

Disclosure and Barring Service Checks

Libra

Policies and Procedures

Coordinator Kirsty Crosby

Head Teacher Kirsty Crosby

Nominated Director Joan Wilkes

Last Review Date 08.09.18

Next Review Due 15.09.19

Mid-year updates

Libra School

Disclosure and Barring Service Checks

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Rehabilitation of Offenders Act 1974
- Data Protection Act (1998)
- Human Rights Act (1998)
- School Standards and Framework Act 1998
- Immigration, Asylum and Nationality Act 2006
- Safeguarding Vulnerable Groups Act 2006
- School Staffing (England) Regulations 2009
- Independent School Standards Regulations 2010
- Education (School Teachers) (Qualifications and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012
- Protection of Freedoms Act 2012
- Disqualification under the Childcare Act 2006

The following documentation is also related to this policy:

- Conditions of Service for School Teachers in England and Wales (Council of Local Education Authorities)
- DfE Keeping Children Safe in Education September 2018
- Working Together to Safeguard Children 2015
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)
- Data Protection: a toolkit for schools (DfE)
- Preparing for the General Data Protection Regulation (GDPR) - Information Commissioner's Office.

Statement and Responsibilities

We have a statutory duty to safeguarding the welfare of children in our care and provide them with a safe learning environment. By undertaking checks via the Disclosure and Barring Service (DBS) for those people who are looking to work with children, we aim to prevent unsuitable people from working with children and vulnerable adults.

Libra undertakes the following check provided by the DBS:

Enhanced check: records of convictions, cautions, reprimands and warnings as found on the Police National Computer (PNC), plus other relevant information held by the police.

Enhanced check with a Barred List check (child): for those people who are deemed unsuitable to work with children are placed on to the Children's Barred List.

We realise that the majority of school appointments are for staff who will be responsible for the care and supervision of children on a regular basis (regulated activity) and as part of the process of safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information. The level of check will be appropriate for the post or

Libra School

type of work undertaken. We have a mandatory duty to make checks for anyone who will be in regulated activity.

We are aware that we do not have the power to request DBS checks and barred list checks or ask to see DBS certificates for visitors but we will ensure that all visitors are escorted whilst on school premises.

We have 'a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.' (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their DBS checks indicates that they present a risk to children.

Alongside satisfactory signed referencing and all appropriate pre-employment checks, staff are not allowed to commence their employment at Libra until we are either in receipt of a clear DBS check at Enhanced level with barred list information in the childcare sector or, where the candidate has subscribed to the DBS Update Service, we are in receipt of the original DBS check at Enhanced level with barred list information in the childcare sector from a previous employer; and that the certificate matches the candidates identity documentation, together with the member of staff's approval for us to perform a DBS Update Status check – and the result must clearly show that there have been no changes to the details on the original DBS certificate since its issue date.

We are aware that the General Data Protection Regulations (GDPR) will entirely replace the current Data Protection Act (DPA) by making radical changes to many existing data protection rules and regulations that schools, academies and other educational establishments adhere to under the DPA. The principal aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation.

We acknowledge the new guidance given to all schools in the 'Data protection: a toolkit for schools' (DfE April 2018) regarding the appropriate use of personal data.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide protection for children against those who might wish to harm them.
- To protect the interests of the school from those who may not be considered suitable to work with pupils and vulnerable adults.

Libra School

- To share good practice within the school.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Directors

The Directors have:

- delegated powers and responsibilities to the Headteacher and Deputy Head to ensure DBS checks are in place;
- recognise and accept their responsibilities to ensure adherence to the DBS Code of Practice in connection with the use of information provided to the company. The company uses an Umbrella Body in order to undertake DBS checks. From time to time the company may change the nominated Umbrella Body, currently the company uses the services of CRD (UK) Ltd.
- delegated powers and responsibilities to the Headteacher to ensure all school staff and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Manager to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher and School Manager

The Headteacher will:

- implement this policy;
- Ensure DBS Disclosure checks are carried out in accordance with current guidelines;

Group	No contact with children	Contact with children		Type of DBS check
		Supervised	Not supervised	
New member of staff			•	DBS certificate (with barred list check)
New member of staff transferring from another school without a break in service			•	No legal requirement to obtain an enhanced DBS certificate (with barred list check) but we still check DBS Update Status Check
New volunteer		•		No legal requirement to obtain a new enhanced DBS certificate (with barred list check) but an enhanced DBS certificate may be obtained
			•	DBS certificate (with barred list check) must be obtained

Libra School

	•			Not in regulated activity but an enhanced DBS certificate may be obtained
Contractors			•	DBS certificate (with barred list check) must be obtained
	•			No DBS check is required
Trainee teachers (student teachers)			•	An enhanced DBS certificate (with barred list check) must be obtained
Supply teachers and other temporary agency staff			•	An enhanced DBS certificate (with barred list check) must be obtained by the agency with written confirmation sent to the school and a DBS Status Update check will be made
Directors		•		No legal requirement to obtain a new enhanced DBS certificate (with barred list check) but an enhanced DBS certificate may be obtained
			•	DBS certificate (with barred list check) must be obtained
	•			Not in regulated activity but an enhanced DBS certificate may be obtained

- Ensure online DBS Update service checks are made to the validity of DBS certificates;
- request disclosure checks;
- using the disclosure check information decide whether an appointment can proceed;
- ensure the single central record is kept up to date
- work in conjunction with the Senior Management Team to ensure all school staff, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Directors on the success and development of this policy

Role of School Staff

School Staff will:

- comply with all aspects of this policy;
- subscribe to the DBS Update Service on an annual basis;
- ensure they provide all the necessary documentation for the disclosure process;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Under the Disclosure of Information from the Disclosure and Barring Service (DBS)

Staff may not be in charge of pupils unless a satisfactory Enhanced DBS check with barred list information (when in regulated activity) has been obtained and the original certificate seen by

Libra School

LIBRA recruitment team. A “buddy” system will operate to ensure the new employee accompanied during the early stages of their employment. In the case of academic staff, there is the addition of a recording CCTV facility in most teaching classrooms.

The following steps are common to all staff appointments and are to be adhered to during the recruitment of all staff to LIBRA.

Storage, Handling, Retention and Disposal of Disclosure information

a. General Principles

As an organisation using the Disclosure and Barring Service (DBS) it helps assess the suitability of applicants regarding child protection and safeguarding requirements. LIBRA complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of checks and information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

b. Identity Checks & Receiving Information

LIBRA has nominated the Deputy Head, Office Manager and Senior Secretary to conduct identity checks. The Deputy Head and Office Manager are authorised to receive information from the nominated Umbrella Body. Identity is established at 1st round interview stage when they are asked to supply suitable original identification which is verified and then filed.

c. Storage & Access

Disclosure information is kept on the applicant’s staff file and is always kept safely and securely, in lockable, filing cabinet with access strictly controlled and limited to those who are entitled to see it as part of their duties.

d. Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

e. Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given.

f. Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Libra School

We will not keep any photocopy or other image of the check or any copy or representation of the contents of such a check. However, notwithstanding the above, we may keep a record of the date of issue of a the check, the name of the subject, the type of check requested, the position for which the check was requested, the unique reference number of the check and the

details of the recruitment decision taken. Please refer to the Single Central Register or the Disclosure Situation for full details.

g. Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, ie. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg. waste bin or confidential waste sack).

h. Portability

Following conclusions drawn from The Bichard Inquiry Report, Libra does not accept portability of DBS checks, this is due to the fact that soft information does not appear on an applicant's copy of the DBS disclosure. Soft information is where local police have evidence relating to an applicant that has not resulted in more formal action, for instance, a conviction. Soft information is essential evidence which help to give an employer a more enhanced indication of suitability (or unsuitability) for the post in question.

Policy Statement on the Recruitment of Ex-Offenders

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

- As an organisation using the Disclosure and Barring Service (DBS) to assess an applicant's suitability for positions of trust, LIBRA complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- LIBRA is committed to the fair treatment of its staff, potential staff or users of its services, regardless of racial or ethnic background, gender, religion, sexual orientation, responsibilities for dependants, age, perceived age, marital status, physical/mental disability or offending background.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- As a school and care community we have a commitment to promote equality. Therefore an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.
- We take no account of an applicant's membership or non membership of a trade union.
- All application forms, job adverts and recruitment briefs will contain a statement that an Enhanced DBS Check will be requested in the event of the individual being offered the position as well as the requirement for the candidate to join the DBS Update Service.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under confidential cover, to a Designated Person within LIBRA and we guarantee that

Libra School

this information is only to be seen by those who need to see it as part of the recruitment process.

- Unless the nature of the position allows LIBRA to ask questions about their entire criminal record we only ask about any unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those at LIBRA who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working at LIBRA. It will depend on the nature of the position and the circumstances and background of the offences.

The main focus of decision making should be on those offences that are relevant in terms of protecting children and vulnerable adults. The relevant categories of offences for most purposes are violent, sexual and drug offences, although it should be borne in mind that all three categories cover a wide range of behaviours from the relatively minor to the most grave.

Past offences of dishonesty may not be relevant in terms of protecting vulnerable people from physical harm. Although they may have a bearing on a person's trustworthiness, there is for example, a distinction between a past offence for fraudulently cashing a cheque in a supermarket and one involved in defrauding an elderly or learning impaired person.

The key principle is that otherwise suitable applicants should not be refused jobs because of offences that are not relevant to the job.

It is recommended that the following issues are taken into account:

- the length of time since the offence occurred
- the circumstances which led to the offence
- whether there is a history of offending
- whether the applicant's circumstances have changed since the offence was committed, making re-offending less likely
- whether the offence has been decriminalised by Parliament

In such cases a Convictions / Cautions / Reprimands / Warnings Review Form will be completed by a Director so that the information has been reviewed accordingly and the appropriate course of action can then follow. A Risk Assessment form will also be completed by a Director.

Libra School

Enhanced DBS checks with barred list information show if someone applying for a job working with children is banned from such work. People will be banned from working with children by virtue of their inclusion on the lists of those considered unsuitable to work with children maintained by the Department for Education and Skills and Department of Health. These are List 99 and the Protection of Children Act (POCA) list respectively. Libra routinely check the validity of staff DBS status upon the candidate's consent and via the DBS Update Service. All staff DBS checks are less than 3 years old.

They will also be banned if they have been convicted of certain specified offences under Schedule 4 of the Criminal Justice and Court Services Act 2000.

Unless a court believes that it is unlikely that an offender aged 18 or over will commit a further offence against a child, then the person will be banned from working with children if they have been convicted of certain specified offences against those aged under 18, or 16 in some instances and given a hospital or guardianship order or a custodial sentence of 12 months or more. Suspended sentences of 12 months or more are also treated as qualifying sentences. Juvenile offenders aged under 18 will only be banned if it is judged that they are likely to commit further offences against a child. The specified Schedule 4 offences include:

- abduction and false imprisonment
- abuse of trust
- assault occasioning actual bodily harm
- homicide and threats to kill
- incest, and cruelty to children
- intercourse with a girl under 16
- offences relating to child pornography
- offences relating to prostitution
- rape, and indecent assault
- supplying a class A drug to a child
- wounding and causing grievous bodily harm

Level of Disclosure

It is mandatory that all staff employed at LIBRA are subject to an Enhanced DBS check with barred list information (when in regulated activity). In addition, new members of staff must apply to join the DBS Update Service which is done at the time of their Disclosure application. Application to the scheme is done by ticking an extra box on the application form and subsequently joining within 19 days of receipt of the DBS certificate – LIBRA administer this requirement to ensure the candidate joins within the timeframe set by the DBS. Please also see section 'Validity of Checks' regarding how existing members of staff join the DBS Update Service.

a. Enhanced DBS check with barred list information

This is the highest level of check available to anyone involved in regulated activity* which is the regular caring for, training, supervising or being in sole charge of children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. The Directors have considered the position with regards to regulated activity and as the company encompasses an independent school as well as residential childrens' homes where continuity of care is key, taking into account the nature of the children we look after and educate as well as the fact that we only have 22 children on role (as at 26.02.15) 15 of which are with LIBRA in a 'looked after'

Libra School

capacity, therefore all staff from administration to educational staff, to Directors to the care team, to the support team are all in direct contact with the children and are therefore deemed appropriate to undertake the Enhanced DBS check with barred list information as standard, this obtained before staff take up their post – unless they are in ‘offsite / non-contact with children on training and induction programmes’.

Extract taken from: DBS Changes to Disclosure and Barring inc regulated activity 2012

*The full, legal definition of regulated activity relating to children comprises only: (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children; (ii) Work for a limited range of establishments (‘specified places’), with opportunity for contact: for example, schools, children’s homes, childcare premises. Not work by supervised volunteers; Work under (i) or (ii) is regulated activity only if done regularly. (iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional; (iv) Registered childminding; and foster-carers.

An Enhanced DBS check with barred list information will show current and spent convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). It will also involve an extra level of checking with local police force records in addition to checks with the (PNC) and the government department lists held by the DfE and DH, where appropriate. This non-conviction information is also known as ‘Soft’ Information. It is up to the Chief Constable of the relevant police force or forces to decide what, if any, information is disclosed. Chief Constables can decide that some information may be relevant to the position but do not wish the prospective employee to see the information. This information will be sent separately to the person who countersigned the application only.

b. Applications

Applications will be made by the individual and processed via the company’s nominated Umbrella Body. LIBRA will nominate an authorised person(s) to conduct identity checks and to receive information from the nominated Umbrella Body.

The Enhanced DBS check with barred list information (when in regulated activity) will only be requested once a provisional job offer has been made. Once the payment has been received from the successful applicant, the Office Manager will raise an online template (through CRD UK) and email instructions (see CRD online instructions email) to the new member of staff (advising them of this email in advance by telephone).

Once they have completed their online sections and saved including selecting the option to ‘Join the DBS Update Service’, they are asked to inform LIBRA so that appropriate and valid identification (as required by the CRD) sections are verified by the Office Manager, completed online and then submitted. All of this occurs at the earliest opportunity. LIBRA advise new recruits of the urgency regarding organising and submitting this information, however agree that speedy recruitment does not equal safer recruitment and therefore due time, care and attention are awarded in this area.

c. DBS Update Service

New recruits and those staff who renew their DBS checks – once approaching 3 years old, are required to join the DBS Update Service via completion of an online form. The candidate’s

Libra School

consent is obtained and this allows LIBRA to check the validity of the candidate's/staff's DBS status periodically via www.gov.uk/dbs-update-service.

The requirement to join the DBS Update Service is covered in the job application form as well as during the recruitment process. Any new staff joining that already subscribe to the DBS Update Service – will be required to produce the original DBS certificate which must be at Enhanced level (and working in the child force sector) with barred information (when in regulated activity) as well as their authority for LIBRA to undertake an immediate check via the DBS Update Service (before they take up their post).

Status Update Checks are then performed at 6 monthly intervals.

d. Validity of checks

In line with good practice LIBRA has rolled out a programme to ensure all members of staff have a DBS check that is less than 3 years old. When the check is approaching 3 years the member of staff is asked to undergo a new DBS check at Enhanced level with barred list information and following that they are required to join the DBS Update Service.

Should Libra have any concerns about an existing staff member's suitability to work with children then a check with the DBS Update Service will be made, should the member of staff be within the 3 year rolling programme then an immediate new DBS Enhanced check with barred information (when in regulated activity) will be requested.

e. LIBRA's Duty and responsibility

Libra understands its legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Referrals of this kind would be made at our earliest opportunity.

f. Barred List Check

Anyone who is appointed to carry out regulated activity will require an Enhanced DBS check with barred information.

Single Central Record

We will keep a single central record that records the following information:

Checks	Date when checked
▪ Identity check	
▪ Role	
▪ Date of Birth	
▪ Address	
▪ Medical Form	
▪ Enhanced DBS check with barred list information	
▪ DBS Update Service inc consent to monitor	
▪ Prohibition from teaching check	
▪ Checks on individuals living or working outside the UK	
▪ Professional qualifications check	
▪ Right to work in the UK check	

Libra School

- | | |
|---|--|
| ▪ Staff Declaration of Suitability including: 'disqualification by association' | |
|---|--|

Role of Parents/Carers

Parents/carers will be made aware of this policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- via application pack requests
- via invitation to interview letters/emails
- the school website
- the Staff Handbook
- meetings with school staff
- to parents and carers via the Parent/Carer Handbook
- On the school office noticeboard

Training

All school staff:

- have equal chances of training, career development and promotion
- receive training on this policy on induction;
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated Director.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Safeguarding & Child Protection	▪ Safer Recruitment
▪ Data Protection	▪ Contract of Employment
▪ Data Protection and the General Data Protection Regulation (GDPR)	

Libra School

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Disclosure and Barring Service Checks	As stated			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups															Conclusion													
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
	✓				✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
	✓				✓			✓			✓			✓			✓			✓			✓			✓			✓
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS					
	✓				✓			✓			✓			✓			✓			✓			✓			✓			✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
-------------------	--

Libra School

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			
• Policy in line with current legislation	✓			
• Coordinator in place	✓			
• Director in place	✓			
• Coordinator carries out role effectively	✓			
• Headteacher/Director and coordinator work closely	✓			
• Policy endorsed by Directors	✓			
• Policy regularly discussed at meetings of the Directors	✓			
• School staff aware of this policy	✓			
• School staff comply with this policy	✓			
• Pupils aware of this policy	✓			
• Parents aware of this policy	✓			
• Visitors aware of this policy	✓			
• Local community aware of this policy			✓	
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Initial Equality Impact Assessment undertaken	✓			
• Policy referred to the Handbook	✓			
• Policy available from the school office	✓			
• Policy available from the school website	✓			
• School Council involved with policy development	✓			
• All associated training in place	✓			
• All outlined procedures complied with	✓			
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			
A statement outlining the overall effectiveness of this policy				
It is effective and suitable for purpose				