

# Regulated Activity Matrix Guide

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.

When employee or associates end their employment or association with Chesswood Junior School, the corresponding "X" will be selected. This preserves the safeguarding condition they were designated but changes "currently" to "previously" e.g. 09 will become X09

**Database Inclusion: Condition:**      **Outcome:**      **Notes:**      **School Decision:**      **External Checks:**

**SCR Inclusion**  
**Supervised:**

<b>Regulated Activity Group: 00 Pending Decision</b>			<b>Association: Pending</b>		
Pending	Further information required before decision is possible	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.	The applicant MUST NOT undertake any activity until there is a decision based on sufficient information	Pending
Pending					
No					
<b>Regulated Activity Group: 01 Existing Staff</b>			<b>Association: Currently Employed</b>		
Include	On or off school site with child contact. Employed CJS prior to September 2021	Regulated Activity. Enhanced DBS may be obtained. CBL MUST have been obtained.	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)	Enhanced DBS and full checks recorded	Not Required
Include					
No					
<b>Regulated Activity Group: 02 New Staff</b>			<b>Association: Currently Employed</b>		
Include	On or off school site with child contact. Transferring from a similar position with less than 3 month break in service	Regulated Activity. Enhanced DBS may be obtained. CBL MUST be obtained.	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)	Enhanced DBS and full checks before engagement or soon thereafter.	Not Required
Include					
No					
<b>Regulated Activity Group: 03 New Staff</b>			<b>Association: Currently Employed</b>		
Include	On or off school site with child contact. No similar position or more than 3 month break	Regulated Activity. Enhanced DBS MUST be obtained. CBL MUST be obtained.	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)	Enhanced DBS and full checks required before engagement	Not Required
Include					
No					

Database Inclusion: Condition: Outcome: Notes: School Decision: External Checks:

SCR Inclusion

Supervised:

Regulated Activity Group: 04 Volunteer 18+			Association:	Currently Associated	
Include	On or off school site with child contact.	Not regulated activity. Enhanced DBS may be obtained.	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)	Enhanced DBS and full checks strongly advised or with DMS permission for one off activity	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Include					
Yes					
Regulated Activity Group: 05 Volunteer 18+			Association:	Currently Associated	
Include	High frequency on or off school site with child contact. Including overnight residential.	Regulated Activity. Enhanced DBS and CBL should be obtained	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)	Enhanced DBS and full checks required before engagement	Internal
Include					
No					
Regulated Activity Group: 06 Volunteer 18+			Association:	Currently Associated	
Include	Low frequency on or off school site with child contact. NOT OVERNIGHT residential.	Regulated Activity. Enhanced DBS and CBL should be obtained	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)	Enhanced DBS and full checks required before engagement	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Include					
No					
Regulated Activity Group: 07 Volunteer 18+			Association:	Currently Associated	
Include	For school purposes without child contact i.e. outside of school hours. Otherwise supervised	Not regulated. Enhanced DBS may be obtained.	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)	Enhanced DBS and full checks before engagement if frequent	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Include					
Yes					
Regulated Activity Group: 08 External Contract Staff			Association:	Currently Associated	
Include	On site with child contact. Includes casual, zero hours paid contracts (direct or agency supply) or company contracts	Enhanced DBS MUST be obtained. CBL MUST be obtained.	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)	Enhanced DBS and full checks required before engagement OR written confirmation of completion	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Include					
No					
Regulated Activity Group: 09 External Contract Staff			Association:	Currently Associated	

Database Inclusion: Condition:	Outcome:	Notes:	School Decision:	External Checks:	
SCR Inclusion Supervised:					
Include	On site without any child contact. Includes casual, zero hours paid contracts or company contracts	Not regulated activity. No legal entitlement to request DBS or CBL	No check completed. If working internally they must sign in and out each day.	No check to be completed	No check required
Don't Include					
No					
Regulated Activity Group: 10 Initial Teacher Training Student			Association:	Currently Associated	
Include	Higher education, all routes. On or off school site with child contact.	Likely regulated activity. DBS and CBL MUST be obtained	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)	Enhanced DBS and full checks required. Written confirmation of DBS, CBL, before training at CJS	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Don't Include					
No					
Regulated Activity Group: 11 Work Experience 16 - 18			Association:	Currently Associated	
Include	On or off school site with child contact.	Regulated activity. DBS and CBL MUST be obtained	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list.	Students school or college must undertake the checks prior to volunteering. If causal child known or not to CJS then we undertake full checks.	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Include					
No					
Regulated Activity Group: 12 Work Experience 16 - 18			Association:	Currently Associated	
Include	On or off school site with child contact.	Likely regulated activity. DBS and CBL MUST be obtained.	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list	Where 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.	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Include					
Yes					
Regulated Activity Group: 13 Work Experience 16 - 18			Association:	No Formal Association	
Don't Include	On or off school site with child contact.	Not Regulated activity	One off well supervised, typically including the students supervisor. Details would not be entered into the personnel system. All students expected to sign in.	Where it can be shown that this is one visit and well organised, robust supervision can be maintained	No check required
Don't Include					
Yes					
Regulated Activity Group: 14 Work Experience/ Volunteer <16			Association:	No Formal Association	

Database Inclusion: Condition:	Outcome:	Notes:	School Decision:	External Checks:	
SCR Inclusion Supervised:					
Include	On or off school site with child	Not Regulated activity	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list	Where it can be shown that well organised, robust supervision, and clear limits can be maintained do not include in SCR. Will be included on personnel database	No check required
Don't Include	contact.				
Yes					
Regulated Activity Group: 15 Work Experience/ Volunteer <16			Association: No Formal Association		
Don't Include	On or off school site with child	Not Regulated activity	One off well supervised, typically including the students supervisor. Details would not be entered into the personnel system. All students expected to sign in.	Where it can be shown that well organised, robust supervision, and clear limits can be maintained do not include in SCR. Will be included on personnel database	No check required
Don't Include	contact.				
Yes					
Regulated Activity Group: X01 Existing Staff			Association: Previously Employed		
Include	On or off school site with child	Regulated Activity. Enhanced DBS may be obtained. CBL	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)	Enhanced DBS and full checks recorded	Not Required
Include	contact. Employed CJS prior to September 2021	MUST have been obtained.			
No					
Regulated Activity Group: X02 New Staff			Association: Previously Employed		
Include	On or off school site with child	Regulated Activity. Enhanced DBS may be obtained. CBL	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)	Enhanced DBS and full checks before engagement or soon thereafter.	Not Required
Include	contact. Transferring from a similar position with less than 3 month break in service	MUST be obtained.			
No					
Regulated Activity Group: X03 New Staff			Association: Previously Employed		
Include	On or off school site with child	Regulated Activity. Enhanced DBS MUST be obtained. CBL	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)	Enhanced DBS and full checks required before engagement	Not Required
Include	contact. No similar position or more than 3 month break	MUST be obtained.			
No					
Regulated Activity Group: X04 Volunteer 18+			Association: Previously Associated		

Database Inclusion: Condition:	Outcome:	Notes:	School Decision:	External Checks:	
SCR Inclusion Supervised:					
Include Include Yes	On or off school site with child contact.	Not regulated activity. Enhanced DBS may be obtained.	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)	Enhanced DBS and full checks strongly advised or with DMS permission for one off activity	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Regulated Activity Group: X05 Volunteer 18+			Association:	Previously Associated	
Include Include No	High frequency on or off school site with child contact. Including overnight residential.	Regulated Activity. Enhanced DBS and CBL should be obtained	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)	Enhanced DBS and full checks required before engagement	Internal
Regulated Activity Group: X06 Volunteer 18+			Association:	Previously Associated	
Include Include No	Low frequency on or off school site with child contact. NOT OVERNIGHT residential.	Regulated Activity. Enhanced DBS and CBL should be obtained	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)	Enhanced DBS and full checks required before engagement	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Regulated Activity Group: X07 Volunteer 18+			Association:	Previously Associated	
Include Include Yes	For school purposes without child contact i.e. outside of school hours. Otherwise supervised	Not regulated. Enhanced DBS may be obtained.	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)	Enhanced DBS and full checks before engagement if frequent	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Regulated Activity Group: X08 External Contract Staff			Association:	Previously Associated	
Include Include No	On site with child contact. Includes casual, zero hours paid contracts (direct or agency supply) or company contracts	Enhanced DBS MUST be obtained. CBL MUST be obtained.	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)	Enhanced DBS and full checks required before engagement OR written confirmation of completion	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Regulated Activity Group: X09 External Contract Staff			Association:	Previously Associated	



Database Inclusion: Condition:	Outcome:	Notes:	School Decision:	External Checks:	
<b>SCR Inclusion Supervised:</b>					
Include	On site without any child contact. Includes casual, zero hours paid contracts or company contracts	Not regulated activity. No legal entitlement to request DBS or CBL	No check completed. If working internally they must sign in and out each day.	No check to be completed	No check required
Don't Include					
No					
<b>Regulated Activity Group: X10 Initial Teacher Training Student</b>			<b>Association:</b>	<b>Previously Associated</b>	
Include	Higher education, all routes. On or off school site with child contact.	Likely regulated activity. DBS and CBL MUST be obtained	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)	Enhanced DBS and full checks required. Written confirmation of DBS, CBL, before training at CJS	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Don't Include					
No					
<b>Regulated Activity Group: X11 Work Experience 16 - 18</b>			<b>Association:</b>	<b>Previously Associated</b>	
Include	On or off school site with child contact.	Regulated activity. DBS and CBL MUST be obtained	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list.	Students school or college must undertake the checks prior to volunteering. If causal child known or not to CJS then we undertake full checks.	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Included					
No					
<b>Regulated Activity Group: X12 Work Experience 16 - 18</b>			<b>Association:</b>	<b>Previously Associated</b>	
Include	On or off school site with child contact.	Likely regulated activity. DBS and CBL MUST be obtained.	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list	Where 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.	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Included					
Yes					
<b>Regulated Activity Group: X13 Work Experience 16 - 18</b>			<b>Association:</b>	<b>No Formal Association</b>	
Don't Include	On or off school site with child contact.	Not Regulated activity	One off well supervised, typically including the students supervisor. Details would not be entered into the personnel system. All students expected to sign in.	Where it can be shown that this is one visit and well organised, robust supervision can be maintained	No check required
Don't Include					
Yes					
<b>Regulated Activity Group: X14 Work Experience/ Volunteer &lt;16</b>			<b>Association:</b>	<b>Previously Associated</b>	

Database Inclusion: Condition:	Outcome:	Notes:	School Decision:	External Checks:	
<b>SCR Inclusion Supervised:</b>					
Include	On or off school site with child	Not Regulated activity	Frequent ABOVE weekly+ or 4days+ in 30 days or overnight. Partial Checks include; Identity; Enhanced DBS, Children's barred list	Where it can be shown that well organised, robust supervision, and clear limits can be maintained do not include in SCR. Will be included on personnel database	No check required
Don't Include	contact.				
Yes					

Regulated Activity Group: X15 Work Experience/ Volunteer <16			Association:	No Formal Association	
Don't Include	On or off school site with child	Not Regulated activity	One off well supervised, typically including the students supervisor. Details would not be entered into the personnel system. All students expected to sign in.	Where it can be shown that well organised, robust supervision, and clear limits can be maintained do not include in SCR. Will be included on personnel database	No check required
Don't Include	contact.				
Yes					