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Contractors engaged by the School who have regular or unsupervised contact with pupils must complete the same checks for their employees that the School is required to complete for its staff. The School requires written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again the School requires written confirmation that these checks have been completed before an individual can commence work at the School.

members of staff. In particular individuals interested in volunteering at the School will need to complete the following:

1. Volunteer Application form including details of last employment
2. Names, addresses and contact details of two referees, one of which should be current or most recent employer where applicable
3. Completion and submission of DBS application form which will include a Children's Barred List check.
4. Informal interview with the person for whom they will volunteer
5. Addresses provided where candidate has lived in the last 5 years
6. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)
7. Official photo identification provided (e.g. current passport or driving licence)

and photographic identification.

Professionals employed by third parties who work at the School (e.g. the School Doctor) will have been checked by their employing organisation. Written confirmation will be required and the individual must present identification.

Where PGCE students attend a work placement at the School, the teacher training provider should ensure that an enhanced DBS disclosure is applied for when a place at a teacher trainer institution has been accepted. Disclosures should therefore have been received by the teacher training institution prior to the student commencing their placement at the School. As with agency staff, the teacher training provider must assure the School in writing that all required vetting checks have been carried out. The student should bring their disclosure document and photographic identification with them when starting their work placement at the School.

In all cases the PGCE students will be appropriately supervised by a permanent member of staff throughout their placement.

The School recognises the value of visiting speakers in enhancing the curriculum.

The School satisfied that the content of the presentation is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty.

1. A suitable member of staff will be designated to organising the visit and for meeting, signing in/out and supervising the speaker at all times during their visit.
2. The member of staff responsible will check that the work of the agency or visitor is known prior to the visit and that the speaker is known to the School.
3. Clear guidelines will be provided to the speaker for the content of the speaker's input which will inform the planning of the visit and any preparatory or follow up work. The speaker will

Where a family hosts a student in their own home as part of an exchange scheme, the primary carer will be required to undertake an enhanced DBS disclosure check prior to the exchange student taking residence. The primary carer is defined as the responsible adult in the household who will be most present during the stay.

The trip leader will initiate the process at least 17 weeks prior to the commencement of the Exchange by sending a list of pupils and the name of the partner school to the HR department. A letter will be prepared and signed by HR and the Administration department will send it by iSAMs message to the Caterham host families. The letter establishes the name and contact details of the primary carer and should be returned to HR 16 weeks prior to the commencement of the Exchange. The HR department will inform Cath Drummond and the trip leader of the progress of vetting checks and when parents have been cleared. Any concerns regarding the content of a DBS disclosure will be shared directly with the DSL for the Senior School and a risk assessment will be undertaken.

In most cases a DBS disclosure is obtained before an individual begins work. On occasion however,