



## Ludgrove School Trust Limited

### Safeguarding Checks for working at Ludgrove School

Government legislation states that anyone who is meeting with the boys in any capacity (whether employed by the school, an external agency\*, by a parent or self-employed) needs to have undergone the following checks and procedures **before** starting at the school:

- A full Enhanced DBS clearance specific to Ludgrove School and sight of your original DBS certificate (or a copy of your certificate number if you have elected to use the update service). This will be processed by Ludgrove.
- Two references – one of which can be personal although not a family member both of which must be addressed to the school and not ‘to whom it may concern’.
- Barred List check (this will be processed by Ludgrove)
- A copy of your CV or completed Application Form with **all** gaps in employment explained
- Completion of a School Medical Form
- An overseas police check if you have lived abroad for a period of more than 3 months since the age of 16
- Proof of your right to work in the UK if a holder of a non-UK Passport
- Evidence of relevant qualifications
- Identity check
- NCTL Teacher prohibition check (if applicable)
- S128 Management Prohibition check (if applicable)
- Proof of public liability insurance (if applicable)

#### The Enhanced DBS and Barred List Process

1. You will need to provide your full name and date of birth to Sue Baggott, Assistant Bursar.
2. We will set up a login for you with our DBS agents, Atlantic, which will be sent to you via email.
3. Once logged on, you can declare which forms of ID you would like to use for the clearance. The full list of accepted documentation is detailed on the website but you will need to provide at least your UK passport, driving licence or birth certificate and a form of ID such a recent bank statement or utility bill (both of which must be less than 3 months old).
4. You will then need to come in to the school with the originals of these documents so that we can take copies and verify them. You can then either complete the online application in the office or opt to complete it online at home.
5. The certificate will be sent to your home address. This needs to be brought in to the Bursars Office as soon as possible and prior to any work at the school.

Should you have any queries relating to the Safeguarding process please contact Sue Baggott, Assistant Bursar by email [sue.baggott@ludgroveschool.co.uk](mailto:sue.baggott@ludgroveschool.co.uk) or on 0118 9789881

*\*if an external agency has run all of these checks, a ‘Confirmation of Safeguarding Compliance’ form can be completed instead.*