



Policy for DBS checking

Prepared by:	Adopted by Board of Trustees	Signed	Review Date
L Treadway Safeguarding Lead May 2019		----- Chair of Board of Trustees	01/04/2020

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Statement of intent

At The Aspire Educational Trust, we are committed to promoting the welfare of our staff, pupils and visitors. Ensuring the safety of our trust community is of paramount importance and, as a result, this policy has been created to establish a safe environment where pupils are cared for appropriately and are free from harm.

For certain roles, the trust may be required to request a DBS check as part of its recruitment process. This check may also include barred list information held on the DBS barred list, as well as any information held by the police which is relevant to the role applied for.

DBS checks allow the trust to ascertain an individual's suitability to work with children in an educational environment. This policy will ensure that all staff, pupils and parents are aware of the measures taken by the trust to promote the welfare of the school community.

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance including, but not limited to, the following:

- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2015)
- Police Act 1997
- The Police Act 1997 (Criminal Records) (Registration) Regulations 2006
- Data Protection Act 2018
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Home Office (2015) 'Revised Code of Practice for Disclosure and Barring Service Registered Persons'
- DfE (2018) 'Keeping children safe in education'

1.2. This policy operates in conjunction with the following trust policies:

- Safer Recruitment Policy
- Employment of Ex-Offenders Policy
- Academy Child Protection and Safeguarding Policy
- Single Central Record Policy
- Data Protection Policy
- Records Management Procedures
- Disciplinary Policy and Procedure

2. Definitions

Standard DBS

2.1. This provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless of whether they are spent under the Rehabilitation of Offenders Act 1974. The law does allow for certain old and minor matters to be filtered out.

Enhanced DBS

2.2. This provides the same information as a standard check, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS with barred list check

2.3. Where people are working or seeking to work in regulated activity with children, this allows an additional check to be made as to whether the person appears on the children's barred list.

Regulated activity

2.4. Regulated activity includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Work for a limited range of establishments (known as 'specified places', which include schools and colleges) with the opportunity for contact with children, but not including work done by supervised volunteers.

2.5. Work under 2.4 is regulated activity if it is carried out frequently by the same person or if the 'period condition' is satisfied. The period condition is satisfied if:

- The person carrying out the activity does so at any time on more than three days in any period of 30 days.
- If the activity is done at any time between 2:00am and 6:00am and it gives the person the opportunity to have face-to-face contact with children.

2.6. Some activities are always regulated activities, regardless of frequency or whether the person conducting the activity is supervised. This includes the following:

- Personal care, including helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness and disability
- Health care, i.e. care for children provided by, or under the direction or supervision of, a regulated health care professional

3. Roles and responsibilities

3.1. The Board of Trustees is responsible for:

- Ratifying decisions with regards to disclosure information concerning existing and prospective employees.
- Ensuring that current and prospective employees do not commence or continue their practice without a satisfactory DBS check and an appropriate risk assessment on their suitability to work with children.
- Ensuring that this DBS Policy and the Home Office's Code of Practice (CoP) is adhered to at all times.
- Ensuring that the identity of any existing or prospective employee is confirmed and verified beyond doubt before commencing or continuing employment.
- Monitoring the trust's single central record (SCR), ensuring its compliance with requirements.

3.2. The principal of each academy is responsible for:

- Ensuring that they are aware of any posts in the school that are subject to a DBS check.
- Maintaining an up-to-date academy or trust section on MAT SCR.
- Ensuring that any job descriptions and person specifications for any posts within the trust indicate whether an individual will require a DBS check, as well as what level of check is required.
- Taking reasonable steps to make sure that any individual who is not an employee, but who is covering an existing post or other work within the school, holds the appropriate level of DBS check.
- Ensuring that all members of staff hold current, acceptable DBS checks according to the appropriate level required.
- Ensuring that new employees are aware of the DBS update service and encouraging them to subscribe to this.
- Informing HR Manager of any decisions made regarding disclosure information.
- For Trust level staff the above responsibilities will be undertaken by the MAT Business Operations Manager.

4. Procedures for staff

New members of staff

- 4.1. Staff who will be in regulated activity are required to obtain an enhanced DBS certificate with a barred list check.
- 4.2. All other staff who have an opportunity for regular contact with children who are not engaging in regulated activity are required to obtain an enhanced DBS certificate, which does not include barred list information.
- 4.3. Staff in management roles are required to obtain an additional check to ensure they are not prohibited under section 128 provisions.
- 4.4. Staff at an academy are required to show the original DBS certificate to the principal before they begin their employment or as soon as practicable after their employment begins. Trust staff are required to show their original DBS certificate to the MATBOM.
- 4.5. Where a member of staff will start work in regulated activity before the DBS certificate is available, the principal will ensure the individual is appropriately supervised and that all other checks, including a separate barred list check, have been carried out.
- 4.6. There is no requirement for the school to obtain an enhanced DBS certificate for events that may have occurred outside the UK if, during a period which ended not more than three months before the individual's appointment, they have worked in:
 - A school in England:
 - Which brought them regularly into contact with children or young people.

- To which they were appointed on or after 12 May 2006 and which did not bring them regularly into contact with children or young people.
- In an institution within the FE sector in a post which involved the provision of education which brought them into regular contact with children or young people.

Existing staff

- 4.7. Where the trust has concerns about an existing staff member's suitability to work with children, all relevant checks will be carried out as if the individual were a new member of staff.
- 4.8. If a member of staff moves from a post that was not in regulated activity into a post involving regulated activity, all the relevant checks will be carried out.
- 4.9. Apart from the circumstances outlined in 4.8 the school is not required to request a DBS or barred list recheck for existing staff members.

Agency and third-party staff

- 4.10. The principal will obtain written confirmation from any agency or third-party organisation that the organisation has carried out all the necessary DBS checks on an individual who will be working at the school that the school would otherwise perform.
- 4.11. Where the position requires a barred list check, this will be obtained by the agency or third party prior to appointing the individual.
- 4.12. The principal will check that the individual presenting themselves for work is the same person for whom the checks have been made.

Trainee/student teachers

- 4.13. Where applicants for initial teacher training are salaried by the school, the principal will ensure that all necessary DBS checks are carried out.
- 4.14. Where trainee teachers are fee-funded, the training provider is responsible for carrying out the necessary checks. The principal will obtain written confirmation that the necessary checks have been carried out.

5. Procedures for Board of Trustees, Members and Local Academy Committee Members

- 5.1. All members of the trust, individual charity trustees, the chair of the board of trustees and members of the Local Academy Committee are required to obtain an enhanced DBS check – a section 128 check will also be carried out.

6. Procedures for volunteers

- 6.1. Under no circumstances will a volunteer who has undergone no checks be left unsupervised or allowed to work in regulated activity.
- 6.2. The principal will obtain an enhanced DBS check, with barred list information, for any volunteer who is new to working in regulated activity.
- 6.3. There is no requirement to re-check volunteers in regulated activity if they have already had a DBS check, including barred list information; however, the school will conduct a repeat DBS check, with barred list information, where there are concerns about a volunteer.
- 6.4. The principal will undertake the AET volunteers' risk assessment and use their professional judgement when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. The risk assessment considers the following:
 - The nature of the volunteer's work with children
 - What the school knows about the volunteer, including formal or informal information offered by others
 - Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
 - Whether the role is eligible for an enhanced DBS check
- 6.5. Details of the risk assessment will be recorded in writing and kept on file in the office.
- 6.6. The principal will determine whether a volunteer is supervised. For a person to be considered supervised, the supervision must be:
 - By a person who is in regulated activity.
 - Regular and day-to-day.
 - Reasonable in all the circumstances to ensure the protection of children
- 6.7. When allowing any volunteers to work at the school, the principal will check that the individual presenting themselves for work is the same person for whom the checks have been made.

7. Procedures for visitors

- 7.1. The school does not have the power to request DBS checks to be carried out on visitors.
- 7.2. The principal will use a risk based approach and their professional judgement when considering the need to escort or supervise visitors.

8. Procedures for contractors

- 8.1. Under no circumstances will a contractor who has undergone no checks be allowed to work unsupervised or engage in regulated activity at the school.

- 8.2. Contractors who engage in regulated activity will be required to obtain an enhanced DBS certificate with barred list check.
- 8.3. Any contractors who have the opportunity for regular contact with children, but who would not be in regulated activity, will be required to obtain an enhanced DBS check.
- 8.4. If a contractor working at the school is self-employed, the principal will consider if they need to obtain a DBS check on the contractor's behalf.
- 8.5. The principal will check the identity of contractors and their staff upon arrival to the school.

9. Staff who have lived or worked outside the UK

- 9.1. New staff members who have lived or worked outside the UK will be checked in the same way as all other staff, in line with the procedures outlined in [section 4](#) of this policy.
- 9.2. The DBS cannot obtain police records from overseas; however, a check will be conducted to establish whether the individual has disclosed any criminal convictions during their time in the UK.
- 9.3. As the DBS cannot provide details of police records for overseas applications, the school is aware that the DBS information may not provide a complete picture of a candidate's criminal record.
- 9.4. In relation to the above, the school will conduct additional recruitment checks such as obtaining a certificate of good conduct from relevant embassies or the police.
- 9.5. A check will also be made for any teacher sanctions or restrictions that a European Economic Area (EEA) authority has imposed.
- 9.6. The school will be extra vigilant when considering an applicant from overseas and will obtain additional references to ensure their suitability for the role.

10. Procedures for adults supervising children on work experience

- 10.1. The school will consider the specific circumstances of the work experience placement when considering what level, if any, of DBS check is required on individuals supervising pupils on the placement.
- 10.2. Consideration will be given to whether the person providing supervision to the pupil will be unsupervised themselves and providing the supervision frequently, i.e. more than three days in a 30-day period, or overnight.
- 10.3. The school is not able to request an enhanced DBS check with barred list information for staff supervising pupils who are aged 16 to 17.
- 10.4. Work experience providers are not able to request any DBS checks for pupils under 16.

11. Procedures for alternative provision

- 11.1. Where a pupil is placed in alternative provision, the principal will obtain written confirmation from the provider that the appropriate DBS checks have been carried out on the provider's staff.

12. Disclosures containing criminal information

- 12.1. A DBS check is considered to contain criminal information if it includes details of the following:
- A police record of convictions, cautions, reprimands and final warnings
 - DBS barred list
 - Any other relevant criminal information obtained by the police
- 12.2. The principal will discuss the disclosed information with the HR Manager immediately to agree a course of action regarding any prospective or existing employee.
- 12.3. The individual will be required to attend a meeting with the principal, and HR Manager if necessary, to confirm that the convictions are theirs and discuss the positive disclosure information. The AET Positive Disclosure Decision Form, Appendix C, will be used to explore the circumstances surrounding the disclosed information and the person's suitability to work with children.
- 12.4. The principal and HR manager will use the AET Positive Disclosure Form, Appendix C, to make and record a balanced decision.
- 12.5. If the individual denies that the convictions relate to them, the principal will contact the DBS to carry out an investigation.
- 12.6. For prospective employees, all posts will remain pending whilst meetings and investigations take place.
- 12.7. For current employees, the principal will consider whether adjustments will need to be made whilst meetings and investigations take place, including:
- Whether the employee can continue their practice.
 - Whether closer supervision is required of the employee.
 - Whether the employee should be temporarily transferred to other duties.
 - Whether the employee should be dealt with in accordance with the Disciplinary Policy and Procedure and suspended with entitlement to full pay.
- 12.8. The principal will consult the HR Manager when deciding what adjustments will need to be made for the employee concerned.
- 12.9. Depending on the circumstances of each case, the HR Manager will consult with the CEO and Board of Trustees who may be asked to countersign the form recording the decision.

13. Making a decision

- 13.1. The principal in consultation with the HR Manager will consider the magnitude of any DBS disclosures.
- 13.2. **Major disclosures** will result in the candidate being automatically unsuitable for the role. These include where the adult is named on the following lists:
 - Children's barred list
 - Adults' barred list
- 13.3. **Serious disclosures** which involve criminal activity, but do not pose a risk to pupils, will be discussed with the principal prior to the candidate being accepted for the role.
- 13.4. The principal, supported by the HR Manager, will endeavour to ascertain the relevant facts from the individual and decide upon a conclusion. Following this, the candidate will receive a rejection or acceptance letter.
- 13.5. When considering an applicant, the school will not take into account any minor or old convictions which are 'protected' from disclosure, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2015).
- 13.6. When deciding to accept or reject a candidate, the trust will consider the following information:
 - The relevance of the disclosure in relation to the position applied for
 - The nature of the offence or other matters revealed
 - The length of time since the offence or other matters occurred
 - Whether there is a pattern of offending behaviour
 - Whether the candidate's circumstances have changed since the offending behaviour or other matters occurred
 - Any extenuating circumstances surrounding the offence and explanations offered
- 13.7. A risk assessment may be required following a positive disclosure, before deciding on the candidate's suitability.
- 13.8. A record of all recruitment decisions following positive DBS disclosures will be kept securely in the school office or in a successful candidate's employee personnel file.
- 13.9. Depending on the circumstances of each case, the HR Manager will consult with the CEO and Board of Trustees who may be asked to countersign the form recording the recruitment decision.

14. DBS update service

- 14.1. Staff members will be encouraged to join the DBS update service to ensure that their DBS certificates are up-to-date.

- 14.2. The school will only check the status of any DBS certificates if this is legally required for a new role or a change in role. The individual's consent will be gained before the DBS certificate status is checked.

15. Referral to the DBS

- 15.1. The trust has a legal duty to refer to the DBS any member of staff who has harmed, or poses a risk of harm, to a pupil where:
- The harm test is satisfied.
 - The staff member has received a caution or conviction for a relevant offence, or if there is reason to believe the staff member has committed a listed relevant offence.
 - The staff member has been removed from working in regulated activity, or would have been removed had they not left the school.
 - The staff member has been moved to an area of work not in regulated activity.
 - The staff member has been suspended.
- 15.2. Referrals will be made as soon as possible, and ordinarily on conclusion of an investigation, after the resignation, removal or redeployment of the staff member.

16. Recruitment of ex-offenders

- 16.1. The trust is aware of its responsibility under the Police Act 1997 not to discriminate applicants based on their criminal record.
- 16.2. The trust will only ask an individual to provide details of convictions and cautions that the trust is legally entitled to consider when recruiting candidates.
- 16.3. The trust selects all candidates for interview based on their skills, qualifications and experience.
- 16.4. All job application forms, job adverts and recruitment briefs that require a DBS check will outline that an application for a DBS certificate will be submitted for all candidates once they have been offered the position.
- 16.5. During the recruitment process, the trust will ensure that a discussion between the recruitment panel and principal takes place to evaluate any offences or other matters relevant to the position.
- 16.6. Candidates will be informed that failure to reveal any information which is directly related to the post could result in withdrawal of an offer of employment.
- 16.7. Any DBS certificates that reveal criminal information will be discussed with the individual, and their eligibility for the position will be reviewed in accordance with [section 13](#) and [section 14](#) of this policy.
- 16.8. All applicants will be given access to the trust's [Recruitment of Ex-offenders Policy](#) prior to the interview.

17. Single central record (SCR)

- 17.1. The trust maintains an up-to-date SCR of pre-appointment checks covering all staff (including teacher trainees on salaried routes), volunteers, supply staff, all members of the proprietor body and contractors.
- 17.2. The SCR indicates whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:
- An identity check
 - A barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - A section 128 check
 - Further checks on individuals who have lived or worked outside the UK
 - A check of professional qualifications
 - A check to establish the individual's right to work in the UK
- 17.3. For agency staff, fee-funded trainees and contractors, the SCR records whether written confirmation has been received from the organisation supplying the member of staff that the relevant checks have been carried out.
- 17.4. The MAT SCR is securely stored electronically.

18. Data handling

- 18.1. The trust and its academies will not keep DBS certificates, but staff and successful job applicants have to be prepared to present them upon request. If necessary, in exceptional circumstances, DBS certificates will be stored securely in accordance with the trust's Data Protection Policy.
- 18.2. In accordance with the Police Act 1997, access to DBS certificates is strictly controlled and records will only be accessed by the HR Manager, principal and school bursar/business manager.
- 18.3. If in exceptional circumstances, and as part of their duties, another member of staff is required to access a DBS certificate, the school will keep a record of the named individual, and the individual whom the DBS certificate concerns will be informed prior to the sharing of the information.
- 18.4. DBS certificate information will only be used for the specific purpose for which it was requested and for which the individual's full consent has been given.
- 18.5. The trust will not keep DBS certificates for any longer than is necessary once a recruitment decision has been made – usually, for no longer than six months to allow for the consideration and resolution of any disputes or complaints.
- 18.6. In exceptional circumstances, the school may decide to retain DBS certificates for longer than six months. In such cases, the trust will consult the DBS and

will have due regard to the data protection and human rights of the individual concerned.

- 18.7. DBS certificates will be disposed of securely such as by shredding, pulping or burning.
- 18.8. Prior to disposal, all waste will be stored securely in a confidential waste bin.
- 18.9. Although the trust will not keep any copy of the certificate, a record will be kept of the following:
 - The date of issue of the certificate
 - The name of the subject
 - The type of certificate requested
 - The position for which it applied to
 - The unique reference number
 - The details of the final recruitment decision

19. Monitoring and review

- 19.1. This policy will be reviewed on an annual basis by the MATBOM and Trust Safeguarding Lead in conjunction with the Board of Trustees.
- 19.2. Any changes made to the policy will be amended by the MATBOM and Trust Safeguarding Lead and will be communicated to all members of staff.
- 19.3. All staff are required to familiarise themselves with this policy as part of their induction.

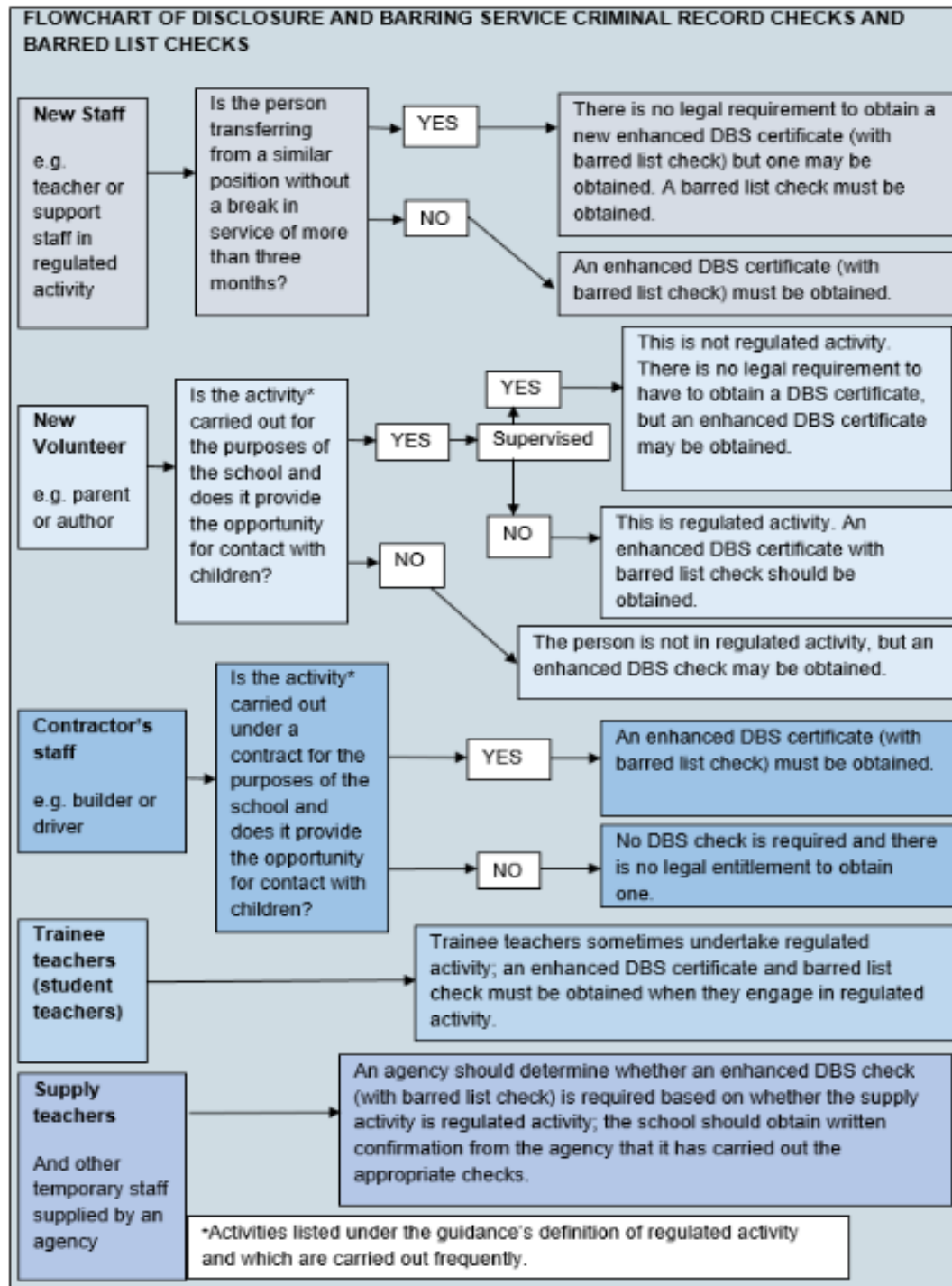
Appendix A

Recruitment of ex-offenders policy

The Aspire Educational Trust policy for recruitment of ex-offenders is published on its website to be available to all job applicants.

- The Board of Trustees fully complies with the DBS Code of Practice and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- All applicants are subject to a DBS check before the job appointment is confirmed; this includes details of convictions, cautions and reprimands, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.
- The trust will not take into account any minor or old convictions which are 'protected' from disclosure when considering an applicant, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2015).
- The trust is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.
- The trust promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.
- Candidates are selected for interviews based on their skills, qualifications and expertise.
- All application forms and recruitment notices will contain a statement that a disclosure will be requested if a position is offered.
- All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover.
- The trust is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.
- At the interview, or in a subsequent discussion, open and measured discussion will take place on the subject of the offences.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.
- Legal advice is available for all involved in the recruitment process to ensure they can identify and assess the relevance and circumstances of offences.
- All recruitment personnel have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders.

Appendix B Flowchart of DBS and barred list checks



Appendix C



POSITIVE DISCLOSURE DECISION FORM

The principal in consultation with the HR Manager should use this decision sheet to make a balanced decision about whether to employ the individual or use the agency/service provider. Before a decision is reached on whether to offer or confirm employment to an individual, following a positive disclosure, the individual should be offered the opportunity to discuss the contents of the disclosure with the principal, except where this is prohibited.

All positive disclosures must be discussed with HR Manager. All decisions about positive disclosures should be signed off by the Principal after discussion with HR. Disclosures may need to be discussed with the CEO and Board of Trustees before a decision is taken. A risk assessment may also need to be undertaken.

Name of individual		Discussed with individual	Date	
Post Applied for				

A positive disclosure from the Disclosure and Barring Service is a certificate that shows cautions, warnings or convictions. It may show spent convictions and also unspent convictions, and for Enhanced checks, it will also show other information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.

Please note that in some cases, the Counter signatory/Recruitment Team may be prohibited from passing on information disclosed by local police forces to line managers, as it might risk undermining current police investigations.

QUESTIONS TO CONSIDER	Possible Responses	Answer	Comments
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes No		
<p>Is the information eligible to be considered?</p> <p><i>A positive disclosure from an applicant may not be eligible for consideration. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.</i></p>	Yes No		
<p>Does the DBS Barred List result bar the appointment?</p> <p>If the answer is yes then the appointment is automatically unlawful and the person must not be appointed to the post. Do not continue with this decision sheet.</p>	Yes No		
<p>Is the conviction relevant to the position?</p> <p>Consider the impact of the particular nature of the conviction(s) disclosed on the post. How relevant is it to the job role?</p>	Yes No		

<p>Are you satisfied with the candidate's explanation of the circumstances of the offence? All positive disclosures should be discussed with the candidate. Note down their explanation of the circumstances. What is their attitude towards it now?</p>	<p>Yes Unsure No</p>		
<p>How serious do you consider the offence to be?</p>	<p>Major Moderate Minor</p>		
<p>Did the offence occur recently? For example, minor offences that occurred a long time ago may be less relevant than ones that are very recent.</p>	<p>Within last; 1 year 3 years 10 years Older</p>		
<p>At what age were the offences committed? Was the offence committed as an adult, or as a child or adolescent?</p>	<p>State age</p>		
<p>What age is the applicant now?</p>	<p>State age</p>		
<p>Does the disclosure show a pattern of offending behaviour, or was the offence a one-off? Repeated offences may indicate that the individual has not been able to change his/her offending behaviour, and may be more likely to re-offend.</p>	<p>One-off Repeat – frequent Repeat – infrequent</p>		
<p>Does the individual regret the matter(s) and what is the their attitude to the matter(s) now.</p>	<p>Yes / No</p>		

<p>Were there any mitigating circumstances at the time of the offence e.g. peer pressure, financial need or lack of judgement?</p>	<p>Yes / No</p>		
<p>Have the circumstances that lead the applicant to commit the offence changed for the better? Look at all the circumstances, including the employment pattern and the individual's own explanation.</p>	<p>Yes No Maybe</p>		
<p>Did the applicant disclose the matter/s when asked? Note that a failure to disclose an offence, without a satisfactory reason, will be a breach of contract and render the employment offer void.</p>	<p>Yes No – no valid reason No – has valid reason</p>		
<p>Does the role allow the opportunity to re-offend? Consider the nature of the post in relation to the disclosed offence(s).</p>	<p>Yes No</p>		
<p>What is the nature of contact the individual has with children/vulnerable adults?</p>			
<p>What level of management supervision will the person receive? What opportunity would there be to re-offend? Will supervision reduce the risk? How much responsibility does the post carry?</p>	<p>High Moderate Low</p>		

Does the post involve responsibility for finance, items of value or other high risk areas? This is particularly relevant where the disclosed offences are related to robbery, burglary or fraud.	High		
	Moderate		
	Low		

Decision (please tick as applicable)	Employ	Do not employ	Employ with adjustments to role (give details)

HR Manager		Signed		Date	
Principal		Signed		Date	
CEO /Board of Trustees if deemed by HR Manager as required		Signed		Date	

THIS SHEET SHOULD BE RETAINED CONFIDENTIALLY ON THE EMPLOYEE'S PERSONNEL FILE