



# Staff suitability policy

## German Saturday School Hackney

We ensure that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS).

### **Procedures**

We work towards offering equality of opportunity by using non-discriminatory procedures for staff selection.

We welcome teachers and helpers from all sections of the community, and select them by their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership.

We are checking the suitability of all staff and volunteers. This includes **obtaining references** and **ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS** if they will have unsupervised access to the children.

Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.

We keep all records relating to our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate.

We encourage all staff and volunteers to keep their DBS check up-to-date by subscribing to the DBS Update Service.

Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with students – whether received before, or at any time during, their relationship with us.

Where we become aware of any relevant information which may lead to the disqualification of a member of staff, we will take appropriate action to ensure the safety of the students. In the event of disqualification, that person's relationship with us will be terminated.

If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for the students, they will not be allowed to work directly with the students and further action will be taken.

**This policy will be periodically reviewed.**

*The German Saturday School Hackney a non-profit Community Interest Company limited by guarantee registered in England and Wales No 12023147*

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