



## Chesswood Junior School

### Regulated Activity Decision Matrix

All employee or associates will fall within one of the categories below. The category determines the type of checks that will be required before employment or association can commence. The decision is based on the correlation between the condition being applied or not and whether the adult will be supervised directly when there are children on site or off site but supporting a school event e.g. a school visit or residential.

Group	Condition	Supervised	Outcome	School Decision	SCR Inclusion	Notes
00 Pending Decision	Further information required before decision is possible	No	The applicant MUST NOT undertake any activity until there is a decision based on sufficient information	The applicant MUST NOT undertake any activity until there is a decision based on sufficient information		Appropriate checks must be determined based on the group selection. Checks must be undertaken prior to school related or directed activity is undertaken.
01 Existing Staff	On or off school site with child contact. Employed CJS prior to September 2021	No	Regulated Activity. Enhanced DBS may be obtained. CBL MUST have been obtained.	Enhanced DBS and full checks recorded	Included	Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
02 New Staff	On or off school site with child contact. Transferring from a similar position with less than 3 month break in service	No	Regulated Activity. Enhanced DBS may be obtained. CBL MUST be obtained.	Enhanced DBS and full checks before engagement or soon thereafter.	Included	Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
03 New Staff	On or off school site with child contact. No similar position or more than 3 month break	No	Regulated Activity. Enhanced DBS MUST be obtained. CBL MUST be obtained.	Enhanced DBS and full checks required before engagement	Included	Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
04 Volunteer	On or off school site with child contact.	Yes	Not regulated activity. Enhanced DBS may be obtained.	Enhanced DBS and full checks strongly advised or with DMS permission	Included	Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List;



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Group	Condition	Supervised	Outcome	School Decision	SCR Inclusion	Notes
18+				for one off activity		References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
05 Volunteer 18+	High frequency on or off school site with child contact. Including overnight residential.	No	Regulated Activity. Enhanced DBS and CBL should be obtained	Enhanced DBS and full checks required before engagement	Included	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
06 Volunteer 18+	Low frequency on or off school site with child contact. NOT OVERNIGHT residential.	No	Regulated Activity. Enhanced DBS and CBL should be obtained	Enhanced DBS and full checks required before engagement	Included	Frequency BELOW weekly+ or 4days+ in 30 days or NOT OVERNIGHT. Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
07 Volunteer 18+	For school purposes without child contact i.e. outside of school hours. Otherwise supervised	Yes	Not regulated. Enhanced DBS may be obtained.	Enhanced DBS and full checks before engagement if frequent	Included	Frequency BELOW weekly+ or 4days+ in 30 days or NOT OVERNIGHT. Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
08 External Contract Staff	On site with child contact. Includes casual, zero hours paid contracts (direct or agency supply) or company	No	Enhanced DBS MUST be obtained. CBL MUST be obtained.	Enhanced DBS and full checks required before engagement OR written confirmation of completion	Included	Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)



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Group	Condition	Supervised	Outcome	School Decision	SCR Inclusion	Notes
	contracts					
09 External Contract Staff	On site without any child contact. Includes casual, zero hours paid contracts or company contracts	<b>No</b>	Not regulated activity. No legal entitlement to request DBS or CBL	No check to be completed	<b>Not Included</b>	No check completed
10 Initial Teacher Training Student	Higher education, all routes. On or off school site with child contact.	<b>No</b>	Likely regulated activity. DBS and CBL MUST be obtained	Enhanced DBS and full checks required. Written confirmation of DBS, CBL, before training at CJS	<b>Not Included</b>	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Full Checks include; Identity; Enhanced DBS, Children's barred list; Teacher Prohibition List; References; Qualifications (as required), Right to Work in UK; Overseas Training (as required)
11 Work Experience 16 - 18	On or off school site with child contact.	<b>No</b>	Regulated activity. DBS and CBL MUST be obtained	Students school or college must undertake the checks prior to volunteering. If causal child known or not to CJS then we undertake full checks.	<b>Included</b>	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list
12 Work Experience 16 - 18	On or off school site with child contact.	<b>Yes</b>	Likely regulated activity. DBS and CBL MUST be obtained.	Inevitably there will be gaps in supervision therefore school or college must undertake the checks prior to volunteering. If causal child known or not to CJS then we undertake full checks.	<b>Included</b>	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list