



RECRUITMENT, SELECTION AND DISCLOSURE POLICY

Last review:	August 2023
Next review:	August 2024
Prepared by:	Sotiria Vlahodimou, Headteacher Sarah Pettengale, HR Officer
Approved by:	Governing Body

Preliminary Information

The person responsible for safer recruitment:

Sotiria Vlahodimou – Headteacher

The Governor appointed to oversee appointments:

David Slee – Chair of Governors

Staff who have completed safer recruitment training:

Sotiria Vlahodimou - Educare November 2021

Natasha Malby - Educare July 2021

Sarah Pettengale - Educare October 2022

Emly Coffey – Educare August 2023

Adam Sharpe – Educare June 2023

Hayley Bouyi – Educare October 2022

Governors who have completed safer recruitment training:

David Slee - Educare November 2021

Carly Thomasin-Foster - Educare February 2022

The Governing Body ensure that the procedures and policies in place for the safe recruitment of all staff and volunteers are effective and in accordance with the following:

Keeping Children Safe in Education (KCSIE) (September 2023);

Independent School Standards (ISS) (April 2019) (Part 4);

The Childcare Act 2006;

Disqualification under the Childcare Act 2006 (Feb 2015).

It is the responsibility of the Headteacher, Senior Leadership Team (SLT) and any other staff member nominated by the Headteacher to:

- implement the school's safer recruitment procedures correctly;
- ensure all staff and volunteers working at the school undergo appropriate checks;
- monitor agencies and contractors' compliance with safe recruitment;
- promote the welfare of pupils at all stages of the process.

The school will ensure that at all times at least one person on the appointments panel will have undertaken safer recruitment training.

Visiting speakers are not Slindon employees or contractors and their access to the College is being regulated by a separate policy.

Introduction

The school is committed to providing an education in a vibrant environment, which engages children of all faiths and backgrounds and offers the best possible care and education for pupils/pupils. Safeguarding and the welfare of pupils/pupils are prominent in all that the school undertakes. All staff, governors and volunteers share this commitment. The school's commitment to providing a supportive and flexible working environment for staff is supported through the safe, effective recruitment and retention of competent, motivated staff members who form a diverse workforce comprising different backgrounds, skills and abilities. The recruitment and selection process is efficient, effective and equal. We uphold our legal obligations and national agreements and do not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Employees involved in the safe recruitment and selection of staff are responsible for

familiarising themselves with and complying with the provisions of this policy.

The aims of the school's safe recruitment policy are as follows:

- to follow safer recruitment procedures at all times;
- to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the Disclosure and Barring Service (DBS);
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently, in line with the school's equal opportunities policy;
- to ensure that no job applicant is treated unfairly on any grounds;
- to ensure sufficient staff/governors receive training in safer recruitment processes;
- to ensure all appointment panels contain at least one member who has been trained in Safer Recruitment;
- The main Acts relating to Safer Recruitment include:
 - 'Disqualification under the Childcare Act 2006' (March 2015);
 - Keeping Children Safe in Education September 2023 (KCSIE);
 - Working together to Safeguard Children (August 2018);
 - Protection of Freedoms Act 2012;
- The Childcare Act 2006, the Childcare (Disqualification) Regulations 2009;
- The Equality Act 2010 – which makes it unlawful to unjustifiably discriminate, directly or indirectly, against employees on the grounds of;
 - Disability;
 - race, colour, nationality or ethnic origin. (There are four types of discrimination, direct, indirect, victimisation and harassment);
 - sex or marital status;
 - religious belief or practice in employment;
 - Age;
 - Education and Skills Act 2008;
 - Education Act 2002.

Recruitment & Selection Procedure

With the exception of supply staff and volunteers, a new member of staff is defined a person working at the school whether under a contract of employment or a regular contract for other types of service.

Our policy and procedures involve consideration of how we safeguard and promote the welfare of our pupils at every stage of the process. The process begins with planning, ensuring that the advertisement makes clear the school commitment to safeguarding children. It then continues through short-listing, interviewing, appointing, checking the successful candidate according to statutory requirements, and induction. The policy demonstrates a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

Our procedures include:

- deciding upon whether the post meets the criteria for 'regulated' activity;
- (See Appendix 1 for the definition of Regulated Activity);

- obtaining comprehensive information from applicants and scrutinising the information;
- ensuring that no person who is appointed carries out work, or intends to carry out work at the school in contravention of a prohibition order, an interim prohibition order or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act, or any other disqualification, or restriction which takes effect as if contained in either such direction;
- satisfactorily resolving any discrepancies or anomalies in information received;
- obtaining two independent professional references in order to assess an applicant's suitability to work with children. We may alternatively request a character reference depending on the position offered;
- holding a face to face interview that explores the candidate's suitability to work with children as well as their suitability for the post;
- checking the applicants' identity, previous employment history and experience
- checking that candidates are medically fit to perform the duties required of the position by obtaining a self-declaration of fitness;
- checking the applicants right to work in the United Kingdom;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- where appropriate, checking the applicants' qualifications;
- carrying out pre-employment checks appropriate to the type of employment advertised, which may include the mandatory enhanced criminal record check and obtaining an enhanced criminal record certificate before or as soon as practicable after the applicants appointment (if such a certificate does not arrive before employment is due to begin then a Children's Barred List (previously List 99) must be obtained);
- requesting sight of the applicant's original enhanced disclosure certificate;
- following up appointment with a systematic induction programme;

(See Appendix 2 for details of the types of employment and the pre-employment checks made for specific types of appointment)

The Programme for appointing staff in regulated activity

All material that forms part of the appointment, including the candidate application and information pack, will be checked by the appointments panel and must meet the requirements of the school safer recruitment policy. The advertisement will include a statement about the school's commitment to safeguarding and promoting the welfare of children. It will refer to the need for the successful candidate to undertake an enhanced criminal record check via the DBS.

The advert will also include:

- Job title;
- Hours;
- Details of how to apply for the Application Pack.

The advertisement will make no direct reference to sex, race, age, sexual orientation, religion/belief or disability.

An application pack will be sent to prospective candidates on request and will include at the least:

- Details of the role in the job description;
- Qualifications, experience, skills and abilities required - summarising the details in the person specification;
- Details of all documents required as pre-employment checks;
- Safeguarding policy or information on how to access this online.

The job description will include:

- the main duties and responsibilities of the post;
- the individual's responsibility for promoting and safeguarding the welfare of children and young people that they are responsible for, or comes into contact with.

The person specification will include:

- the qualifications, experience, expertise and any other requirements needed to perform the role;
- the competences, skills and qualities that the successful candidate should be able to demonstrate.

References

Having regard to the requirements of KCSIE (September 2023) a minimum of two professional references, to cover five years' work history, will be sought and verified. If the candidate is not currently working with children but has done so in the past, the school will contact the candidate's previous employer, whilst he/she was working with children, for a reference. It is preferred, but not a statutory requirement, that a character reference is also sought.

References will be verified prior to interview. The referees will be asked about the candidate's:

- suitability and ability to work with children and young people;
- knowledge and understanding of child protection and safeguarding.

If anomalies are identified in references, the referees will be contacted, by telephone or e-mail, for clarification and a detailed record kept of such exchanges. Discrepancies may also be probed during the interview. References are sought directly from the referee. References or testimonials provided by the candidate are unacceptable. Where necessary, previous employers who have not been named as referees may be contacted and a detailed written note will be kept of such exchanges.

Should a candidate strongly object to a current employer being approached prior to interview, the school will decide whether or not to accede to the request. If the request is granted, the school will then contact the referee following the interview. In such cases the school will ensure that references are received, scrutinised, and that any concerns are resolved satisfactorily before the person's appointment is confirmed and they start in the role. **A Headteacher's risk assessment must not be used in the absence of references. References must be completed before employment commences.**

Referees should not be a relative or someone known to the applicant solely as a friend.

School employees are entitled to see and receive, if requested, copies of their employment references. References addressed "to whom it may concern" will not be accepted.

All referees will be sent a copy of the job description and person specification for the advertised post. Referees will always be asked specific questions about:

- the applicants suitability for working with children and young people;
- whether the applicant has ever been the subject of disciplinary procedures, including time-expired warnings, that relate to the welfare and safeguarding of children;

- the applicant's suitability for the post;
- If the referee is a current or previous employer, they will also be asked to confirm the following: the applicant's dates of employment, job title/duties, reason for leaving, performance and disciplinary record.

Information contained in references will be compared with the candidate's application form to ensure the facts the referee provides about the candidate and their previous employment are consistent with those provided by the candidate. Any discrepancies will be discussed with the candidate.

Any information about past disciplinary action or allegations will be considered individually. Issues that were suitably resolved some time ago or were unfounded with no further issues raised, are less likely to cause concern than more serious or recent events. A history of repeated concerns or allegations over time will give cause for concern.

Additional references will be requested for overseas (including European Economic Area) applicants if a country specific police check or information from a professional body cannot be obtained.

Selection of prospective candidates for interview

Selection criteria will be determined by the nature and duties of the post, the contents of the application form and supporting material. The short list of candidates will be made by a panel comprising a governor member/s of the senior management team. As a minimum one member of the selection panel would have completed a course in safer recruitment. When short-listing candidates, their suitability will be judged against the person specification for the post. In addition, as part of the shortlisting process the school will carry out an online search of the shortlisted candidates to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link). Unsuccessful candidates in the interview selection process will be informed and thanked for their interest in the school. The short-listed candidates will be invited to attend a **formal interview** at which their relevant skills and experience will be discussed further.

The Interview

As candidates arrive, and before the interview, they will be required to:

- Provide original qualification certificates;
- Provide proof of eligibility to live and work in the UK, if necessary;
- Sign a form disclosing any criminal offences;
- If the disclosure held by an overseas candidate is considered insufficient to establish their suitability to work in the school, further evidence may be required from the applicant's country of origin. Such checks will be undertaken if the candidate has lived overseas for three months or more in the last five years
- A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct or equivalent from the country in question.
- Provide proof of identity- refer to the updated DBS document list;
- Where a candidate claims to have changed their name by deed poll or any other

mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

- Provide a copy of their original enhanced disclosure certificate. If the candidate is in employment as a teacher in another school the interview process will cover the candidate's suitability with relation to the requirements of the post, their subject knowledge, skills and competence, ability to work within a team, organisation and management skills linked to the post and contributions the candidate can make toward the extended curriculum and general life of the school.

During the interview and face to face, candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people;
- To state whether they are subject to a prohibition order.

In all interviews a report will be made to the police and/or the Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team) if a candidate is found:

- To be on Children's Barred List (previously List 99);
- Has a disclosure showing they have been disqualified from working with children by a court;
- Has provided false information in, or in support of, their application;
- Presents serious concerns regarding suitability to work with children.

Any offer of employment following interview will be conditional, prior to successful completion of a final series of pre-employment checks which, *in brief*, contain the following.

(Please see Appendix 2 for a full list of checks undertaken by the school in relation to the type of appointment offered.):

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory;
- verification of the applicant's identity (where that has not previously been verified);
- for teaching positions, confirmation from the TRA that the applicant is not subject to a prohibition order. If qualified teacher status is not required the school will check the applicant is not subject to a prohibition order by application to the TRA's Employer Access service;
- where the position amounts to "regulated activity" the school must have sight of an enhanced disclosure from the DBS and it must consider such to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*;
- confirmation that the applicant does not commence work in contravention of a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from teaching or being involved in the management of an independent school;
- confirmation that the applicant is not disqualified from working in connection with

early or later years provision (see Appendix 3a);

- When relevant, whatever evidence of checking is available for a person's country of origin (if overseas) or from any other country in which he/she has lived, before the offer of an appointment.

Until the school has had sight of the original disclosure certificate, the applicant will be treated as unchecked and subject to the safeguards set out below. This requirement arises from both the DBS Employer Guidance and KCSIE. In addition, if an 'enhanced disclosure' is delayed, the Head may allow the candidate appointed to commence work providing;

- the appointment is not formally confirmed;
- the DBS application has been made in advance;
- if the person will be working in regulated activity, a satisfactory check of the barred list, plus vetting and other relevant checks have been completed satisfactorily;
- appropriate safeguards are in place (for example, a risk assessment completed and signed by the Headteacher and monitored supervision);
- safeguards are reviewed at least every two weeks;
- the person in question is informed what these safeguards are, and a note is added to the single central register and evidence kept of the measures put in place;
- a note to explain the actions taken is advised on the central register of staff;
- the candidates right to work in the UK has satisfied requirements;
- any further checks which are necessary as a result of the candidate having lived or worked outside of the UK are satisfactory;
- the professional qualifications which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified) have been verified;
- the relevant professional status requirements have been verified-e.g. TRA registration, QTS status (unless correctly exempted).

The school is not permitted to obtain an enhanced DBS disclosure or check the Children's Barred List unless an individual will be engaging in "regulated activity".

The Recruitment of Ex-Offenders

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar him/her from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment and guidance current at the time of application.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred

- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

If an applicant wishes to dispute any information contained in a disclosure, he / she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of disclosure information

The school's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the school will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's senior leadership team;
- store a DBS certificate if a disclosure has required a Headmasters risk assessment to be in place;
- not retain disclosure information or any associated correspondence for longer than is necessary, usually for a maximum of six months. The school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information

Retention of other records

The school will retain any relevant information provided on the application form (together with any attachments) on the personnel file of candidates who are offered

and accept the position for which they have applied.

From April 2014, DfE guidance requires that schools retain copies of identity documents, right to work, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability, or to assist with any other workplace issue.

The Immigration (Restrictions on Employment) Order 2007 requires employers in England and Wales to check and retain copies of passports, or alternatively birth/adoption certificates, belonging to people appointed on or after 29 February 2008.

It is normal practice for the school to retain personnel files for six years after the member of staff has left.

If the school wishes to retain the name and details of unsuccessful candidates on file for future vacancies, the candidates will be informed and offered the opportunity to remove their details from the school's records. We retain such records for a minimum 3 months but no more than 1 year.

Prohibition Check

In regard to an order made by the TRA on behalf of the Secretary of State, barring a person from carrying out "teaching work", the school will carry out a Prohibition Check (from April 2012) in addition to the check of the children's barred list, DBS check and other checks set out in the Independent School Standards. ('teaching work' is defined as planning, preparing and delivering lessons for pupils, which includes distance learning and learning through computer aided techniques, and assessing and reporting on pupils' development, attainment and progress).

Under section 128 of the Education and Skills Act 2008 those in management roles (i.e. Headteacher, SLT and Teacher Heads of Department) will have additional checks to ensure they are not prohibited from management.

The single centralised register of staff

A single centralised record of recruitment and vetting checks, in line with legal requirements and ISI regulations, is maintained by the school. All individuals who work in regular contact with children, including governors, volunteers and those employed by third parties (supply agencies), are included. The register is kept up to date and checked by a member of the governing body regularly. The centralised register contains details of the following;

Where applicable, including details of the person doing the checking and the dates checked;

- Identity;
- Children's Barred List (previously List 99) (date of DBS check unless a separate earlier Children's Barred List (previously List 99) was undertaken);
- Professional Qualifications;
- Enhanced disclosure (or DBS Status Check)
- Overseas checks, where applicable;
- Right to work in the UK;
- Prohibition from teaching check;
- Prohibition from management check for Headteacher and for SLT, Heads of

Department and Governors.

Whilst it is not a legal requirement, the school also chooses to include on the register:

- Checks of CV/application form, references, medical fitness declaration and disqualification by association self-declaration.

With regard to supply staff the register will record the following entries;

The date the school obtained written notification from the supply agency that the agency has made checks of:

- Identity;
- Children's Barred List (previously List 99);
- Qualifications;
- Overseas checks, where applicable;
- Right to work in the UK;
- Prohibition from teaching check;
- Date of written notification that it or another agency has received an enhanced DBS disclosure, and the date of the disclosure;
- If applicable, date of written notification of contents of a disclosure or equivalent
- Date the agency supplied a copy of the enhanced criminal record certificate and receipt by the school.
- The date the school checked the identity of the supply person
- (the school will always check the identity of supply staff on arrival at the school)

Although it is not a requirement (from April 2015) to include volunteers on the register, the school chooses to include details of all checks made on volunteers on the register

The register will contain the following information for each member of **the Governing Body**:

- Enhanced disclosure;
- Children's Barred List (previously List 99);
- Where applicable, prohibition from teaching check;
- Identity;
- Right to work in the UK;
- Overseas checks, where applicable;
- Prohibition from leadership and management check (for those governors appointed after 12/07/2015)

The Induction Programme

For all staff and volunteers newly appointed into the school, including teaching staff, regardless of experience, there is a comprehensive induction programme. The purpose of this is to:

- ensure candidates understand the school's safeguarding policy and procedures.
- check the candidate has read the relevant part (1) of KSCIE (September 2023), plus the school policies and procedures linked to child protection such as anti-bullying, anti-racism, physical intervention/restraint and internet safety.
- ensure candidates are clear about the standards of conduct and behaviour expected of staff and pupils/pupils within the school;
- provide training and information about all school policies and procedures;
- support individuals in a way that is appropriate for the role to which they have been appointed;
- provide opportunities for the candidate to discuss any issues or concerns about their role or responsibilities;

- enable the candidate's subject coordinator or mentor to identify any concerns regarding the settling in process, teaching, behaviour management, relationships with pupils/pupils or staff and rectify them swiftly

APPENDIX 1 - 'Regulated Activity'

The school regards all types of regular work that involves the opportunity for contact with children to be regulated activity, with the possible exception of temporary/emergency contractors and occasional visitors such as musicians who are constantly under supervision whilst on the school premises.

Regular, unsupervised teaching, training, instructing, caring for or supervising children is regulated activity and so is;

- Regularly providing advice or guidance for children on well-being, or
- Regularly driving a vehicle only for children
- (the above definition is mainly of relevance to peripatetic teachers whose work in one school would be 'regular', but whose work across a number of schools meets the 'regular' definition)

Relevant personal care or health care is regarded as regulated activity.

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

However, statutory regulations state that the following may fall outside the remit of what constitutes regulated activity:

- Work (not entailing personal care) by supervised volunteers;
- Work (not entailing personal care or teaching) by occasional/temporary contractors;
- Work by pupils for other pupils (excepting for those in early years) (known as 'the peer exemption');

The school asks the following questions when making decisions upon regulated activity:

- Is the activity a person will do "work"? (A person, for example, visiting the Head or their own child would not be working);
- Is the work regular?
- Does it give rise to opportunity for contact with children? (This applies whether or not contact is required by the work and whether or not it actually takes place. The issue is whether there is "opportunity");
- Is the work for the purposes of the school? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hours)

If the answer to all these questions is "yes", the person is working in regulated activity, unless an exception as detailed below applies:

- If a volunteer is involved in the personal care of pupils then they are in regulated activity.
- Personal care work is always regulated activity.
- If the person is a volunteer and what they do does not involve the personal care of pupils and they are supervised at all times they are not in regulated activity.

If the person is a contractor and administers personal care or health care they are in regulated activity. If the person is a contractor and is involved in teaching pupils

they are in regulated activity.

If the person is a contractor performing occasional or temporary non-teaching work (such as a quick plumbing task) they are not in regulated activity. In this instance the school will organise suitable supervision whilst the contractors are on site.

Contractors employed by cleaning and catering companies on a long term basis are in regulated activity as they have the opportunity to be with pupils at any time. The school checks with their respective companies and requests written confirmation that all the required checks have been completed successfully prior to the employees beginning work.

The identity of all employees of contractors will be checked by the school on arrival. If the employees of contractors may have unsupervised access to children the school will check with the contractor that such employees have satisfactory DBS checks. The school will check the identity of such employees on their arrival at the school and will retain written confirmation from the contractor of the employees' checks.

The school ensures that all contractors and their employees are checked at regular intervals as they work.

The school is aware that supervised volunteers are not regarded as being in regulated activity. However, the school considers all volunteers as being in regulated activity. This is because there may be circumstances when the volunteer is with pupils in a directly unsupervised situation. Therefore, the school believes it is best practice to ensure all volunteers are subject to requiring an enhanced DBS certificate with barred list information and provide photo ID verified by the College which will be recorded in our HR files.

The school requires references for some volunteers depending on the work they do, and holds informal interviews as well as checking with members of the school community as to the suitability of proposed volunteers

Visitors to the school who are supervised at all times are not regarded as being in regulated activity.

APPENDIX 2- Types of appointments and pre-employment checks.

Staff in regulated activity.

Disclosure and Barring Service Check.

Due to the nature of the work, the School applies for enhanced certification from the DBS in respect of all prospective staff members, governors, unsupervised and where appropriate supervised volunteers engaging in regulated activity.

Under section 128 of the Education and Skills Act 2008 those in management roles (i.e. Headteacher, SLT and Teacher Heads of Department) will have additional checks to ensure they are not prohibited from management.

A member of staff is defined as any person working at the school whether under a contract of employment, under a contract for services or in a different capacity but is neither supply staff nor a volunteer.

An employee of the school will be regarded as being in regulated activity if:

- they will be responsible on a regular basis, in any setting, for the care or supervision of children;
- they regularly work in the school at times when the children are on school premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer)

(An enhanced disclosure contains details of all convictions on record, including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974 together with details of any cautions, reprimands or warnings held on the Police National Computer. It will also reveal whether a candidate is barred from working with children or vulnerable adults by virtue of their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority. The enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question).

The school is not required to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or in any post in a maintained school since 12 May 2006; or
- in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18 during a period of not more than three months prior to the appointment offered.

However, a separate Children's Barred List (previously List 99) will be completed for any such candidate should the school have any concerns.

If a candidate has a disclosure from a previous employer but does not fall within the three-month exception above and has not subscribed to the DBS Update service, the school will apply for a disclosure, including a Children's Barred List (previously List 99). If the disclosure is delayed, a separate Children's Barred List (previously List 99) will be obtained in advance of the candidate starting work.

A candidate with a disclosure from a previous employer at the enhanced level

(including children's barred list) who subscribes to the Update service may give the school permission to check their status. The school will undertake an online Update check, which will provide information about any changes since the certificate was issued

A candidate with a standard level disclosure who subscribes to the Update service will be informed that the school will apply for a new disclosure, including a new Children's Barred List (previously List 99), because the previous disclosure is not at the correct level.

Overseas Staff

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a disclosure, if one is available in the relevant jurisdiction(s). In addition, advice on obtaining criminal record information from overseas police forces, published by the Home Office on GOV.UK. will be followed. The school will also have regard to Department for Education guidance on the employment of overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the US.

Trainee Teachers

Where applicants for initial teacher training are successful in being offered a position, the school will ensure that all necessary checks are carried out. trainee teachers undertake regulated activity, sometimes unsupervised; therefore, the school will obtain an enhanced DBS certificate and undertake a Children's Barred List (previously List 99). When trainee teachers visit the school from their Colleges for teaching purposes or work placements, the school will request written confirmation from the College that the appropriate checks have been performed.

Peripatetic Staff

The school requires all necessary checks and DSB requirements are fulfilled.

Supply and temporary teaching staff agencies

Supply agencies who supply temporary staff to the school must complete the pre-employment checks which the school would otherwise complete for its staff, registering with the DBS on their own account. The school will check with the supply agency that the following checks have been carried out:

- The person's identity;
- Whether the person is barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act;
- Whether the person is subject to any direction under section 128 of the 2018 Act or section 142 of the 2002 Act, including any prohibition, disqualification or restrictions, including the dates on which such checks were made;
- Whether the person has relevant qualification;
- A suitable disclosure check if the person is from overseas and the date the check was completed has been made;
- An enhanced disclosure (or DBS status check);
- Whether the person has the right to work in the UK;

- Two professional references;
- Valid Safeguard training

The school will show that these checks have been carried out on the single central register of staff to the extent relevant. The school will also record the date it has sight of the disclosure certificate, whether or not it discloses any information. The school will not retain a copy of the certificate on file.

A teacher working for an agency would have a fresh disclosure every three years- or earlier if there are grounds for concern or a break in service of three months or more. The supply agency must retain 'disclosures' for at least a year and when a person remains with the agency for more than 12 months a disclosure can be held for up to three years.

Additionally, in having regard to KCSIE, the agency should take up references, obtain a declaration of medical fitness, and check previous employment history.

Proof of registration will be required before the school will commission services from any such organisation.

The school will independently verify the identity of staff supplied by such agencies and record the date it has carried out its own identity check on supply staff.

Governors

The school governors are volunteers. The school requires:

- an enhanced disclosure and Children's Barred List (previously List 99);
- proof of identity;
- confirmation of the governor's right to work in the UK;
- Prohibition from management check.

If a governor who has been overseas is appointed appropriate checks will be made. If a governor or proprietor is to be involved with teaching, a prohibition from teaching check will be made. All the above checks should be made prior to appointment or as soon as practicable after the appointment.

Chair of Governors

- Before a chair of governors is appointed, the school informs the Secretary of State who will:
- carry out an enhanced criminal record check;
- right to work in the UK check;
- confirm the individual's identity; and
- if the fact that an individual lives or has lived outside of the UK make an enhanced check insufficient, such other checks as the Secretary of State considers appropriate.

Contractors

When the school employs contractors whose employees have supervised access to pupils, such as, for example, catering or cleaning contractors the contractors are responsible for undertaking DBS checks. Before the school allows the employees to enter the site, the school requires written confirmation from the company that the required checks have been undertaken and are satisfactory. The school will check photographic identification of employees on arrival at the school. The school will keep records of the confirmations received from the contractor.

In the absence of statutory definitions the school will, following DfE advice, determine when contractors are occasional or temporary, and therefore whether or not they are working in regulated activity. If the school decides the workers are not in regulated activity they will not be eligible for a Barred List (previously List 99) but the school may opt to carry out an enhanced check if they judge this necessary.

It is for the school to decide if whether emergency workmen are in regulated activity. If it is not possible to find workers at short notice who have already been checked, the discretion permitted in relation to occasional or temporary contractors will be exercised in good faith by the school. This will entail the issue being considered at the time of the work and the school will create and retain a note of the basis of a decision not to carry out checks. However if the work of emergency workmen does give them the opportunity to have contact with children then the school will ensure they are subject to a DBS check without a Children's Barred List (previously List 99).

Self-employed contractors

The school will check to ascertain whether self-employed contractors have been checked by their professional associations. It is not possible for self-employed people to check themselves but professional associations usually assist to enable their members to access work. If the self-employed person subscribes to the DBS update service, the school can check identity, view the original certificate and check online for updated information.

Volunteers

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Unsupervised Volunteers

A number of people offer their services to the school as volunteers. The term "volunteer" is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as 'any individual engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative. A volunteer cannot therefore:

- receive payment (except for travel or other approved out of pocket expenses);
- be on a work placement;
- be on a course that requires them to do this job role;
- be in a trainee post that will lead to a full-time role/qualification.

In line with KCSIE recommendations, the school will obtain an enhanced DBS certificate with Children's Barred List (previously List 99) for all new volunteers in regulated activity who regularly help teachers or look after children on an unsupervised basis.

The school will also check the suitability and competence of the individual volunteer through either obtaining character references and/or an informal interview, and/or ascertaining whether the school community for any concerns.

Supervised Volunteers

On an occasion when a volunteer assists the school as a supervised volunteer who

may regularly teach or look after children but are supervised at all times, they do not fall into the category of regulated activity. In such situations where individuals are acting as supervised volunteers, the school will ensure:

- supervision is conducted by a person who is in regulated activity;
- supervision is regular (on-going) and day to day; and
- the supervision is “reasonable in all the circumstances to ensure the protection of children”.

For new supervised volunteers not in regulated activity an enhanced DBS certificate will be required.

‘One-off’ volunteers who offer to assist with day outings, school concerts and such do not require vetting checks. Such volunteers will not be unsupervised or undertake any kind of personal care.

Other checks

Candidates in regulated activity who are invited to an interview will be required to bring three valid identity documents, as listed on the DBS and right to work check list, sent to all applicants invited for interview.

Where a candidate claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

Medical fitness

The school is, however, legally required to verify the medical fitness of successful candidates before an appointment can be confirmed (Registration of Independent Schools, December 2013).

The successful candidate will be required to complete a health questionnaire. Applicants will be requested to sign a statement declaring that they know of no mental or physical reasons concerning their health that would prevent them from fulfilling the requirements of the role. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, and layout of the school. If the school has any doubts about an applicant's fitness the school will seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, discussing medical evidence, considering reasonable adjustments to enable disabled applicants to fulfil the role advertised.

Ceasing to use staff services

Where the school, or an agency supplying staff, ceases to use the services of a candidate because of serious misconduct, or would have dismissed them had they not left first, the school will consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if they find there is a case to answer, must then decide whether to make a prohibition order in respect of the person. The DBS and TRA (teachers only) will also be informed.