

CRIMINAL RECORDS BUREAU CHECKS

Positions requiring checks against police records

All categories of school based paid employee whether permanent, temporary or casual

Volunteers or parent helpers coming into school on a regular basis with access to pupils

Road Crossing Patrols

Mentors, usually appointed through the Advisory Service

Reading Partners

Breakfast Club/After School Club workers and volunteers

Sports Coaches and others offering extra curricular activities

Graduate Teacher Trainees and those on school based initial teacher training schemes

Supply Teachers

Those offering cultural or social activities for pupils; eg theatre workshops, music tutors, story tellers, those offering acts of worship (unless checked by the relevant Diocese) etc

Parents/volunteers offering cycling proficiency sessions

In addition members of the following services whose work regularly involves going into schools or working with young people would be subject to checks

Youth Service

Psychological Service

Visiting Teacher Service

English Language Support Service

Advisory Service

Traveller Education Service

Pupil Attendance Service

Education Music Service

Adult Education tutors whose classes are held on school premises during school hours

Other LEA Officers whose work regularly involves them going into schools

The following categories would be subject to checks that would be carried out by other organisations unless the County Council has previously agreed to undertake the checks in its role as an umbrella organisation

Students on work placements from Further or Higher Education Institutions

Trainee teachers

Cycling proficiency trainers

Supply teachers employed through agencies

Cleaners, caretakers, grounds maintenance staff, drivers, escorts etc employed through Norfolk County Services or other contractors (excluding schools meals staff)

Contractors undertaking regular work in schools

Regular taxi drivers and coach drivers employed by contractors

Positions/Activities NOT requiring checks

Property Surveyors employed through Norfolk Property Services

Community Police Liaison Officers

Representatives attending Careers Conventions or other one off activities where it is unlikely that there will be the opportunity for unsupervised access to students

Work experience students from another Norfolk school (where school students undertake work experience placements outside of the school environment the position on police checks should be clarified directly with the employer concerned)

**NORFOLK COUNTY COUNCIL
EDUCATION DEPARTMENT**

LIST 99 CHECK FORM

Name of School/Service:	
Contact Name:	
Telephone Number	

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY EPS	
FULL NAME <i>(please use block capitals)</i>	Date of Birth	SIGNATURE indicating consent for check to be undertaken	List 99 Check completed	
			Date	Initials

On completion please return to Education Personnel Services