

DBS Guidance - NYCC centrally employed staff that work at, or visit, school sites

Staff who are centrally employed by NYCC and work in schools fall into the following categories:

NYCC Staff EMPLOYED to work in school on a regular basis:

These staff meet the definition of Regulated Activity. For roles such as cleaning, caretaking, catering and peripatetic teachers there is a requirement for schools to seek written confirmation from the employing NYCC service, that necessary clearances are in place for the purpose of the Single Central Record. Please note that there is no requirement to obtain DBS certificate numbers or any of the detail about clearances, only written confirmation that they are in place and record the date this confirmation was received on the SCR. The template email in Appendix 1 of the SCR Guidance could be used for this purpose.

NYCC Staff who VISIT school sites:

For those centrally employed staff that visit schools regularly (but not the same school regularly), NYCC will ensure that such staff, who still meet the definition of Regulated Activity, will be subject to enhanced DBS clearance and children's barred list check. This document satisfies the requirement for written notification to schools that the required DBS clearance has been completed for any centrally employed member of staff who visit a maintained school or Academy.

This includes the following staff groups: School Improvement Advisers, HR Advisers, Health and Safety Advisers, FMS/Bursars, Strategic Planning Officers, Educational Psychologists, Early Help Consultants, Social Workers, Children and Families support workers, centrally employed Teachers and Relationship Managers-NYES.

These staff are not required to be entered on an individual school's SCR (unless they meet the definition of regular within one particular school alone – e.g. an HR Adviser, who spends a day a week in one school). Regular is defined as frequently (once a week or more often), or on 4 or more days in a 30-day period.

However, it is good practice for these above groups to do the following:

- a) Sign in and out of the School; and
- b) Undergo an identification check on their first visit to the School, which involves checking their NYCC ID Badge.

NYCC Staff who work or visit school sites irregularly: There may be other NYCC staff who visit schools on an infrequent basis and do not meet the definition of Regulated Activity. There is no requirement or ability to DBS check these staff – for example a business support

administrator who is notetaking at a meeting in school. These staff should not be in unsupervised contact with children.

Please review the DBS Policy for more information and if required, contact NYHR (01609 798343 or NYHR@northyorks.gov.uk) for further advice and guidance.