## 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 employmenmt 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:

Supervise	ed:				
Regulate	d Activity Group: 00 Pend	ing Decision	Association	: Pending	
Pending Pending No	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
Regulate	d Activity Group: 01 Existi	ing Staff	Association	: Currently Employed	
Include Include No	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
Regulate	d Activity Group: 02 New S	Staff	Association	: Currently Employed	
Include Include No	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
Regulate	d Activity Group: 03 New S	Staff	Association	: Currently Employed	
Include Include No	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

Page 1 of 7 27 September 2022

**Dream Aspire Achieve** 

**Personnel - Regulated Activity Decision Matrix** 

Database Inc	clusion: Condition:	Outcome:	Notes:	School Decision: E	xternal Checks:
SCR Inclusion Supervised:					
Regulated A	Activity Group: 04 Volui	nteer 18+	Association	: Currently Associated	
Include Include Yes	On or off school site with child contact.	d 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 I	Activity Group: 05 Volui	nteer 18+	Association	: Currently Associated	
Include Include No	High frequency on or off school site with child contact. Including overnight residentia		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)	checks required before	Internal
Regulated I	Activity Group: 06 Volui	nteer 18+	Association	: Currently Associated	
Include Include No	Low frequency on or off school site with child contact. NOT OVERNIGHT residentia		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 I	A <i>ctivity Group:</i> 07 Volui	nteer 18+	Association	: Currently Associated	
Include Include Yes	For school purposes without child contact i.e. outside of school hours. Otherwise supervised	Not regulated. Enhanced DB may be obtained.	S 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 I	Activity Group: 08 Exter	nal Contract Staff	Association	: Currently 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 I	Activity Group: 09 Exter	rnal Contract Staff	Association	: Currently Associated	
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Page 2 of 7	27 September 2022	D.	ream Aspire Achieve Pe	rsonnel - Regulated Activi	ity Decision Matrix

		Outcome:	Notes:	School Decision:	External Checks:
SCR Inclusion Supervised:					
Include Don't Include No	On site without any child contact. Includes casual, zero hours paid contracts or company contracts		al No check completed. If working internally they must sign in and out each day.	No check to be completed	No check required
Regulated A	Activity Group: 10 Initial	Teacher Training Stude	ent Association	: Currently Associated	d
Include Don't Include No	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)	checks required. Written	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Regulated A	Activity Group: 11 Work	Experience 16 - 18	Association	Currently Associated	i
Include Include No	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.	must undertake the checks	Are external checks complete and verified I from reputable source = External. Otherwise, = Internal
Regulated A	Activity Group: 12 Work	Experience 16 - 18	Association	: Currently Associated	
Include Include Yes	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	supervision therefore school	Are external checks complete and verified from reputable source = External. Otherwise, = Internal
Regulated A	Activity Group: 13 Work	Experience 16 - 18	Association	: No Formal Associati	on
Don't Include Don't Include Yes	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
Regulated I	Activity Group: 14 Work	Experience/ Volunteer <	c16 Association	: No Formal Associati	on

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

Database	Inclusion: Condition: C	Outcome:	Notes:	School Decision:	External Checks:
CR Inclu					
Supervisonclude Include Include 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
Regulate	ed Activity Group: X05 Volu	ınteer 18+	Association	: Previously Associate	ed
nclude Include No	High frequency on or off school site with child contact. Including overnight residential.		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)	checks required before	Internal
Regulate	ed Activity Group: X06 Volu	ınteer 18+	Association	: Previously Associate	ed
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
Regulate	ed Activity Group: X07 Volu	ınteer 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 in 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		

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

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

**SCR Inclusion** Supervised:

Include Don't Include Yes

On or off school site with child Not Regulated activity contact.

Frequent ABOVE weekly+ or 4days+ in 30 Where it can be shown that days or overnight. Partial Checks include: Identity; Enhanced DBS, Children's barred supervision, and clear limits list

No check required well organised, robust can be maintained do not include in SCR. Will be included on personnel database

Regulated Activity Group: X15 Work Experience/ Volunteer <16

Don't Include Don't Include Yes

On or off school site with child Not Regulated activity contact.

One off well supervised, typically including Where it can be shown that the students supervisor. Details would not be entered into the personnel system. All students expected to sign in.

well organised, robust supervision, and clear limits can be maintained do not include in SCR. Will be included on personnel database

Association: No Formal Association

No check required