



What Are Third Party Workers?

- **Workers who are employed by another employer** – the school arranges with the Third-Party employer to provide the worker to the school. The worker remains an employee of the Third Party.
- **Students in placements** – the training provider has arranged the placement with the school
- **Self-employed** – individuals who are engaged to work at the school

Examples include:

- Supply Teachers provided by an Agency
- Contract cleaning and catering staff, including PFI workers
- Employees from other schools (e.g. on secondment, providing support etc.)
- Trainee Teachers on placements arranged by a SCITT/other Training Provider*
- Other work placements including those arranged by an education institution*
- Sports Coaches supplied by an organisation (e.g. football club)
- Local Authority employees (e.g. LA Music Service staff, Specialist Teachers)
- Other Public Sector workers (e.g. Health Service Dentists)
- Some contractors (see guidance below on contractors)

*Where the school arranges the placement directly with the individual, the school must undertake all of the checks as they would for their employees.

The following are **not** Third-Party Workers but are classed as **Visitors** (Category 2) – if they are not in school on a regular basis and/or are not engaging unsupervised with pupils.

- Sole contractors e.g., plumbers, electricians, builders etc. (see guidance on contractors)
- Visiting artists, poets etc.
- Photographers
- Advisors (HR, Finance, Education Advisors, Consultants)
- Ofsted Staff
- Parents

Third Party Workers

Employees from other schools

If a member of staff from one school is attending another school on a temporary basis, it is sufficient for the host establishment to receive written confirmation from the substantive one that all of the relevant checks have been carried out. The host establishment does not need to see or verify the checks.

The host school should check the identity of the individual arriving at the premises and they should sign in and out.



Public Sector Workers

Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff coming in to work with children, will have appropriate checks undertaken by their employing organisation, whether Local Authority, Primary Care Trust or Strategy Health Authority. It is therefore not necessary for the school to see evidence of the checks or to receive written confirmation that they have been undertaken.

Schools should see the individual's official ID badge and they should sign in and out.

Visitors

Visitors fall into two main categories:

1. Individuals that come into school and who do not undertake any work on a voluntary or paid basis.

Examples:

- Parents/Carers attending school in relation to their child (e.g. meeting, collection/drop off*)
- Family visiting for sports day, school productions etc
- PTA (where they are not working as volunteers)
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*for parents/carers attending school trips or engaging in activities with children (e.g. reading) should be treated as volunteers.

2. Individuals that come into school on an occasional basis and/or who do not have contact with pupils, to undertake their work.

Examples:

- Advisors (HR, Finance, Education Advisors, Consultants)
- Ofsted Inspectors
- Plumbers, electricians, builders etc / Building Inspectors
- Sales Reps
- Visiting artists, poets etc.
- Work Experience

Schools will need to assess the frequency of the visits and the nature of the work undertaken to determine whether the individuals are visitors or workers – see our Guidance on **Volunteers** or **Third Party Workers**.

What checks are required on Visitors?

All should sign in and out and be escorted whilst on the premises by a member of staff, or an appropriately vetted volunteer (except Ofsted Inspectors).

Those in Category 2 above should be asked to present some form of ID.



The ID should normally be an official ID badge from their company where applicable, preferably but not essentially with a photo. There is no requirement to take copies of ID and you should not do so. If you were to copy ID, you would have to ask the individual to sign consent, issue them with a Privacy Notice and a copy of your Data Protection Policy and you would have to destroy the information as soon as they stopped coming in or if they request you to do so.

Those in Category 1 are not required to provide identification. Schools are not entitled to undertake any other checks, including DBS checks on any Visitors. Nor are schools permitted to ask to see a copy of a DBS Certificate.

Single Central Record

Schools must record agency and supply workers on their SCR. It is strongly recommended that all other Third-Party Workers are also recorded.

Visitors should not be recorded on the SCR.