

ARNOLD LODGE



4 - 18 yrs Co-educational Independent Day School



Little LODGE

0 - 4 YEARS CO-EDUCATIONAL DAY NURSERY

Safer Recruitment Policy

Approved by: Natalie Snyders

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Next Review Due: Summer Term 26

This policy is part of a portfolio of policies associated with 'Safeguarding' and must therefore, be read in conjunction with the other policies. All policies are available on the website or in school.

About this Policy

This policy sets out clear systems of work and processes with regard to recruitment of voluntary and / or paid employment at Arnold Lodge School or Little Lodge Nursery

Introduction

- > The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children and young people in education.
- > This recruitment and selection policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education DfE'. The aims of this policy are to ensure that those responsible for making staff appointments take all possible steps to deter, reject and identify people who might cause harm to our pupils and who are unsuited to work with or in close proximity to them.
- > Arnold Lodge is committed to the safeguarding and promotion of children's and young people's welfare and expects all staff and volunteers to share in this commitment.
- > Arnold Lodge recognises the value of, and seeks to achieve, a diverse workforce. The school is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.
- > The policy covers everyone working within Arnold Lodge, including Directors, workers not on the payroll and unpaid volunteers. It makes the assumption that a child will tend to recognise any adult that they commonly see around the school as safe and trustworthy through the fact that they grow accustomed to seeing them.
- > All employees at Arnold Lodge School or Little Lodge Nursery will be subject to Enhanced Disclosure and Barring Service (DBS) checks, as all will be in close contact with children. Anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles, a further check under section 128 will ensure they are not prohibited from management. These checks will be kept on the Single Central Register and available to members of SLT and the Directors to check.
- > Some employees at Arnold Lodge School or Little Lodge Nursery are also asked to complete a Declaration of Disqualification form before they begin employment as advised by DfE guidance 'Keeping Children Safe in Education DfE September 2025'.

Single Central Register

In line with DfE requirements, Newman Schools will keep and maintain a Single Central Register (SCR), hard & soft copy. The SCR will list all staff who are employed by the Proprietor, including casual staff, supply agency staff whether employed directly or through an agency, proprietors and those who provide additional teaching or instruction for pupils but who are not employed by the School e.g. a specialist sports coach or music tutor. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom. The SCR will also clearly show which members of staff are working in the Early Years.

The register comprises individual personal details as stipulated by regulation and is updated regularly as new staff join or leave the school. The process of compliance checks is managed by the School Office and adhered to prior to commencement of employment with Newman Schools.

Staff members have a duty through their contract to immediately disclose during their employment if they are:

- > charged or convicted of any criminal offence;

- > in receipt of a police caution, reprimand or warning, or if there is a formal child protection order;
- > disqualified under the Childcare (Disqualification) Regulations 2009 (when working in relevant childcare provision)
- > barred from working with children or vulnerable adults; the subject of a referral to the Disclosure and Barring Service (DBS).
- > Staff will also be asked at their yearly annual appraisal meetings whether they have any of the above to disclose, including, where relevant, disqualification under the Childcare Act 2006.

The aim of the Safer Recruitment policy

- > To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability of the person
- > To ensure that all job applicants are considered equally and consistently
- > To ensure that no job applicant is treated unfairly on any ground including age, disability, gender reassignment, race, religion or belief, sex or sexual orientation as outlined in the Equality Act 2010;
- > To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education and the code of practice published by 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 all employment checks are recorded clearly on the School's electronic Single Central Register (SCR).

Assessing Risk: Non-Employee

- **Directors** - are subject to, and shall be compliant with, the Arnold Lodge School or Little Lodge Nursery policy and practice with regard to safer recruitment. Full checks on school Directors are held on the SCR.
- **Supply Agency Staff** – Agencies acting on behalf of staff must provide date of DBS and put in writing that all other checks have been completed as well. Arnold Lodge **must see a copy of the DBS disclosure and ID must be checked by the school when they first attend.**
- **Volunteers** – All volunteers, including parents / carers, are subject to, and must be compliant with the Arnold Lodge School or Little Lodge Nursery recruitment procedure and processes. If a visiting speaker, the school must first check their “suitability” to speak to the children in school.
- **Contractors** – At no time will contractor staff have unsupervised access to children without a DBS check being in place; whilst on site, contractor staff will be issued with a daily visitor badge and asked to sign an undertaking that they will not knowingly place themselves in a situation where they are direct contact with children.
- **Guests & Visiting Speakers** – guests and visiting speakers are to be accompanied at all times and will be provided with a daily visitor badge and require to sign in and out of the school. ALS will check the visiting speakers are suitable to work with children (see our Visits & Speakers checklist form) via a series of checks, including online searches.

Principles

The following principles are encompassed in this policy:

- > All applicants will receive fair treatment;
- > The job description and person specification are essential tools and will be used throughout the process;
- > Employees will be recruited on the knowledge, experience and skills needed for the position;
- > Selection will be carried out by a panel with at least two members of staff present. At least one panel member will have received appropriate training on safer recruitment and selection;
- > Selection will be based on a minimum of a completed application, shortlisting and interview;
- > All posts will normally be advertised;
- > The Disability Discrimination Act makes it a requirement to make reasonable adjustment to the recruitment process if the applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Equal Opportunities

Arnold Lodge School or Little Lodge Nursery is committed to providing equality of opportunity for all and ensuring that all stages of selection and recruitment are fair and that applicants are not discriminated against on the grounds of gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEND and disability.

Safer Recruitment

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully. This training will be updated every five years.

Pre-Recruitment Process

The advertisement

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

The advertisement will include the statement, 'Arnold Lodge School or Little Lodge Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

Applicants will receive a job description and person specification for the role applied for. All applicants for employment will be required to complete a confidential application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. The school does not accept a curriculum vitae in place of an application form.

An Information pack for candidates will be prepared, containing:

- > A standard Arnold Lodge School or Little Lodge Nursery application form;
- > A job description and person specification;

- > Links to the School Policies and documents:-
 - > Child Protection and Safeguarding Policy,
 - > Safer Recruitment Policy
 - > Data Protection Policy
 - > Privacy Notice for Job Applicants

Shortlisting

Online Search

In accordance with Keeping Children Safe in Education (KCSIE) 2024, part of our safer recruitment process includes conducting an online search. This includes a basic search engine check and also public platforms such as Facebook, Twitter, Instagram, TikTok, and YouTube.

Shortlisted candidates will be required to provide the following information as part of their application:

- > the social media platforms on which they have accounts;
- > the account names/handles for all of their social media accounts, including any under a nickname or pseudonym;
- > any websites they are involved with, in or featured on or named on; and
- > any other publicly available online information about them of which the School should be made aware.

The school will only search information that is available online and which relates to the candidates' suitability to work with children. Candidates will not be required to provide account passwords or to grant the School access to private social media accounts. If the online search is not completed at shortlisting stage, and you are appointed to the role, your appointment will be subject to a satisfactory online search.

We are an Equal Opportunities employer and therefore any information obtained will not be used to unlawfully discriminate against or harass any person on the grounds of the protected characteristics.

Any issues or concerns will be discussed with the shortlisted candidate at interview and prior to confirmation of appointment.

References

The School will take up references for all shortlisted candidates before interview.

If the School receives a factual reference i.e. one which contains only limited information about a candidate, additional references may be sought. If a candidate has previously worked overseas the School may take up references from their overseas employers. If the School feels it is necessary to take up additional references for any reason we will contact the candidates to discuss this before approaching any party for an additional reference.

The School may also telephone a candidate's referees in order to verify the reference they have provided. The School treats all references given or received as confidential which means that a candidate will not usually be provided with a copy.

Two professional references will be taken, including one from the last employment that involved working with children. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied. References will be sought using the standard Arnold Lodge School or Little Lodge Nursery reference

request form and referees will be sent a copy of the job description and person specification relevant to the role for which the applicant had applied.

The purpose of obtaining references is to obtain objective and factual information to support employment decisions. They will be sought and obtained directly from the referees. References will be sought on all shortlisted candidates including internal ones and will be obtained before the interview where possible.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- > The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record.
- > Their relationship to the applicant.
- > Whether they have any reason to believe that the applicant is unsuitable to work with children.
- > Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children including any in which the disciplinary sanction has expired.
- > Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK, current address and qualifications:

- > Passport or photo-card driving licence providing photographic identity;
- > Two utility bills or statements (from different sources) showing their name and home address;
- > Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
- > Original documents confirming any educational and professional qualifications referred to in their application form.
- > Where an applicant claims to have changed their name by deed poll or another means (e.g. marriage, adoption, statutory declaration) they will be required to bring documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Suitability to work with children: self-declaration form

As part of our duty to safeguard pupils, the school is legally required to carry out a number of pre-employment checks which are detailed in the School Safer Recruitment Policy. This includes a requirement under paragraph 198 Keeping Children Safe in Education (2022) to ask shortlisted applicants to provide certain information that is relevant to their suitability to work with children. Shortlisted Candidates will be sent a Suitability to work with Children self-declaration form to complete and return prior to interview.

Candidates are required to declare in this form any relevant convictions, adult cautions or other matters which may affect their suitability to work with children. We will use this information as part of our interview pre-screening. Candidates will be asked to sign the form at the interview.

Interview Panel

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with young people. The selection for people who work with children will always involve a face to face interview even if there is only one candidate. The interview panel will have a minimum of two members.

The members of the panel will:

- > Have the necessary authority to make decisions about appointments;
- > Be appropriately trained;
- > Meet before the interview to consider the issues to be explored with each candidate and agree assessment criteria according to the person specification.

Scope of the Interview

In addition to evaluating the candidate's suitability for the post, the interview panel will also explore:

- > The candidate's attitude toward children and young people;
- > His/her/their ability to support Arnold Lodge's agenda for safeguarding and promoting the welfare of children;
- > Gaps in the candidate's employment history;
- > Concerns or discrepancies arising from information provided by the candidate and / or the referees;
- > Ask the candidate if they wish to declare anything in the light of the requirement for a DBS check;
- > If references have not been obtained before the interview, the candidate will be asked at interview if there is anything to be discussed in the light of questions that will have been put to his / her referees.

Conditional Offer of Appointment

An offer of appointment to a successful candidate at Arnold Lodge School, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.

When appointing new staff, Arnold Lodge School or Little Lodge Nursery will:

- > Check ID, qualifications and right to work at interview.
- > Obtain a certificate for an enhanced DBS check with barred list information where the person will be engaging in regulated activity;
- > Obtain a separate barred list check alongside all other required checks if an individual will start work in regulated activity before the DBS certificate is available;
- > Undertake a prohibition check for teaching and a prohibition from management check for those in management positions
- > Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;
- > Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then Arnold Lodge School or Little Lodge Nursery will follow the advice on the GOV.UK website;
- > If the person has lived or worked outside the UK, Arnold Lodge School or Little Lodge Nursery will make further checks that are considered appropriate (see KCSIE) and verify professional qualifications, as appropriate.

- > Require staff to make a written declaration that they are not prevented from working with children on the grounds of 'disqualification'.

Applicants should be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at the School, the School is required to report the matter to the Disclosure and Barring Service, the Police and other relevant professional bodies.

Enhanced DBS Certificate

Newman Schools applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) respect of all members of staff, proprietors and volunteers. If a candidate is successful in their application for a position at the school, they will be required to complete a DBS Disclosure Application Form.

An enhanced disclosure check will contain 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. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her/their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DBS.

An 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.

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 an enhanced DBS disclosure, from the relevant jurisdiction(s).

Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

For any person who has applied to the DBS update service the School will examine the original certificate, check it matches the individual's identity and run an online update check, which will provide information about any changes since the certificate was issued. If the check indicates that there has been a change then the individual must apply for a new certificate

There is **no requirement** 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 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.

In this situation the school will need to see a copy of the original DBS Certificate. The school will still apply for a barred list separately. Notwithstanding the above, it is the school's policy to always request a new enhanced DBS check with barred list information when a candidate is offered a position.

School Directors

Directors are treated on the same basis as other staff. That is, an enhanced DBS check with barred list check should be requested if the director will be engaged in regulated activity.

Contractors and agency staff

Contractors engaged by the school must complete the same checks for the employees that the school is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the contractor can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency and ALS must see a copy of the DBS.

All checks will be:

- > Confirmed in writing;
- > Documented and retained on the personnel file (subject to certain DBS regulations);
- > Followed up where there are unsatisfactory documents or any discrepancies are found.

In cases where:

- > The candidate is found to be on the PoCA List or the DBS shows she / he has been disqualified from working with children by a Court; or
- > An applicant has provided false information; or
- > There are serious concerns about an applicant's suitability to work with children.
- > The facts must be reported to the police and or the DfE Children's safeguarding Operations Unit and DBS. Staff will liaise with the Head Teacher immediately if this should be the case.
- > If the school has concerns about any staff member's suitability to work with children, once employed at Arnold Lodge School, the school will carry out all relevant checks as if the person were a new member of staff.
- > Similarly, if a person working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity will be carried out.

Medical fitness

Newman Schools is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

It is our practice that all applicants to whom an offer of employment is made must complete and sign a self-declaration of medical fitness which forms part of the School's job application procedure. The School will arrange for the information contained in the self-declaration to be reviewed. 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, layout of the School etc.

If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also 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, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

Children's Barred List

It is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The DBS maintains the Adults' and Children's Barred Lists, and makes considered decisions as to whether an individual should be included on one or both of these lists and barred from engaging in regulated activity. The School will carry out a check of the Children's Barred List after an offer of employment is made.

Prohibition from management

From August 2015, schools must check whether staff appointed to management positions after that date are subject to a section 128 direction. This also applies to staff promoted internally from September 2018.

The following staff are considered to be in management positions for the purpose of this check:

- Head teachers;
- All staff on the senior leadership team (including non-teaching staff);
- Teaching positions with departmental headship (known as 'ELT');
- Proprietors

The checks will be carried out using the DfE sign in portal. The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Headteacher.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

- Head, Operations Manager or School Bursar;
- Nursery Manager or Deputy Manager
- teaching posts on the senior leadership teams;
- teaching posts which carry a departmental head role;
- support staff posts on the senior leadership teams or School Operations Finance team.

Policy on recruitment of ex-offenders

All school based jobs are exempt from the Rehabilitation of Offenders Act 1974 as the work brings employees into contact with children. The School is therefore permitted to ask shortlisted candidates to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess their suitability to work with children.

If an applicant is successful in being shortlisted for a role, they will be required to provide information about their suitability to work with children by completing a self-declaration form. In this form an applicant will be required to provide details of all spent and unspent convictions and cautions. However, they will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules

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 criteria set out below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered “spent”, when applying for a position at the school. A failure to disclose a previous conviction may lead to any application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the Disclosure and Barring Service if:-

- It receives an application from a barred person
- It is provided with false information in, or in support of an applicant’s application or
- It has serious concerns about an applicant’s suitability to work with children.

Assessment Procedure

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 carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Director before a position is offered. Such convictions will also be discussed with the applicant at interview.

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, defer a decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Record retention/Data Protection

At Arnold Lodge School or Little Lodge Nursery we follow the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and the employment practices code.

If an applicant is appointed, the School will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

The School will store all confidential personnel files in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;

Personnel files will be kept for six years after the person has left.

The School will also ensure that any personnel information is destroyed by suitably secure means such as shredding.

Post appointment induction

There will be an induction programme for all staff and Directors and other volunteers newly appointed to the school, regardless of experience. This must include an early meeting with the designated teacher for safeguarding children. It is each Head of Faculty's responsibility to ensure that this induction takes place.

RECRUITMENT CHECKLIST FOR ALL STAFF

NAME OF STAFF MEMBER	
DOB	
EMAIL	
ROLE/FACULTY	
EMPLOYMENT START DATE	

INTERVIEW CHECKS	SIGNED	DATE
APPLICATION FORM		
SHORTLISTING DECLARATION		
RECORD OF INTERVIEW		
PROOF OF QUALIFICATIONS		
EXPLANATION OF EMPLOYMENT GAPS		
SOCIAL MEDIA CHECKS		

REFERENCE CHECKS	SIGNED	DATE
LAST EMPLOYER		
DATE REQUESTED		
SECOND REFERENCE		
DATE REQUESTED		
REASONS LEFT WORK		
KNOWN CONCERN RE: WORKING WITH CHILDREN	YES/NO	
DIRECT CONTACT WITH REFEREE TO VERIFY REFERENCE	VERBAL	

INITIAL IDENTITY CHECK	SEEN BY	DATE	SIGNED
NB – Photo ID must be 1 form			
1. Birth Certificate			
2. Passport			
3. Driving License/Govt Document (correct address)			
4. Utility Bill/Bank Statement dated within 3 months			

CRIMINAL CHECKS	APPLICATION DATE	APPLIED FOR BY	ISSUE DATE	SEEN DATE	SIGNED

ENHANCED DBS					
DBS CERTIFICATE NUMBER					
PORTABILITY Y/N					

	SEEN BY	ISSUE DATE	SIGNED
RIGHT TO WORK			
BARR LIST CHECK			
OVERSEAS CHECK			
TRA SECRETARY OF STATE'S PROHIBITION LIST			
TRA PROHIBITION FROM MANAGEMENT SECTION 128 (FOR MANAGERS ONLY)			
DISQUALIFICATION UNDER THE CHILDCARE ACT FORM			
MEDICAL QUESTIONNAIRE FORM			
MEDICAL QUESTIONNAIRE DISCLOSURE DETAILS	NA FILENOTE		

SCR	CONFIRMED BY	SIGNED	DATE
SCR UPDATED WITH ALL INFORMATION			

The above named member of staff has satisfied all criteria and is authorised to work on site.

SIGNED (COMPLIANCE OFFICER) _____ DATE ___/___/___

SIGNED (OPERATIONS MANAGER) _____ DATE ___/___/___

**** All checks have been completed as per the list above. If any gaps then a DBS Risk assessment form MUST be completed and signed by both the employee, Line Manager and Headteacher****

Appendix III: safer recruitment and DBS checks – policy and procedures

Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education 2022.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

Our school's commitment to safeguarding and promoting the welfare of children

That safeguarding checks will be undertaken

The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application forms

Our application forms will:

Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

Include a copy of, or link to, our Child Protection and Safeguarding Policy and our policy on the employment of ex-offenders.

Shortlisting

- > Our shortlisting process will involve at least 2 people and will:
- > Consider any inconsistencies and look for gaps in employment and reasons given for them
- > Explore all potential concerns
- > Once we have shortlisted candidates, we will ask shortlisted candidates to:
- > Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - > If they have a criminal history
 - > Whether they are included on the barred list
 - > Whether they are prohibited from teaching
 - > Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - > Any relevant overseas information

Sign a declaration confirming the information they have provided is true

Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references, we will:

- > Not accept open references
- > Liaise directly with referees and verify any information contained within references with the referees
- > Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Headteacher/principal as accurate in respect to disciplinary investigations
- > Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- > Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- > Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- > Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this

Explore any potential areas of concern to determine the candidate's suitability to work with children

Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

- > All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:
 - > Verify their identity
 - > Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
 - > Obtain a separate barred list check, as well as all other required checks, if they will start work in regulated activity before the DBS certificate is available due to a significant delay
 - > Verify their mental and physical fitness to carry out their work responsibilities
 - > Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards

- > Verify their professional qualifications, as appropriate
- > Ensure they are not subject to a prohibition order if they are employed to be a teacher
- > Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK.
- > Where available, these will include:
 - > For all staff, including teaching positions undertake a Criminal records checks for overseas applicants.
 - > For teaching positions: obtain a letter of professional standing from the professional regulating authority in the country where the applicant has worked
 - > Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
 - > Management positions are most likely to include, but are not limited to, Headteachers, principals and deputy/assistant Headteachers, department heads including Managerial positions undertaken by Support Staff.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Regulated activity means a person who will be:

Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or

Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or

Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

We believe the individual has engaged in [relevant conduct](#); or

We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and

The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made. ALS must see a copy of the DBS.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will complete all necessary checks as per other staff.

Trainee/pupil teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside

of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Directors

All Directors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state. All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.