

Posts and Positions in Gateshead Council that require ISA Registration or CRB Disclosure

1. [School](#)
2. [Pupil Referral Unit \(Short stay School\)](#)
3. [Children's Home](#)
4. [Adult Care Home](#)
5. [Children's Centre](#)
6. [Childcare Premises \(Including Nurseries\)](#)
7. [Leisure Centres, Leisure Facilities and Youth and community Groups](#)
8. [Fostering, Adoption and Childminders](#)
9. [Housing Services](#)
10. [Employees/Volunteers working in clients own home](#)
11. [Other roles not included in above](#)
12. [Specified Positions](#)
13. [Controlled Activity](#)
14. [What is Regulated Activity?](#)
15. [What is Controlled Activity?](#)
16. [Frequency Tests](#)

	Standard CRB	Enhanced CRB	ISA	Periodic Repeat CRB check	Notes	School SCR	Central SCR
School (Specified Place)							
Staff contracted directly by Governing body to work in school	X	✓	✓	X		✓	
Staff employed by LA primarily to work in school (Inspectors, Music teachers etc)	X	✓	✓	X			✓
Staff contracted to work in school – internal contract with LA (LES Etc)	X	✓	✓	X	Frequency Test 1		✓
Staff contracted to school external contracts – not PFI – repairs and maint etc	X	✓	✓	X	Frequency Test 1 Contract stipulates responsibility for checking	Written	
Staff contracted to work in school and sub contractors– external contract (e.g. PFI)	X	✓	✓	X	Frequency Test 1 Contract stipulates responsibility for checking Confirmation 20 days before start of contract we register interest with ISA – we give written confirmation they can work on site where there is a conviction	Written	
Members of Governing Bodies	X	✓	✓	X	Must be registered before can take up duties following election or re election: Repeat CRB when re elected after registration	✓	
Families of caretakers or other staff residing on site if over 18	X	✓	X	X			
Staff in residential schools	X	✓	✓	3 yearly	GSCC Inspection requirement	✓	
Volunteers	X	✓	✓	X	Frequency Test 1	✓	
Exchange Host families in UK – 28 days or less	X	X	X	X	Parents of children must have final decision on host family		
Exchange Host families in UK – more than 28 days	X	✓	✓	X			

Agency Supply Teachers	X	✓	✓	X	Agency carries out checks and must share CRB with school if information present Must register an interest if in post for 10 weeks	✓	
Extended School Providers on school site	X	✓	✓	X	Contract stipulates responsibility for checking	Written Confirmation	
Pupils on works experience aged under 16 with children and vulnerable groups	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required.		
Pupils on works experience aged over 16 with children and vulnerable groups for less than 28 days	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils on works experience aged over 16 with children and vulnerable groups for more than 28 days	X	✓	✓	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils in education on vocational courses aged over 16 with children and vulnerable groups	X	✓	✓	X	ISA registration fee and CRB payable		
Visitors to school including meetings with business representatives and family	X	X	X	X	Must be supervised on site		
Users of facilities on school site; An organisation hiring facilities (Lettings) outside of school day	X	X	X	X	CRB/ISA will be undertaken by the organisation depending on the activity.	Written confirmation	
Parent and Toddler groups during school day	X	X	X	X	Risk assessment and supervision required		
Other groups using facilities during school day	-	-	-	-	Seek further advice from Safeguarding Support Team		
Health professionals working in schools - NHS	X	X	X	X	NHS will arrange clearances	Written confirmation	
Ofsted and other regulatory inspectors	X	X	X	X	Regulatory body will carry out checks when required		

Drivers contracted to convey children or vulnerable adults	X	✓	✓	X	Contract stipulates responsibility for checking	Written confirmation	
Pupil Referral units (Specified Place)							
Employees working in a PRU	X	✓	✓	X		✓	
Volunteers in PRU	X	✓	✓	X		✓	
Management Committee's of PRU's	X	✓	✓	X			
Staff contracted to work in PRU – internal contract with LA e.g. LES	X	✓	✓	X			
Staff contracted to school external contracts – not PFI – repairs and maint etc	X	✓	✓	X	Frequency Test 1 Contract stipulates responsibility for checking	Written	
Staff contracted to work in school and sub contractors– external contract (e.g. PFI)	X	✓	✓	X	Frequency Test 1 Contract stipulates responsibility for checking Confirmation 20 days before start of contract we register interest with ISA – we give written confirmation they can work on site where there is a conviction	Written	
Staff employed by LA primarily to work in PRU (Inspectors, Music teachers etc)	X	✓	✓	X			✓
Pupils on works experience aged under 16 with children and vulnerable groups	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required.		
Pupils on works experience aged over 16 with children and vulnerable groups for less than 28 days	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils on works experience aged over 16 with children and vulnerable groups for more than 28 days	X	✓	✓	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils in education on vocational courses aged over 16 with children and vulnerable	X	✓	✓	X	ISA registration fee and CRB payable		

groups							
Ofsted and other regulatory inspectors	X	X	X	X	Regulatory body will carry out checks when required		
Drivers contracted to convey children or vulnerable adults	X	✓	✓	X			
Children's Homes (Specified Place)							
Managers and supervisors of children's homes	X	✓	✓	X			
Employees working in a children's home	X	✓	✓	✓	Post Inspection Recommendation		
Volunteers in children's homes	X	✓	✓	✓	Frequency Test 1, Post Inspection Recommendation		
Employees who deliver health care treatment or therapy to children	X	✓	✓	X	Frequency Test 2		
Staff contracted to work in homes – internal contract with LA e.g. LES	X	✓	✓	X			
Staff contracted to work in homes – external contract	X	✓	✓	X	Contract stipulates responsibility for checking		
CQC and other regulatory inspectors	X	X	X	X	Regulatory body will carry out checks		
Visitors to the home including meetings with business representatives and family	X	X	X	X	Must be supervised on site		
Drivers contracted to convey children or vulnerable adults	X	✓	✓	X			
Pupils on works experience aged under 16 with vulnerable groups	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required.		
Pupils on works experience aged over 16 with vulnerable groups for less than 28 days	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils on works experience aged over 16 with vulnerable groups for more than 28 days	X	✓	✓	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		

Pupils in education on vocational courses aged over 16 with children and vulnerable groups	X	✓	✓	X	ISA registration fee and CRB payable		
Adult Care Homes (Specified Place)							
Managers and supervisors of adult care homes	X	✓	✓	X			
Employees working in an adult care home	X	✓	✓	X			
Volunteers in adult care home	X	✓	✓	X	Frequency Test 1		
Employees who deliver health care treatment or therapy to vulnerable adults	X	✓	✓	X	Frequency Test 2		
Staff contracted to work in homes – internal contract with LA	X	✓	✓	X			
Staff contracted to work in homes – external contract	X	✓	✓	X	Contract stipulates responsibility for checking		
Service users volunteering at groups they attend	X	X	X	X			
CQC inspectors and other regulatory bodies	X	X	X	X	Regulatory body will carry out checks		
Visitors to the home including meetings with business representatives and family	X	X	X	X	Must be supervised on site		
Drivers contracted to convey children or vulnerable adults	X	✓	✓	X			
Pupils on works experience aged under 16 with children and vulnerable groups	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required.		
Pupils on works experience aged over 16 with children and vulnerable groups for less than 28 days	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils on works experience aged over 16 with children and vulnerable groups for more than 28 days	X	✓	✓	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils in education on vocational courses aged over 16 with children and vulnerable	X	✓	✓	X	ISA registration fee and CRB payable		

groups							
Children's Centres (Specified Place)							
Employees working in children's centres	X	✓	✓	X			✓
Volunteers in children's centres	X	✓	✓	X	Frequency Test 1		✓
Employees who deliver health care treatment or therapy to children	X	✓	✓	X	Frequency Test 2		
Staff contracted to work in centres – internal contract with LA	X	✓	✓	X		✓	
Staff contracted to work in centres – external contract	X	✓	✓	X	Contract stipulates responsibility for checking	Written Confirmation	
Visitors to the centre including meetings with business representatives and family	X	X	X	X	Must be supervised on site		
Ofsted inspectors and other regulatory bodies	X	X	X	X	Regulatory body will carry out checks		
Drivers contracted to convey children or vulnerable adults	X	✓	✓	X			
Pupils on works experience aged under 16 with children and vulnerable groups	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required.		
Pupils on works experience aged over 16 with children and vulnerable groups for less than 28 days	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils on works experience aged over 16 with children and vulnerable groups for more than 28 days	X	✓	✓	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils in education on vocational courses aged over 16 with children and vulnerable groups	X	✓	✓	X	ISA registration fee and CRB payable		
Childcare Premises (Specified Place)							
Employees working in child care premises/Nurseries	X	✓	✓	X			✓

Volunteers in child care premises/Nurseries	X	✓	✓	X	Frequency Test 1		✓
Employees who deliver health care treatment or therapy to children	X	✓	✓	X	Frequency Test 2		
Staff contracted to work on premises – internal contract with LA	X	✓	✓	X		✓	
Staff contracted to work on premises– external contract	X	✓	✓	X	Contract stipulates responsibility for checking	Written Confirmation	
Visitors to the centre including meetings with business representatives and family	X	X	X	X	Must be supervised on site		
Ofsted inspectors and other regulatory bodies	X	X	X	X	Regulatory body will carry out checks		
Drivers contracted to convey children or vulnerable adults	X	✓	✓	X			
Pupils on works experience aged under 16 with children and vulnerable groups	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required.		
Pupils on works experience aged over 16 with children and vulnerable groups for less than 28 days	X	X	X	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils on works experience aged over 16 with children and vulnerable groups for more than 28 days	X	✓	✓	X	Some workplaces will insist on checks as a condition of placement. Risk assessment and supervision required		
Pupils in education on vocational courses aged over 16 with children and vulnerable groups	X	✓	✓	X	ISA registration fee and CRB payable		
Leisure Centres, Leisure Facilities and Youth and Community Groups							
Leisure assistants teaching, training or instruction, care or supervision specifically targeted at children or vulnerable adults	X	✓	✓	X	Frequency Test 1		
Children's Sports Coaches	X	✓	✓	X			
Youth Workers	X	✓	✓	X			

Librarians working specifically with groups of children or vulnerable adults	X	✓	✓	X	Frequency Test 1		
Volunteers working specifically with children or vulnerable adults	X	✓	✓	X	Frequency Test 1		
Staff contracted to work on premises – internal contract with LA	X	X	X	X			
Staff contracted to work on premises– external contract	X	X	X	X			
Ancillary workers specifically supporting groups of children and vulnerable adults	X	✓	X	X	Frequency test 1 Not a statutory requirement - recommended		
Ancillary workers on premises	X	X	X	X			
Drivers contracted to convey children or vulnerable adults	X	✓	✓	X			
Fostering and Adoption							
Social Workers in Fostering and Adoption	X	✓	✓	✓	GSCC Regulations No frequency test		
Foster Carers	X	✓	✓	✓	GSCC Regulations No frequency test		
People residing in foster carers premises if over 18 years of age	X	✓	X	✓	GSCC Regulations No frequency test		
Adoptive parents	X	✓	X	✓	If CRB older than 1 year when hearing in court		
People residing in adoptive parents premises if over 18 years of age	X	✓	X	✓	If CRB older than 1 year when hearing in court		
People applying to be registered childminders	X	✓	✓	X	No frequency test		
People residing in registered childminders house over the age of 18	X	✓	X	X			
Private foster Carers	X	✓	✓	X	No frequency test		
People residing in private foster carers premises over 18 years of age	X	✓	X	X			
Members of fostering and adoption panels	X	✓	✓	X			

Private childcare arrangements	X	X	X	X	Not covered by scheme however parent can carry out an online ISA check with permission		
Housing Services							
Housing maintenance workers repairing or maintaining homes for vulnerable adults	X	✓	✓	X	Frequency Test 1 Exempt until 2013 (remains a criminal offence to work if barred)		
Managers of above	X	✓	✓	X	Exempt until 2013 (remains a criminal offence to work if barred)		
Staff contracted to work on premises— external contract	X	✓	✓	X	Contract stipulates responsibility for checking Exempt until 2013 (remains a criminal offence to work if barred)		
Employees/Volunteers working in clients own home							
Domiciliary care support staff	X	✓	✓	X			
People who's role is giving advice, guidance or assistance to vulnerable adults	X	✓	✓	X	Frequency Test 1		
Volunteers working with vulnerable adults	X	✓	✓	X			
Employees giving advice or guidance to children that relates to their physical, emotional or educational wellbeing	X	✓	✓	X	Frequency Test 1		
Private employed by a direct payment recipient (both children and vulnerable adults)	X	X	X	X	No criteria for the recipient of the direct payment to check status, however best advice is that a CRB and ISA check are carried out: the worker will be committing an offence if barred		
Other roles not included above							
People who's role is to operate, establish or maintain or access information on contact	X	✓	✓	x			

point							
People who's role involves giving advice or guidance to children that relates to their physical, emotional or educational wellbeing (Connexions, YOT, mentors)	X	✓	✓	X	Frequency Test 1		
People who's role involves giving any form of assistance, advice or guidance to vulnerable adults	X	✓	✓	X	Frequency Test 1 Advice given to develop capacity to live independently exempt until 2013		
Anyone that is specifically responsible (should be in employment contract) for training or managing work experience for under 16's	X	✓	✓	X	No requirement to check ISA status but can: the individual will be committing an offence if they are barred.		
Children's Social Worker	X	✓	✓	X			
Shared Lives Scheme – Adult respite care with a family – main carer	X	✓	✓	X	No frequency test applied		
Shared Lives Scheme – Adult respite care with a family – family of main carer	X	✓	X	X	No frequency test applied		
Occupational health practitioners	X	✓	✓	X			
Chartered Accountant	✓	X	X	X	Subject to Consultation in LA		
Certified Accountant	✓	X	X	X	Subject to Consultation in LA		
Barrister	✓	X	X	X	Subject to consultation in LA		
Solicitor	✓	X	X	X	Subject to Consultation in LA		
Traffic Warden	✓	X	X	X	Subject to Consultation in LA		
Licensed hackney carriage or private hire vehicle driver	X	✓	X	X			
Anyone licensed under Private Security Industry Act 2001	X	✓	X	X	ROA Exceptions Completed through licensing agency		
For the award of public works contracts, public supply contracts and public service contracts in accordance with Directive	✓	X	X	X			

2004/17/EC and 2004/18/EC of the European Parliament and of the Council of March 2004(a)							
Self employed tutors	X	X	X	X	Not a requirement in private arrangements to check ISA status but can: individual will be committing an offence if they are barred and work		
Specified Positions							
Member of a Local Authority who discharges any of the authorities' education or social services functions	X	✓	✓	X			
Member of a committee or sub-committee of a local authority that discharges any of the authorities education or social services functions	X	✓	✓	X			
Member of an executive of a local authority that discharges any of the authorities education or social services functions	X	✓	✓	X			
Chief Executive of a local authority that has any education or social services functions	X	✓	✓	X			
Director of Social Services	X	✓	✓	X			
Chief Education officer	X	✓	✓	X			
Members of Local Safeguarding Children boards	X	✓	✓	X	Those deputising for members will also need to be cleared		
Members of the Youth Justice Board	X	✓	✓	X			
Individuals carrying on or managing establishments under the Care Standards Act	X	✓	✓	X			

Controlled Activity (mainly administrative and ancillary workers) Can work if barred with adequate safeguards and management	Standard CRB	Enhanced CRB	ISA	Repeat CRB check	Notes	School SCR	Central SCR
Health and Social Care							
Administrative or clerical posts that have access to social services records on children and vulnerable adults; Safeguarding Strategy Group minutes	X	✓	X	X			
Administrative posts that make arrangements or support the domiciliary care provision for vulnerable adults.	X	✓	X	X			
Administrators who make arrangements for direct payments who have the opportunity for contact with direct payment recipients	X	✓	X	X			
Occupational health administrative staff	X	✓	X	X			
The day to day management or supervision of staff carrying out activities above	X	✓	X	X			
Children's Education Records							
Post which allow access to children's education records	X	✓	X	X	Frequency Test 1		
Posts which allow access to Connexions records for children, that are not regulated positions	X	✓	X	X	Frequency Test 1		
The day to day management or supervision of staff carrying out activities above	X	✓	X	X			
Further Education							
People who carry out work in a further education institution who do not engage in regulated activity but who may have contact with children	X	✓	X	X	Frequency Test		
The day to day management of staff carrying out activities above	X	✓	X	X			

Appendix 1

What is Regulated Activity?

Regulated activity is the term used to describe specific activities or roles which involve working or volunteering with children and vulnerable adults and certain situations where individuals have the opportunity for contact with children and vulnerable adults. It covers any such work, paid or unpaid, which is carried out on a frequent intensive or overnight basis (See frequency tests below), but it does not include personal arrangements. Regulated activity includes specified activities, specified positions or work carried out in a specified place, all of which are included in the posts and positions list for Gateshead Council.

Some regulated activity will be by private arrangement, for example hiring a personal tutor. The hirer does not have to check whether the tutor is barred but may wish to do so: the tutor will commit a criminal offence if they work in regulated activity for any period of time and are barred.

It will be a criminal offence to knowingly employ someone to work in regulated activity, subject to the frequency test, that is barred.

It will be a criminal offence for someone to work in regulated activity, for any period of time that is barred.

What is Controlled Activity?

Controlled activity is work that does not constitute regulated activity, but which provides opportunities for contact with children and vulnerable adults or opportunities to access education record for children, or health or social services records for both children and vulnerable adults. Posts or positions that fall into this category for Gateshead Council are included in the list.

Workers that are barred cannot be registered with the ISA but can work in controlled activity subject to substantial risk assessments and risk limiters being put in place and arrangements constantly monitored.

Frequency Test 1

Frequently - Once a week or more, Intensively - at any time on more than three days in a thirty day period, or overnight (between 2am and 6 am). This does not include those people who visit different settings during the course of their work and who therefore do not have frequent contact with the same children or vulnerable adults. If frequency is in doubt at the commencement of the contract the worker should be registered with the ISA and where necessary a CRB certificate applied for before they can start work. This is often the case with volunteers.

Frequency Test 2

Frequently - Once a month or more, Intensively - at any time on more than three days in a thirty day period, or overnight (between 2am and 6 am).