



# Child Workforce Checks (DBS checks) for CMAT Members and Directors and Local Governors and Associate Members: Guidance on process and renewals



## **Child Workforce Checking (DBS checks) for CMAT Members and Directors and Local Governors and Associate Members: Guidance on process and level of checks and updates and renewals**

### **Background**

Child Workforce checks, formerly known as DBS checks, are required of all people in positions of governance within Catholic Multi-Academy Trusts in the Diocese of Nottingham.

Child Barred List Checks are required where the individual by nature of their role is likely to be involved in regular unsupervised activity. Regular unsupervised activity is defined as being unsupervised with children once a week or more often, or on 4 days in a 30 day period or overnight between 2am and 6am.

The DfE require S128 checks to be applied to those occupying positions considered to designate them as 'proprietors' of the CMAT.

### **CMAT Members and Directors**

The Child Workforce check for CMAT Members and Directors will be coordinated by NRCDES as part of the appointment process. The check itself will be undertaken by the Diocesan Safeguarding Office.

CMAT Members and Directors are expected to visit schools regularly. However they are not expected to meet the test for a Child Barred List.

The DfE have clarified Members and Directors are considered to be 'proprietors' of the CMAT and are therefore required to have a S128. S128 checks will be undertaken by NRCDES.

NRCDES will confirm to the CMAT Company Secretary that Child Workforce and S128 checks have been completed prior to the Company Secretary registering them as Directors with Companies House.

### **LGB Foundation, Parent Governors and Associate Members**

The role of governor in a school is set out in the 'Local Governing Body Handbook' published by NRCDES in September 2018. This is clear that governors are expected to be regular visitors to school. However, governors are not expected to be in regular unsupervised activity with children and are not expected to attend overnight residential school activities where children are present. As such they do not require a Child Barred List check.

It is important to note that if the governor is involved in other activity at the school not associated with their role of governor; for instance they may also volunteer to read with children in school, they may meet the test for a Child Barred List check. If this is the case it would be the responsibility of the school to conduct the additional check.

Again following the clarification of the DfE position a S128 check is also required for all governors.

The school is responsible for organising the Child Workforce check including the associated ID check and S128 check. The checks may be carried out by the school or their CMAT HR team but the school should ensure that the checks have been completed.

## Renewal and Update Service

The Diocesan Safeguarding Office recommends we follow a policy of renewing checks on governors and directors every 3 years. *[Note: 3 year renewals only apply to governors/directors and not to CMAT staff. Queries on Child Workforce checks for staff should be referred to the appropriate CMAT HR team].*

However, it is also recommended that all Directors and Governors sign up to the Update service. The Update Service removes the requirement for a 3 yearly check to be undertaken as the person's record will automatically be updated if there is a change in that person's circumstances. This means that the CMAT/School will only require the person to complete the annual eligibility declaration.

The Update Service is available free to all volunteers (i.e. Directors and Governors) and is accessed by applying directly to DBS within 28 days of the DBS certificate being issued. An invitation to join the Update service is emailed directly to any individual who has been issued with a DBS certificate around the same time that the certificate is sent out. It is an individual's responsibility to avail themselves of this invitation. Once accepted they will receive an email annually asking whether they wish to opt out of the service. If they do not opt out their DBS remains up to date.

**Table A: Summary of checks required and lead organisation**

Position	Child Workforce Check	Child Barred List Check	SI28 Check	Lead on Process	ID check
<b>CMAT Member</b>	✓	X	✓	NRCDES/Diocesan Safeguarding Office	NRCDES/Diocesan Safeguarding Office
<b>CMAT Director</b>	✓	X	✓	NRCDES/Diocesan Safeguarding Office	NRCDES/Diocesan Safeguarding Office
<b>School Foundation Governor</b>	✓	X	✓	School	School
<b>School Elected Parent Governor</b>	✓	X	✓	School	School
<b>School Associate Member</b>	✓	X	✓	School	School

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