**Children’s Barred List Check, DBS & SCR record?**

This is Regulated Activity. You must check the Barred List and carry out an enhanced DBS check. Record on SCR

Person be employed by the school [eg on your payroll] regularly\*?

**Yes**

**No**

This is Regulated Activity. Contractor/Agency must check the Barred List and carry out an enhanced DBS check. Record on SCR

Person employed by someone else or self employed on a regular basis\* to work in your school [eg PFI, cleaning and catering contractors, Agency, Supply, sports coach, security, music teacher] that may involve contact with children?

**Yes**

**No**

This is not Regulated Activity. The employer must not check the Barred List nor carry out a DBS check. No SCR

Person employed by someone else to work in your school that does not involve them in regular contact with children [eg builders, boiler contractor, gardener, photocopier engineer]

**Yes**

This is not Regulated Activity. You must not check the Barred List. You must carry out an enhanced DBS check [without barred list check] Record on SCR

**No**

**Yes**

School Governor or member of a PRU management Committee?

**No**

This is Regulated Activity even if it happens only once. You must check the Barred List and carry out an enhanced DBS check. Record on SCR

Volunteer – will the person be involved in overnight activities [sleep-over, residential trip]?

**Yes**

**No**

This is Regulated Activity. You must check the Barred List and carry out an enhanced DBS check. Record on SCR

**Yes**

Volunteer – regular unsupervised contact with children [reading to groups/individual children in corridor, separate room] ?

This is not Regulated Activity. You must not check the Barred List. A DBS check is not permitted for under-16s. Person should be supervised. No SCR

**No**

**Yes**

Volunteers – under 16 work experience or voluntary work?

This is not Regulated Activity. You must not check the Barred List. You may wish [recommended] to carry out an enhanced DBS check [without barred list check]. You should conduct a Risk Assessment to determine. Record on SCR recommended

**No**

Volunteers – regular\* contact with children but normally supervised [reading to groups/individual children in the classroom]?

**Yes**

**No**

This is Regulated Activity even if it happens on one occasion. You must check the Barred List and carry out an enhanced DBS check.

Volunteers – giving intimate or person care to children [toileting, washing, helping to eat] even if only once?

**Yes**

**No**

This is not Regulated Activity. You must not check the Barred List. A DBS check is not required. The person should be supervised. No SCR

Volunteers – contact with children but not regular\* [school trip]?

Visitors - such as inspectors, trainers, auditors, HR.

**\*Regular** at least once a week or more than three times in a month

**Yes**