



RADLEY

Supervision of Unchecked Staff and Contractors

January 2025

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Employees and contractors

All staff who are employed to work at Radley College are required to have an enhanced criminal records check carried out by the Disclosure and Barring Service. Contractors who undertake regulated activity or work on the site on a regular basis are also required to complete a disclosure. Other than in exceptional circumstances, employees and contractors will not be able to start work until the necessary clearance has been obtained.

In these exceptional circumstances the HR Department will carry out a risk assessment which is signed by the HR Director, the Bursar, the employee and their line manager. If a decision is made that the recruitment of an individual (or use of a contractor), before receiving clearance from the DBS, is key to the operation of the school, specific supervision criteria is put in place. The individual will not be allowed to work alone, nor will they have access to any boarding house until DBS clearance has been received. Checks are made using the Barred List check available on the Department for Education website. Prohibition checks are also carried out for teaching staff.

Agency staff

No person supplied by an employment business ("Agency") to the school should begin work at the school unless the HR Department has received written confirmation that the following regulated recruitment checks have been carried out by the Contractor / Agency:

The person's identity;

Right to work in the UK;

Medical fitness for the role (where appropriate);

Qualifications (as appropriate to the role);

The person is not barred from working with children or vulnerable adults by the Independent Safeguarding Authority (ISA);

An Enhanced DBS and the date DBS clearance was received; a certificate of good conduct (or similar) obtained for contractors/agency staff who have lived outside the UK in the previous 5 years;

Clarification as to whether the person has been working with children within the last 3 months;

A copy of any information disclosed by the DBS must be forwarded to the school.

All contractors or agency workers who have completed the checks will be issued with a photographic ID badge.

Other

There is not an expectation for a tradesperson, making repairs on a "one-off" basis, to be DBS checked. However, this person would need to sign in and sign out, obtaining a visitors badge from the Maintenance Department (or other department as appropriate) and be supervised by a member of staff at all times during their visit.