

## **SUPERVISION OF ANCILLARY, CONTRACT AND “UNCHECKED” STAFF**

Ancillary staff, whether full or part time, are considered to be engaging in regulated activity and so must undergo the same checks as teaching staff, other than the prohibition from teaching check. As such they would only need supervision if they were unchecked at the time of arrival (see below). Volunteers will be supervised and if their involvement in the school becomes regular, a risk assessment will be undertaken to determine whether they should undergo a DBS check and Barred List which would then allow them to be with children unsupervised.

Contractors will be supervised, unless they are to be in the school regularly in which case the school will contact their employer to ascertain whether they have undergone appropriate checks for working in environments with children. Staff whose DBS check has been delayed may work under loose supervision following a risk assessment, if all other checks have been completed including a satisfactory check of the barred list, and if the person concerned has been informed of the safeguards in place. If this situation continues for more than two weeks, the risk will be reviewed. A note will be placed on the Single Central Register.

Reviewed by SMT April 2019