



## Currently Employed 01 Staff (Not QTS)

Employed temporarily or permanently, not requiring teacher checks. Including direct zero hours contracts i.e. direct supply

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	Yes				
<b>Supervised:</b>	No	<b>Regular:</b>	Regular	<b>Overnight:</b>	Maybe

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	DBS <3 month break in service and similar role - portability; Otherwise process appropriate checks
<b>Visitor Register:</b>	Key Fob
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Include

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	No	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	Yes	Verify qualifications required for the post
<b>References:</b>	Yes	2 references min; signed by head teacher
<b>Right to work:</b>	Yes	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	Maybe	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	If Governor	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Full programme	<b>IT User Agreement:</b>	Yes
<b>LZE Guide:</b>	Guidance provided in staff and student handbook and confirmed verbally during induction.		
<b>Limits:</b>	No specific limits		
<b>Zones:</b>	All zones		
<b>Emergency:</b>	As directed for class or staffing group		

**Currently Employed**  
**02 Staff (QTS)**

Employed temporarily or permanently, requiring teacher checks. Including direct zero hours contracts

## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

**Regulated Activity:**

Yes

**Supervised:**

No

**Regular:**

Regular

**Overnight:**

Maybe

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

**School Decision:**

DBS <3 month break in service and similar role - portability; NOT renewed every 3 years no end date - staff obligation to confirm any formal caution, reprimand or conviction from authorities i.e. police; professional; Otherwise process appropriate checks

**Visitor Register:**

Key Fob

**Personnel Database:**

Include

**SCR Inclusion:**

Include

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

**Leadership Link:**

Yes

Specific leader who knows person

**External Employer Verification:**

Not Required

Checks completed indirectly and confirmed

**Identity:**

Personal ID

Formal photo ID - Driving Licence or Passport

**Risk Assessment Required:**

No

An RA is required for all - choose level

**DBS:**

Enhanced

Enhanced with/out Child Barred list

**Teacher Prohibition:**

Yes

Teacher Regulation Agency Website

**Qualification Verification:**

Yes

Verify qualifications required for the post

**References:**

Yes

2 references min; signed by head teacher

**Right to work:**

Yes

<https://www.gov.uk/view-right-to-work> - share cod

**Child Care 2006 Act:**

Maybe

Wrap Around Care applicable only: <8 Years Old

**Section 128:**

If Governor

Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

**Induction:**

Full programme

**IT User Agreement:**

Yes

**LZE Guide:**

Guidance provided in staff and student handbook and confirmed verbally during induction.

**Limits:**

No specific limits

**Zones:**

All zones

**Emergency:**

As directed for class or staffing group

## Currently Associated 03 Governor

Governor other than staff governor; if regular due to volunteering then recategorise i.e. best fit. Governors typically visit in school time less than 4 times per month.

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	No	<b>Regular:</b>	Not Regular (Persistent)
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID Check; personnel record required; Appropriate checks to include 128 specifically (this applies to any governor, even where assigned another category)
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	Yes	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	Yes	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	Yes
<b>LZE Guide:</b>	Guidance provided in governor handbook and confirmed verbally during governor induction		
<b>Limits:</b>	Brief discussion with children; avoiding repeated discussion with same children; basic pleasantries exchanged with children when unsupervised; No first aid or medical intervention		
<b>Zones:</b>	Not children's toilets; As agreed on specific visit.		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	No	<b>Regular:</b>	Not Regular (One Off)
		<b>Overnight:</b>	No

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	Not considered regulated activity as not regular but in SCR due to KCSIE - even for 1 day. Require written confirmation of all teacher checks and certification prior to first day commencing. Must complete personnel form (10 mins)
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Include

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	Yes	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	Yes	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	Yes	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>		Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	Yes
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry; provision of supply teacher handbook. On first visit personal meeting with senior or middle leader to secure professional understanding of core expectation.		
<b>Limits:</b>	No specific limits - advise year leader if any experience appears untoward; No first aid or medical intervention		
<b>Zones:</b>	All zones - typically year group zone and general staff areas		
<b>Emergency:</b>	As directed for class - specific emergency number and muster		

## No Formal Association 05 Visiting professional (Not Reg)

Assumed child contact. Directly employed professional for a associated service formally arranged in advance e.g. Ofsted; NHS; WSCC; Police; School staff; Church LIMITS

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	No	<b>Regular:</b>	Not Regular (Persistent)
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school ID database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID Check; Professional Contact Information required - sign in;
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Not Required
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	No	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Brief	<b>IT User Agreement:</b>	Maybe
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to professional purpose and background - typically meaningful discussion restricted to designated children. Common pleasanteries otherwise. 1to1 live risk assessment . No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	As agreed at the time of visit or designated for the on-going visits i.e. specific room; Any general staff area e.g. adults toilets, staff room		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		



## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	Yes		
<b>Supervised:</b>	No	<b>Regular:</b>	Regular
		<b>Overnight:</b>	No

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID Check; External Check Confirmation Required; Personnel Record Required; Personnel link required
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Include

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	Yes	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	Yes	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	Maybe
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to professional purpose and background - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment . No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	As agreed at the time of visit or designated for the on-going visits i.e. specific room; Any general staff area e.g. adults toilets, staff room		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## Currently Associated 07 External Staff (NO Contact)

On site without any meaningful child contact at anytime i.e. outside school hours; part of a building team; passing children no engagement except basic pleasantries; external facilities e.g. toilets. Typically building work and site maintenance

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	Yes	<b>Regular:</b>	Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID check; Professional Contact Information required - sign in (if external work or outside 8 a.m. - 4:30 p.m. not expected to sign in daily). Confirm with employer the limits i.e. toilets, school zones, communication with children
<b>Visitor Register:</b>	Register
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	No	Specific leader who knows person
<b>External Employer Verification:</b>	No check required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	Yes	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	Yes	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	No
<b>LZE Guide:</b>	Specific information included in contract of works - A4 group guide adapted for specific circumstances. Work undertaken outside of children occupying the building or will be in zones that children do not routinely occupy e.g. school boiler room, roof.		
<b>Limits:</b>	Common pleasantries ONLY. No 1to1 discussion.		
<b>Zones:</b>	No zone where children are typically occupying; potentially children will pass through		
<b>Emergency:</b>	Front Playground - visitor muster zone		



## Currently Associated 08 External Staff (Not Reg)

Occasional employment (direct or indirect through an agency) includes casual, zero hours paid contracts or company contracts. Contact typically persistent but <4 days per month e.g. electrician; heating engineer; supply teaching

## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	No	<b>Regular:</b>	Not Regular
		<b>Overnight:</b>	No

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID check; If likely to attend more than once personnel information and all appropriate checks (including external verification as appropriate) must be completed.
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Not Required

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Maybe	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	If Teacher	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	Yes	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	Yes	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	Maybe
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to professional purpose and background - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment . No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	As agreed at the time of visit or designated for the on-going visits i.e. specific room; Any general staff area e.g. adults toilets, staff room		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	Yes		
<b>Supervised:</b>	No	<b>Regular:</b>	Regular
		<b>Overnight:</b>	No

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	Enhanced DBS and full checks required before engagement OR written confirmation of completion
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Include

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	If Teacher	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	Maybe
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to professional purpose and background - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment . No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	As agreed at the time of visit or designated for the on-going visits i.e. specific room; Any general staff area e.g. adults toilets, staff room		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## Currently Associated 10 External Staff TTC

Focus on teaching, training, coaching including any counselling or 1to1 support (direct or indirect through an agency or business or commissioned by WSCC) . Contact typically persistent but may be <4 days per month e.g. club leaders or paid helpers

## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	No	<b>Regular:</b>	Not Regular (One Off)
		<b>Overnight:</b>	No

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID check; If likely to attend more than once personnel information and all appropriate checks (including external verification as appropriate) must be completed.
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Include

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	If Teacher	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	Yes	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	Yes	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	Maybe
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to professional purpose and background - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment . First aid or medical intervention may be given.		
<b>Zones:</b>	As agreed at the time of visit or designated for the on-going visits i.e. specific room; Any general staff area e.g. adults toilets, staff room		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

**Currently Associated**  
**11 Volunteer 18+ (Persistent)**

Occasional volunteering e.g. trips, events, fetes.  
 Assumed child contact and consistent supervision being improbable

## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	No	<b>Regular:</b>	Not Regular (Persistent)
		<b>Overnight:</b>	No

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID Check; personnel information required; Enhanced DBS and appropriate checks (see guide) not SCR
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Not Required

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	Yes
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry; and volunteer guide. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to voluntary purpose - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment if checks completed. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	All zones except children's toilets - refer to member of staff		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## Currently Associated 12 Volunteer 18+ (Reg)

Regular volunteering e.g. class support. Inclusion in residential as appropriate. Assumed child contact and consistent supervision being improbable. Not part of any formal education programme

## Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	Yes		
<b>Supervised:</b>	No	<b>Regular:</b>	Regular
		<b>Overnight:</b>	Maybe

## Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID Check; personnel information required; Enhanced DBS and appropriate checks (see guide) = SCR
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Include

## Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	If Governor	Relevant for governors only

## Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Full programme	<b>IT User Agreement:</b>	Yes
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry; and volunteer guide. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to voluntary purpose - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment if checks completed. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	All zones except children's toilets - refer to member of staff		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		



## Currently Associated 13 Training/ Work Placement 11+

Secondary school work experience; It also includes any other formal community programme e.g. Duke of Edinburgh; Scouting

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	Yes		
<b>Supervised:</b>	No	<b>Regular:</b>	Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID check; personnel information required; Risk assessment essential - confirmation by the school that child would not present a risk to themselves, others or the school physically or its reputation. If there are risks they must be shared before placement
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Advocate	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	Yes	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Full programme	<b>IT User Agreement:</b>	Yes
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry; and Staff and student handbook. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to training purpose - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment if checks completed. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	All zones except children's toilets - refer to member of staff		
<b>Emergency:</b>	If attached to specific class remain with class at emergency station. Otherwise front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## Currently Associated 14 Training/ Work Placement 16+

Includes any aspect of training; work experience; research. It also includes any other formal community programme e.g. Duke of Edinburgh; Scouting

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	Yes		
<b>Supervised:</b>	No	<b>Regular:</b>	Regular
		<b>Overnight:</b>	Maybe

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID check; personnel information required; all appropriate checks likely to be external confirmation, unless direct incl children of employees or school familiarisation
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Include
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Yes	Specific leader who knows person
<b>External Employer Verification:</b>	Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Enhanced	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	Yes	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	Maybe	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Full programme	<b>IT User Agreement:</b>	Yes
<b>LZE Guide:</b>	Guidance provided within A4 initial group guide on school entry; and Staff and student handbook. On first visit specific (link) member of staff will meet, greet and ensure LZE if shared face to face - requesting any questions, queries or concerns.		
<b>Limits:</b>	Specific to training purpose - typically meaningful discussion restricted to designated children. Common pleasantries otherwise. 1to1 live risk assessment if checks completed. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	All zones except children's toilets - refer to member of staff		
<b>Emergency:</b>	If attached to specific class remain with class at emergency station. Otherwise front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## No Formal Association 15 Staff Advocate Group 18+

Typically one off visit for enrichment or support. Must be well known to staff member and present little or no risk. Supervision must remain high with clear zones, limits and toilets set

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	Yes	<b>Regular:</b>	Not Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	Advocacy based high supervision; visitor must register and sign in on each occasion
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Not Required
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Group Lead Only	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Advocate	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Brief	<b>IT User Agreement:</b>	Maybe
<b>LZE Guide:</b>	Guidance provided by CJS school lead direct to advocate prior to school visit in writing including LZE specific to the groups and purpose. (link) member of staff will meet, greet and ensure LZE if shared face to face with ALL		
<b>Limits:</b>	Must remain closely supervised by advocate - meaningful discussion with designated children. Common pleasantries otherwise. NO 1to1. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	As agreed at the time of visit or designated for the on-going visits i.e. specific room; Use adults toilets, Use staff room under supervision		
<b>Emergency:</b>	Front Playground - visitor muster zone - if with specific children they exit with governor and stay on front playground hand over to senior staff immediately		

## No Formal Association 16 Visitor

Not an adult (or designate) collecting a specific child. Visiting to meet a staff member and/ or tour school. Not permitted in children's toilets. Specific adult toilets to be used.

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	Maybe	<b>Regular:</b>	Not Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID check; Register and sign in during normal school hours e.g. school tour. Admin team check tour guides - nothing untoward
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Not Required
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	No	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Brief	<b>IT User Agreement:</b>	No
<b>LZE Guide:</b>	If seeking to move beyond reception area without specific supervision then guidance provided within A4 initial group guide on school entry by receptionist.		
<b>Limits:</b>	Common pleasantries shared with children. Not to engage with meaningful discussion unless supervised by school staff - no 1to1 contact. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	As agreed at the time of visit i.e. specific room; Use adults toilets,		
<b>Emergency:</b>	Front Playground - visitor muster zone		

## No Formal Association 17 School Visitor <16

Returning visits from ex pupils - must go through school reception - live risk assessment made; children part of organised group i.e. sports teams; familiarisation visits. Children are advocated for by an adult clear zones, limits and toilets set.

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	No	<b>Regular:</b>	Not Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	School returners - admin team determine whether there is risk of disruption - typically allow children in; external group lead advocates and is accountable.
<b>Visitor Register:</b>	Advocate Sign In
<b>Personnel Database:</b>	Not Required
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	No	Specific leader who knows person
<b>External Employer Verification:</b>	No check required	Checks completed indirectly and confirmed
<b>Identity:</b>	Advocate	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Brief	<b>IT User Agreement:</b>	No
<b>LZE Guide:</b>	MUST enter via reception or be directed back there for LZE guidance.		
<b>Limits:</b>	Discussions with school staff only. No comments to or meaningful discussion with children. Exchange pleasantries only. No 1to1 contact. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	Visit specific staff in their areas. Not permitted to use any toilets without specific permission		
<b>Emergency:</b>	Front Playground - visitor muster zone		



## No Formal Association 18 Group Visits

Leader is responsible for good order with their group adults and children. Leader signs in on behalf of group indicating number adults and number of children. CJS confirm toilets, zones and limits

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	Maybe	<b>Regular:</b>	Not Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	ID check; register with school visitor system; confirm children and adult numbers as part of the group. School leader link MUST confirm limits i.e. toilets and school areas; emergency muster point (front playground) ALL external groups.
<b>Visitor Register:</b>	Register and use
<b>Personnel Database:</b>	Not Required
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Group Lead Only	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Personal ID	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	Risk Based	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Brief	<b>IT User Agreement:</b>	No
<b>LZE Guide:</b>	Guidance provided by CJS school lead direct to advocate prior to school visit in writing including LZE specific to the groups and purpose. (link) member of staff will meet, greet and ensure LZE if shared face to face with ALL		
<b>Limits:</b>	Group must remain closely supervised by advocate - meaningful discussion with designated children. Common pleasantries otherwise. NO 1to1. No first aid or medical intervention; alert school staff*.		
<b>Zones:</b>	As agreed at the time of visit or designated for the on-going visits i.e. specific room; Adults use adult toilets, Adults use staff room under supervision or other allocated space		
<b>Emergency:</b>	Front Playground - visitor muster zone		

## No Formal Association 19 Outside Sports Events

Specifically sports beyond the core school day and outside. The Chesswood event organiser advocates for the groups leads ensuring clarity of expectation. Specific toilets, zones and limits set

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	Maybe	<b>Regular:</b>	Not Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	Event lead advocates for the visitors. Clarity of expectation is established in writing, pre event zones, limits, emergencies. Group leaders advocate for their group
<b>Visitor Register:</b>	Advocate Sign In
<b>Personnel Database:</b>	Not Required
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	Group Lead Only	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Advocate	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
<b>Qualification Verification:</b>	No	Verify qualifications required for the post
<b>References:</b>	No	2 references min; signed by head teacher
<b>Right to work:</b>	No	<a href="https://www.gov.uk/view-right-to-work">https://www.gov.uk/view-right-to-work</a> - share cod
<b>Child Care 2006 Act:</b>	No	Wrap Around Care applicable only: <8 Years Old
<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Written Expectations	<b>IT User Agreement:</b>	No
<b>LZE Guide:</b>	This group will, most likely include children and parent observers - written guidance LZE and event details sent to the group lead must be shared with both children and any observers.		
<b>Limits:</b>	Group must remain closely supervised by advocate - meaningful discussion with designated children. Common pleasantries otherwise. NO 1to1. No first aid or medical intervention for CJS children; alert school staff*.		
<b>Zones:</b>	As agreed in writing prior to the event - remain outside unless toilets are needed - these will be designated - the visitors and their parent support must follow the guidance		
<b>Emergency:</b>	Front Playground - visitor muster zone		

## No Formal Association 20 Large Events

Visitors of any age attending a large event. Event relies on robust risk assessment and clear procedures e.g. evacuation; public zones; limits; toilet use. Assume safeguarding risk is present - event lead accountable

### Regulated Activity Thresholds

These are the MAXIMUM permissible in the defined group. These relate to regulated activity statutory guidance. It is essential the person is assigned to the correct group by carefully considering the regulated activity group thresholds. If there are question queries or concerns regarding placement seek advice from the head teacher. The person may not become actively associated until the RAG group is assigned

<b>Regulated Activity:</b>	No		
<b>Supervised:</b>	Yes	<b>Regular:</b>	Not Regular
		<b>Overnight:</b>	No

### Safeguarding Registration

We have tiered registration from the sign in process with ID to registration of personnel information on the school database to inclusion within the single central record. Each group has specified registration conditions which MUST be adhered to.

<b>School Decision:</b>	Managed by clear expectations. Event lead is accountable risk assess, procedures implemented.
<b>Visitor Register:</b>	Not Required
<b>Personnel Database:</b>	Not Required
<b>SCR Inclusion:</b>	Not Required

### Required Action and Checks

Different groups require different checks and some checks are specific to only one group e.g. Section 128 for governors; Child care 2006 <8 Years old. Checks relate to the regulated activity conditions, particularly supervision and regularity. If external verification needed - the check MUST be confirmed by the external agency or employer. Chesswood does NOT complete the checks.

<b>Leadership Link:</b>	No	Specific leader who knows person
<b>External Employer Verification:</b>	Not Required	Checks completed indirectly and confirmed
<b>Identity:</b>	Not Required	Formal photo ID - Driving Licence or Passport
<b>Risk Assessment Required:</b>	Yes	An RA is required for all - choose level
<b>DBS:</b>	Not Required	Enhanced with/out Child Barred list
<b>Teacher Prohibition:</b>	No	Teacher Regulation Agency Website
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<b>Section 128:</b>	No	Relevant for governors only

### Induction, Limits, Zones, Emergencies

Core information that the group and person must know to keep themselves and children safe; and reduce risks of an untoward incident

<b>Induction:</b>	Brief	<b>IT User Agreement:</b>	No
<b>LZE Guide:</b>	Large events will have their own risk assessment. Pre-event guidance or communication. In addition, there may be an event guide to support visitors - maps, timigs, toilets ...		
<b>Limits:</b>	As agreed in writing prior to the event. Typically high supervision on Open Events therefore there will be child adult discussions. No 1to1 unsupervised discussion and adults must not seek to find out more about any individual child		
<b>Zones:</b>	As agreed in writing prior to the event		
<b>Emergency:</b>	Front Playground - visitor muster zone		