

## **CHARLTON SCHOOL**

A member of the



Vetting procedure for the Appointment of staff/volunteers working with children

### Guidance for Volunteers

1. We are committed to ensuring that rigorous procedures are in place with regards to recruiting staff and volunteers to work with vulnerable groups. In order to promote safeguarding and ensure consistency Head teachers and governors must adopt and follow this guidance and procedure.
2. The recruitment and selection policy and procedures will be followed at all times. Particular attention being given to the guidance on special considerations when recruiting to posts working with vulnerable groups.
3. References will be taken up and scrutinised. Any identified gaps on application forms will be investigated and checked. If there are any causes for concern arising from these checks, such as;
  - unsatisfactory explanations of gaps in employment,
  - previous allegations of misconduct,
  - record of disciplinary action,

then further steps will need to be taken to decide the suitability of the volunteer

4. In addition preferred candidates for posts working with children will be required to complete an application for an enhanced criminal records disclosure (DBS) from the Disclosure & Barring Service. See guidance for managers on whether a criminal records check is required.
5. If there are no cautions and/or convictions, other information on the DBS check or anything of concern in respect of the Disqualification checks, then where an individual has been successful at interview the application will continue to be processed.