assessed and if it is satisfactory, this should be considered positively. If the disclosure results are considered to be of a serious nature and prove to be correct the manager may consider various options. Options include:

- Termination of employment.
- Redeployment pending the availability of a suitable vacancy.
- The introduction of safeguards.

7.5 Only after a full appraisal of the situation including the risks involved and other alternative employment options investigated should dismissal be considered and then only after advice from HR. If the Executive Principal decides to consider termination of employment, then the employee must be informed in writing and a hearing held in line with Bradford Academy's Disciplinary Policy.

7.6 If the disclosure results are considered not to be serious and do not impinge on an employee's ability to work in their existing role the Executive Principal should inform the employee accordingly in writing.

8.0 Complaints

Applicants unhappy with any aspect of the DBS process, including the application of this policy, should initially raise their concerns to the Executive Principal. Where this fails to produce a satisfactory resolution, applicants have the right to complain to the Chair of Governors.

Complaints relating to mistaken identity or the nature of the information given in a criminal record disclosure can only be dealt with by the Disclosure and Barring Service.

APPENDIX A

DBS EMPLOYEE AGREEMENT

Dear Colleague

RE: DISCLOSURE & BARRING SERVICE

SINGLE CERTIFICATE ISSUED TO APPLICANT ONLY

Agreement to present original Certificate to the school

From 17th June 2013 only one copy of a Disclosure Certificate will be issued and it will be your responsibility to present the Certificate to the school. You are reminded that failure to disclose a criminal record may lead to the withdrawal of employment/volunteer offer and if already an employee may lead to disciplinary action.

Bradford Academy requires that all of our employees/volunteers present issued (original) DBS Certificate. Please complete the agreement below and return to either Louise Asquith or Elise Barker within the Human Resources Department.

I agree to present the original DBS Certificate to the school within 7 days of receipt and I am aware that failure to comply will lead to further action from HR department/School Office.

DBS application form reference number	
Full Name	
School	Bradford Academy
Signature	
Date	

APPENDIX B

CAUSE FOR CONCERN RISK ASSESSMENT PROFORMA

Please complete this form fully and discuss with an HR Adviser, as it will form the basis of a decision to appoint/not to appoint someone into a position where adverse disclosures have been identified on a returned DBS check.

Name of Manager

Name of Applicant.....

Name of HR Adviser (consulted if required)

Position Applied For

Director Area/Service

Date of Risk Assessment.....

Questions	Comments
Does the applicant meet all the essential criteria for the post in terms of skills, knowledge, experience and ability?	
Does the applicant agree that the information detailed on the DBS certificate is correct? In the event of a challenge from the applicant the matter needs referring to the disputes team at the DBS.	
The country in which the offence was committed e.g. some activities are offences in Scotland and not in England and/or Wales and vice versa. Whether the offence has since been decriminalised by Parliament.	
What was the nature of the crime, when did the relevant offence(s) occur e.g. less/more than two years ago, what were the circumstances involved and what was the sentence?	
Do the matters disclosed form any pattern? Was the offence a one-off, or part of a history of offending e.g. is the offence likely to re-occur?	
What is the seriousness of the offence(s) and relevance to the safety of other employees, customers, service users and property?	
Are there any assessments and reports from those agencies involved in the applicant's process of rehabilitation e.g. probation service, specialists working in prison, other agencies?	
Are the type and/or nature of the offence(s) directly relevant to the post?	

What is the nature of the contact the applicant will have with children/adults/the public and how vulnerable are they? If working with adults, will the applicant have access to finances or to items of value?	
Was the relevant offence committed at work (either paid or unpaid work)? Does the job present any opportunities for the applicant to re-offend in the place of work?	
Did the applicant declare the matters on the DBS disclosure application form and/or the Bradford Academy application form?	
Are there any mitigating circumstances e.g. any relevant information offered by the applicant about the circumstances that led to the offence being committed e.g. the influence of domestic or financial difficulties?	
Has the applicant's circumstances changed since the offence was committed, making re-offending less likely (e.g. improved personal circumstances, drug addiction therapy etc.). Can the applicant demonstrate any efforts not to re-offend? i.e. rehabilitation course	
Would the applicant do anything differently now - has their motivation changed? Does the individual regret the matter (degree of remorse) and what is their attitude towards the matters now?	
What level of and how much supervision is available to the applicant?	
Can any safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	
Any questions/additional comments from the applicant?	

Declaration by applicant and any additional comments in support of their employment

I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required could make an offer of employment invalid or lead to termination of employment. I understand that this proforma will be held securely by the HR department for 25 years from the date of the assessment if appointed/6 months if not appointed. It will only be accessed if a) Regulatory/enforcement organisations ask for clarification on this recruitment decision, or b) any allegations are made against me during the course of my employment with Bradford Academy, where an investigation would require access to this data. It will be destroyed in line with the Bradford Academy DBS policy.

I consent to the above:

Signature: Date.....

Name:.....

Additional comments from the Manager

Signature: Date:

Outcome of Risk Assessment (delete as appropriate):

Continue with offer of employment/withdraw offer of employment

Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions, safeguards to be implemented by the employing service

Name of Authorising Officer:

Signature of Authorising Officer:

APPENDIX C

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

1. Equal Opportunities Policy Statement

1.1 Bradford Academy's policy towards the recruitment of ex-offenders should be read in the context of Bradford Academy's policy statement on equality and diversity.

2. Recruitment of ex-offenders

2.1 As an organisation Bradford Academy accesses the DBS service to assess applicants' suitability for positions of trust, thereby complying fully with the CRB Code of Practice and undertaking to treat all applicants for posts fairly

2.2 Bradford Academy undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

2.3 All application packs will contain a statement that a Disclosure will be requested in the event of the individual being offered the post and a copy of Bradford Academy's policy on the recruitment of ex-offenders is on the school website.

2.4 All applicants are required to declare their criminal record at an early stage in the process on Bradford Academy's Criminal Records Declaration form, which is part of the Bradford Academy application form.

2.5 Bradford Academy undertakes that all staff involved in recruitment and selection will be trained appropriately. They will also be made aware of relevant legislation pertaining to the employment of ex-offenders.

2.6 At interview, or in a separate discussion, opportunities will be pursued to ensure that all necessary evidence is collected upon which selection decisions can be fairly based. This will include the relevance and circumstances of offences.

2.7 Failure to reveal information which is directly relevant to the post will lead to a subsequent withdrawal of any offer of employment.

2.8 Bradford Academy makes every subject of a DBS Disclosure aware of the existence of the CRB Code of Practice and will make a copy available on request.

2.9 Bradford Academy will undertake to discuss relevant matters revealed in a Disclosure with the person seeking the post before any decision is made to withdraw a conditional offer of employment on the basis of the Disclosure.

APPENDIX D

VOLUNTEER HELPERS IN SCHOOL POLICY AND PROTOCOLS

Vision

At Bradford Academy, we are open and welcoming to all who would like to support our students. We would like to encourage parents and other adults to help the school in a variety of ways. We believe that parents and carers can add enormous value to children's learning opportunities. Our overriding concern is for the safety and security of the children in our care. Our school policy is to ensure that the children benefit from as much help and support as necessary while being ensured of the best security possible.

Aims of Volunteer Helpers policy

- To provide parents/staff and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion.

Volunteer helpers are:

- Parents or other adults working alongside teachers and other associate staff
- Students/parents or other adults on work experience

Volunteer helpers support the school in a number of ways:

- Supporting individual students within classrooms
- Hearing students read
- Helping with classroom organisation
- Helping with supervision of children on school visits
- Helping with group work
- Helping with art or other practical subjects (technology etc)

Volunteer helpers are **not allowed** to do the following activities

- Take responsibility for all or some of the class
- Change very young children or supervise them changing
- Supervise children engaged in PE or other specialist activities
- Take the children off the school site without a teacher in charge
- The responsibility for the health and welfare of the children remains with the class teacher at all times

Applying to become a volunteer

- Anyone who is interested in becoming a volunteer at Bradford Academy should contact Philippa Darbandi p.darbandi@bradfordacademy.co.uk who will pass on the details to the appropriate department/area of learning/member of staff
- If a member of staff receives a direct approach from a volunteer, they should direct the enquiry to Philippa Darbandi
- If there is a vacancy for a volunteer, a meeting will be set up with relevant member of staff to agree the purpose, length and focus of the volunteer placement, and arrange for the appropriate DBS checks to take place with HR.
- Volunteers can work in the Academy immediately (subject to List 99 check) if they are supervised; for any unsupervised activities, a full enhanced DBS check should be received before starting unsupervised activities.
- The HR department will maintain a list of volunteers in the Academy. The list should include:

Name	Link teacher/associate staff	assigned to Area of learning	Purpose of volunteer	Date started (and finish date if placement)
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- The Volunteer Protocols must be signed.
- The Academy reserves the right to stop the placement at any time.

Signing in

When any helper arrives in the Academy they must sign in at main Academy reception and collect a visitor/parent helper badge which must be worn at all times in Academy. Please indicate your arrival time and which class/member of staff/area of learning you will be visiting.

Volunteers must also sign out and state the time when they are leaving the school premises.

Safeguarding checks and guidance

Bradford Academy follows the guidance from the Disclosure and Barring Scheme in order to safeguard the wellbeing of our students. For the children's safety, **all** volunteer helpers who have regular contact with children will be checked to see if they are on the Barred list (a list of people who are banned from working with children) regardless of whether they have unsupervised access to children. Volunteers with unsupervised access to children in addition to this will have an Enhanced Disclosure prior to taking up the role. (DBS)

If a parent has had any criminal allegations made against them, these must also be disclosed to the Executive Principal prior to volunteering in the school. This will be dealt with in strictest confidence.

The Executive Principal has the authority not to accept the help of volunteers if he believes that it is not in the best interest of the students.

Volunteers not requiring an Enhanced Disclosure

- Volunteers or parents who accompany staff and children on one-off outings or trips that do not involve overnight stays.
- Those who help out at specific events e.g. contextualised learning days etc who do not have unsupervised access to children.

All volunteers will be provided with a guidance document to ensure they safeguard the wellbeing of students of the Academy.

Confidentiality

We recognise that for staff and parents of other children to be confident about helpers in school all volunteers will need to agree to a protocol about confidentiality and conduct. Volunteer helpers are asked to sign a 'Volunteer Helpers Protocol,' a copy of which will be kept in school.

Deployment of parent helpers

It is the policy of the Academy to ask parents not to support in their own child's classroom, as this can be distracting for the child and perhaps can place the class teacher in a difficult situation. Helpers will be asked to support in classes where there is the most need for individual support.

Monitoring and review

The day to day monitoring of this policy is the responsibility for the Executive Principal, the Senior Leadership Team and HR department. The Executive Principal will report to governors annually on the number of parent volunteers in school and summarising their value and impact in supporting children's learning.

This policy will be reviewed on a 2 year cycle or earlier if necessary following full consultation from parent voice groups staff and governors.

Date policy agreed:..... Signed:.....



Name of Volunteer:

Link Member of Staff:

VOLUNTEER HELPERS IN SCHOOL PROTOCOL

Please read and sign the document below to confirm your agreement with the following school expectations as a volunteer helper:

Bradford Academy agrees to:

- Explain your tasks/jobs carefully so that you are clear about what we
- would like you to do with the children/students
- Share Bradford Academy Positive Behaviour policy with you to help you understand how we manage behaviour and rewards
- Ensure that the children you work with behave and work well
- Treat you with the highest respect and care
- Share relevant information about the children/students you are working with
- Let you know in advance the overall plan for the day and let you know if this changes
- Treat anything you tell us with confidentiality

We agree not to ask you to:

- Deal with difficult or challenging behaviour
- Carry out a task that you feel unprepared to complete

As a Volunteer Helper, I agree to:

- Use Bradford Academy Positive Behaviour policy and inform the teacher if I see any inappropriate behaviour
- Inform the teacher if I observe anything that concerns me in the Academy
- Treat any information with total confidentiality
- Inform the school if I am unable to come into school for any reason by the time agreed
- Respect and listen to the guidance of the teacher at all times
- Complete the appropriate DBS/List 99 safeguarding checks
- Disclose any criminal allegations to the Executive Principal prior to starting as a volunteer helper at Bradford Academy
- adhere to all safeguarding protocols provided including the Code of Ethical Conduct

I agree not to:

- Look at or compare children's work, records or staff records
- Share any information about a child or member of staff with anyone outside the school staff team

Signed: Link member of staff

..... Volunteer

Date



Code of ethical practice for school staff

All Academy staff are valued members of the school community. Everyone is expected to set and maintain the highest standards for their own performance, to work as part of a team and to be an excellent role model for our students. This code has been updated and is in line with Part 2 of the new Professional Standards for Teachers (September 2012) detailed overleaf.

All Academy staff should:

- ◆ place the safety and welfare of students above all other considerations
- ◆ treat all members of the school community, including students, parents, colleagues and governors with consideration and respect
- ◆ follow the Academy Value Contracts as they relate to staff and students
- ◆ adhere to the principles and procedures contained in the policies in our safeguarding portfolio and in teaching and learning policies
- ◆ treat each student as an individual and make adjustments to meet individual need, ensuring that all learners are known, valued and understood
- ◆ demonstrate a clear understanding of and commitment to non-discriminatory practice
- ◆ recognise the power imbalances between students and staff, and different levels of seniority of staff and ensure that power and authority are never misused
- ◆ understand that school staff are in a position of trust and that sexual relationships with a student, even over the age of 16, may be an offence
- ◆ be alert to, and report appropriately, any behaviour that may indicate that a student is at risk of harm
- ◆ encourage all students to reach their full potential
- ◆ never condone inappropriate behaviour by students or staff
- ◆ take responsibility for their own continuing professional development
- ◆ refrain from any action that would bring the Academy into disrepute
- ◆ value themselves and seek appropriate support for any issue that may have an adverse effect on their professional practice.

Child Protection Information for Visitors and Volunteers

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

The school's first priority is the welfare of our students. We are committed to the highest standards in protecting and safeguarding the students entrusted to our care at all times.

We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

In order to protect our children at Bradford Academy, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to
- Recognise signs and symptoms of abuse
- Respond quickly and effectively to cases of suspected abuse

Our school will support students by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- Promoting a caring, safe and positive environment within the school

Everyone working with our students should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse
- They should not attempt to investigate once the initial concern is raised
- They should involve the relevant Designated Child Protection Officer Jane Berry (Secondary) or Jen Jakes (Primary) immediately
- If they are not available, please report to the Executive Principal (Mel Saville).
- A disclosure of abuse or harm can be made at any time (lesson times, break times, after school etc.)
- Before outside agencies are invited into school to work with our students or to carry out work on the school premises, staff are required to ensure that all relevant DBS checks and identification has been seen

If you have a concern that a child is being harmed or at risk of harm or you receive a disclosure (intentionally or unintentionally) you must contact one of the following staff members:

Jane Berry Designated Child Protection Officer j.berry@bradfordacademy.co.uk 01274 256799	
Jen Jakes Child Protection Lead Primary j.jakes@bradfordacademy.co.uk 01274 256648	