# Unregulated alternative provision safer recruitment checks

As per [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

*333. Where a school places a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil.*

*334. Schools should obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e., those checks that the school would otherwise perform in respect of its own staff.*

Therefore [name of school] is obliged to obtain written confirmation of the following (according to Part 3 of [Keeping children safe in education - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

Prior to any placement being agreed, the following must be completed by the AP centre lead or proprietor, signed and returned to the school. Failure to complete this form may result in placements being paused or ceased and funding withdrawn.

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| **Name of provision** |   |
| **Address of provision** |   |
| **Proprietor/centre lead name/role** |   |
| **Proprietor/centre lead contact telephone and email** |   |
| **Name and role(s) of colleagues who are safer recruitment trained** |  |
| **Date of safer recruitment training** |  |

I, the undersigned, confirm that in respect of **all employees and volunteers** at the above named unregulated alternative provision, the following checks and procedures are in place and affirm that all staff are suitable to work with children. I understand that the school may request sight of relevant documents during a pre or mid-placement visit.

1. **Staff files** are in place and contain evidence of
	1. Application forms containing
* personal details (current and former names, current address and national insurance number)
* details of their present (or last) employment and reason for leaving
* full employment history
* qualifications
* details of at least 2 referees
* a statement of personal qualities and experience
* a self-declaration of any criminal record or information which may make them unsuitable to work with children
	1. Evidence of right to work in the UK
	2. Photocopies of 2 identity checks (with a photograph)
	3. At least 2 references, including 1 from the applicant’s current or most recent employer
	4. A risk assessment if required
	5. Copies of interview notes which determine the applicant’s suitability to work with children
	6. Photocopies of qualifications
1. **A Staff tracker or single central record** which includes:
2. Name and address of employee/volunteer
3. Date employment started
4. Date identity checks carried out and by whom
5. Date DBS checked and by whom
6. Risk assessment in place yes/no
7. Right to work in the UK checks – when and by whom
8. Qualifications check – when and by whom
9. Prohibition order checks- when and by whom (for those in ‘teaching activity’)

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| **Signed** |   |
| **Date** |   |
| **Received by school (name/date)** |   |