

## THE KING'S SCHOOL IN MACCLESFIELD



### STAFF RECRUITMENT PROCEDURES

#### SUMMARY AND SCOPE

These procedures supplement the Safer Recruitment Policy which is made available on the School website.

The King's School in Macclesfield is committed to safeguarding and promoting the welfare of children and young people: we expect and require all staff, pupils and volunteers to share this commitment. It is therefore vital that the School adopts recruitment and selection procedures that help to deter, reject, or identify people who might abuse children, or are unsuitable to work with them.

These procedures are compliant with government advice on Safeguarding Children and Safer Recruitment in Education and sets out policies and practices that are to be followed for the recruitment of all staff. It seeks to achieve our aims by strengthening safeguards for pupils and young people through deterring and preventing abuse. Safeguarding and promoting the welfare of children is an integral factor in HR management and an essential part of creating safe environments for pupils and other young people. This policy details a range of recruitment best practices, and is to be followed by all governors and staff who take part in recruiting and selecting people to work in any capacity within the King's School. This also includes temporary staff, gap students and interns as well as workers not on the payroll, e.g. staff who are self-employed, peripatetic teachers/coaches, contractors, unpaid volunteers and supply/agency staff.

#### REFERENCE TO OTHER SCHOOL POLICIES

This policy should be read in conjunction with:

- School Employment Manual
- Employees' Handbooks
- Safeguarding Policy

#### ELEMENTS OF SAFER PRACTICE

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the procedure. It starts with the process of planning the necessary recruitment and, where the post is advertised, ensuring that the advertisement makes clear the school's commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. The main elements of the process include:

- ensuring the school's documentation makes reference to the responsibility for safeguarding and promoting the welfare of children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children as well as their suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking their previous employment history and experience;
- verifying that their health and physical capacity for the job;
- a mandatory DBS check at Enhanced level specified for the post or duties in question (supported by police checks from the relevant countries where the candidate has previously resided outside the UK),
- and checking their suitability to work with young people.

It is important not to rely solely on DBS checks to screen out unsuitable applicants. Such checks are an essential safeguard, but will only pick up abusers who have been convicted, or have come to the attention of the police, or have been listed. Many individuals who are unsuited to working with children will not have any previous convictions. A checklist, (see Appendix 1 for details), is therefore to be used to sign off each stage of the recruitment process and is to be retained on their recruitment file as a permanent record to fulfil the necessary statutory requirement. The School's HR Officer will maintain this checklist.

## **CONTINUING AWARENESS**

It is vital that the measures described above are applied thoroughly whenever someone is recruited to work with, or in proximity to, children, but vigilance must be ongoing. Schools are safe environments for the great majority of children, and most people who work with children have their safety and welfare at heart. However, there are some people who seek access to children in order to abuse, and abused children very often do not disclose the abuse at the time. All members of staff must therefore be briefed regularly on the School's Child Protection Policy so they are able and competent to report any concerns, no matter how tenuous, to the appropriate Designated Senior Person for Child Protection.

## **SAFER RECRUITMENT PRACTICE**

The School's statement of overall policy for the protection of children is to be repeated at every opportunity, including publicity materials, recruitment websites, advertisements, candidate information, person specifications, job descriptions, competency frameworks and induction training.

Planning is vital to successful recruitment. It is important to be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any particular matters that need to be mentioned in the advertisement for the post in order to prevent unwanted applications. It is essential to plan each recruitment process, to identify who should be involved, assign responsibilities, and ensure sufficient time is given at each stage so safeguards are not skimmed or overlooked. For example, it is important to organise the selection process to allow references to be obtained on short-listed candidates before interview wherever possible.

The person specification will also need careful thought and drafting. The HR Officer will ensure all the other material, e.g. the application form, job description, and information or guidance for applicants that forms part of the candidate information pack is up-to-date, and clearly sets out the extent of the relationships and contact with children, and the degree of responsibility for children that the person will have in the position to be filled. Time and effort spent in this stage of the process should help minimise the risk of making an unsuitable appointment.

## **Advertisements**

When a vacancy is advertised, the advertisement is to include a statement about the School's commitment to safeguarding and promoting the welfare of children, and reference to the need for the successful applicant to undertake an Enhanced DBS Disclosure.

## **The Application Form**

The application form is used to obtain a common set of core data from all applicants. Applications will only be accepted using the school's application form. For all applicants for all types of position, the form requires:

- full identifying details of the applicant including current and former names, date of birth, current address and National Insurance Number;
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which they are applying with details of the awarding body and date of award;
- a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment;
- that any restrictions to the applicant's right to work in the UK be identified;
- details of referees,
- and a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

One referee should be the applicant's current or most recent employer. Normally two referees should be sufficient. Where an applicant who is not currently working with children has done so in the past a reference should be obtained from the employer by whom the person was most recently employed in work with children (in order to confirm employment details and reasons for leaving). References will not be accepted from relatives or from people writing solely in the capacity of friends.

The application form is also to include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. It also requires a signed statement that the person is not disqualified from working with children, or subject to sanctions imposed by any regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential. It must also state that:

- where appropriate the successful applicant will be required to provide a DBS Disclosure at Enhanced level for the post;
- the School will seek references on short-listed candidates before interview, and may approach previous employers for information to verify particular experience or qualifications.

Applicants for teaching posts are also to be asked:

- to provide their DfE reference number;
- and whether he/she has Qualified Teacher Status (QTS)

### **Job Description**

The Job Description should clearly state the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

### **Person Specification**

The Person Specification is to:

- specify the qualification and experience, and any other requirements needed to perform the role in relation to working with children and young people; and
- describe the competence and qualities that the successful candidate should be able to demonstrate.

### **Candidates Information**

This is to include a copy of:

- the application form, and explanatory notes about completing the form;
- the job description and person specification;
- any relevant information about the School and its recruitment process;
- the School's Safer Recruitment Policy,
- and an outline of the terms and conditions relating to the post.

### **Scrutinising and Short listing**

All applications are to be scrutinised to ensure that they are fully completed; that the information provided is consistent and does not contain any discrepancies; and to identify any gaps in employment. Incomplete applications are not to be accepted. Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career moved from a permanent post to supply teaching or temporary work, also need to be explored and verified. All candidates are to be assessed equally against the criteria contained in the person specification without exception or variation.

### **References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They are always sought and obtained directly from the referee and must not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom it May Concern". References received from hotmail accounts and equivalent should be treated with caution.

Letters requesting references must ask referees to give any reason why the applicant should not be employed for work with children. Applicants should be aware that any previous employer may be contacted prior to interview. Reference may be followed up with telephone calls where desirable. Where a reference is taken over the telephone, a note should be taken, dated and signed.

### **Check before Interview**

If a short-listed applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which they are applying that will not be verified by a reference, the facts are to be identified before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning a previous employer and asking for written confirmation of the facts.

### **Involving Pupils and Staff with Applicants**

Involving pupils and staff in the recruitment and selection process in some way, or observing short listed candidates' interaction with them is common, and recognised as good practice. Candidates for teaching posts will normally be asked to teach a lesson and short-listed candidates will generally be shown round the School by students or a senior member of staff, and/or meet with pupils and staff.

### **Interviews**

The interview should assess the merits of each candidate against the job requirements and explore their suitability to work with pupils. The selection process for people who will work with children is always to include a face-to-face interview even if there is only one candidate.

### **Invitation to Interview**

In addition to the arrangements for interviews, time and place, directions to the venue, and membership of the interview panel, the invitation is to inform candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Prior to attending the interview candidates for teaching posts will normally be contacted by the relevant head of department or other senior member of staff.

The invitation is also to stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and has the right to work in the United Kingdom and that the successful appointee will be required to complete an application for a DBS Disclosure straight away. All candidates are to be instructed to bring with them evidence of their identity, i.e. either a current photo driving licence or passport, or a full birth certificate.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary for the post, along with photographic ID to confirm identity.

### **Interview Panel**

The interview panel will normally consist of a minimum of two interviewers: for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is

talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview. The members of the panel are to:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, one member of the interview panel must have attended the Safer Recruitment in Education Course, (see Appendix 2 for a list of those who have completed the training);
- liaise before the interviews to reach a consensus about the required standard for the job to which they are appointing; to consider the issues to be explored with each candidate and who on the panel will ask about each of those; and agree their assessment criteria in accordance with the person specification.

Interviewers should agree in advance a framework for questions and the issues they will explore with each candidate based on the information provided in the candidates' application and references (if available). A candidate's response to a question about an issue will determine whether and how that is followed up. Hypothetical questions will generally be avoided as they allow theoretical answers. It is better to ask competency based questions that ask a candidate to relate how they responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

### **Scope of Interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel must also explore:

- the candidate's attitudes toward children and young people;
- their ability to support the School's agenda for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history; and
- any concerns or discrepancies arising from the information provided by the candidate and/or referee.

A record of any explanations given must be recorded and a copy retained on the file of the successful applicant. Finally, the panel will ask the candidate if they wish to declare anything in light of the requirement for a DBS Disclosure. If for any reason references are not obtained before the interview, references will be obtained and scrutinised before the person commences work.

## **CONDITIONAL OFFER OF EMPLOYMENT**

### **Pre-Employment Checks**

An offer of appointment to the successful candidate is to be conditional upon:

- the receipt of at least two satisfactory references (if not already been received);
- verification of the candidate's identity (if that could not be verified straight after the interview) and right to work in the UK;
- a satisfactory DBS Disclosure at Enhanced level (supported by police checks from the relevant countries where the candidate has previously resided outside the UK);
- verification of the candidate's medical fitness;
- verification of qualifications (if not verified after the interview);
- Satisfactory Prohibition from Leadership and Management s.128 check under the Education and Skills Act 2008 or a s142 check under the Education Act 2002 (if applicable)
- Satisfactory clearance for teaching staff of the NCTL Prohibition List check

- Receipt of signed Staff Suitability Declaration form showing you are not disqualified from providing childcare under Childcare (Disqualification) Regulations 2009 (if applicable).
- satisfactory completion of a probationary period.

If a DBS is awaited, and subject to all other references being satisfactory, with the prior approval of the Headmaster/Director of Finance or Child Protection Officer, a person may commence work provided they are supervised at all stages when in contact with young people (in these cases the appointment should not be formally confirmed until an enhanced DBS is received). For this process to occur, a risk assessment, which will include barred list clearance (see Appendix 3 for details), must be completed in advance and safeguarding arrangements must be reviewed every two weeks by the Headmaster or the Director of Finance, until the DBS is returned and complete. In this instance a note is added to the School' Central Register of appointments. The degree of supervision will depend upon the exact appointment and the ages of the pupils in their care.

For those persons recruited to work in an EYFS context, there may be practical problems in ensuring constant supervision; therefore, here it is strongly recommended that an Enhanced DBS check must be obtained before they start employment.

In the event that the DBS Disclosure shows the applicant has been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, their application; or there are serious concerns about an applicant's suitability to work with children, the facts are to be reported to the Independent Safeguarding Authority (ISA) the police and/or DfE Children's Safeguarding Operations Unit.

A list of those persons not requiring DBS checks is detailed in Appendix 4.

Prior to starting work the school will ask to see a utility bill or financial statement that shows the appointee's current name and address and, where appropriate, change of name documentation.

Appointees are also to be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation for the awarding body. If the successful candidate cannot produce original documents or certified copies, written confirmation of their relevant qualifications must be obtained from the awarding body. A copy of the documents used to verify the successful candidate's identity, right to work and qualifications are to signed and dated by the checker and be kept for their recruitment file.

#### **Candidates and Gap Students who have resided outside the UK within the last 10 years**

All overseas staff are required to have an Enhanced DBS check. However, as this does not cover offences committed abroad, the School obtains whatever evidence of checking is available from that person's country of origin (or any other countries in which he or she has worked) before the appointment is made unless the applicant has worked in a school in England which brought him or her regularly into contact with children. The London Diplomatic List document gives a list of countries with information on what evidence is available ([fco.gov.uk](http://fco.gov.uk)). A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct from the country in question. Additional references will be requested for applicants from countries which do not provide criminal records checks.

For GAP students and other overseas candidates an Enhanced DBS Disclosure is sought prior to the commencement of placement.

### **Candidates and Gap Students who do not have a permanent right to work in the UK**

The right to work in the UK is checked for all new employees and a copy of their passport, signed and dated by the checker, is retained on their personnel file. Where an employee does not have a UK passport this is recorded on the Central Register. Enhanced recruitment and monitoring procedures apply for those candidates who do not have a permanent right to work in the UK and these are reflected in the Procedures Flowcharts for Staff from Outside the EEA, maintained by the HR Officer.

### **INDUCTION**

All staff and volunteers, regardless of previous experience will receive a School Induction **before** they commence unsupervised work. The purpose is to:

- provide training and information about the School's policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the School;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the HoD/person's Line Manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned, the induction programme should include information about, and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare, e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures;
- safe practice and the standards of conduct and behaviour expected of staff and pupils;
- how and with whom any concerns about those issues should be raised, and;
- other relevant personnel procedures, e.g. disciplinary, performance capability and whistle-blowing.

This induction programme will include child protection training which is appropriate to the person's role. The training will be carried out by the HoD/Line Manager, HR Officer, Child Protection Officer and Health & Safety Officer. The level and type of role will determine who is responsible for this training. All training received will be documented and kept within the person's recruitment file.

### **CONTRACTORS**

All those responsible for managing contracts, (normally either the Director of Finance or the Estates Manager), are to ensure that the terms of any contract they enter into with Contractors to employ staff to work with, or provide services for, the School during term time, requires the contractor to confirm that they operate safer recruitment procedures. Draft contractual terms are detailed in Appendix 5. They are also to monitor the contractor's compliance and are to request that the contractor provides evidence of

having obtained Enhanced DBS Disclosures for all staff working frequently or intensively on the School site. A template letter for contractors to confirm this is provided in Appendix 6.

If a contractor is unable to provide a DBS-vetted employee (e.g. in case of absence or emergency repairs), the contractor must receive approval from the Director of Finance and appropriate safeguards will be put in place (e.g. supervision) or the work deferred. It is the responsibility of those responsible for managing contracts to ensure that identity is checked when contractors come onto the School site and that the contractor remains compliant with the specified contract terms.

### **SUPPLY STAFF (AGENCY)**

Where possible, the School will endeavour to fill short-term staff absences through internal cover and re-deployment. However, there are occasions where it will be necessary to utilise the services of a supply agency to support recruitment needs and to provide additional support services. The term 'Supply staff' refers to any person working at the school supplied by an employment business and includes, for example, administrative support as well as teachers.

In these situations the following guidelines apply (and are conditions of the contract drawn up with the supply agency):

- The supply agency must provide written notification that all appropriate safeguarding checks and have been made before a supplied person can commence work.
- In cases where the DBS Disclosure contains information, then the School must receive a copy of the DBS Disclosure before a supplied person can commence work.
- The person offered for supply must satisfy the identity checks that all employees of the School are subject to (irrespective of any previous identity check).
- The name of the person, date of starting, identity check and DBS number and date will be included in the School's Central Register and a note included recording that the agency has confirmed that it has carried out all the other appropriate checks, including qualifications where appropriate, overseas checks and right to work.
- The School has the right to complete full recruitment checks on the agency worker should they feel the need to do so and therefore would be subject to same checks as our own employees

### **SUPPLY STAFF (Bank Staff)**

The School operates a small internal bank of employees who the School will use to fill short term staff absences once internal cover and redeployment have been exhausted.

In these situations the following guidelines apply:

- The person offered for supply must satisfy the identity checks that all employees of the School are subject to (irrespective of any previous identity check).
- The name of the person, date of starting, identity check and DBS number and date will be included in the School's Central Register and a note included that all the other appropriate checks, including qualifications where appropriate, overseas checks and right to work.
- Supply Staff will be required to register with the DBS update service and provide the unique ID number which will allow the school to make the relevant checks for each period of employment.
- All teaching supply staff will be subject to the NCTL Prohibition List check

## GOVERNORS AND VOLUNTEERS

Governors and volunteers are, like teachers, seen by children as safe and trustworthy adults. If the School is actively seeking volunteers, and those concerned are considering candidates about whom they have little or no recent knowledge, they are to adopt the same recruitment measures as would apply for paid staff. In other circumstances, for example where a parent who is well known is asked to take on a particular role, a streamlined procedure can be adopted by seeking references, checking to ensure others in the School community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, with a note to be kept on the volunteers' file, and undertaking a DBS Disclosure.

In other circumstances, e.g. where a volunteer's role will be a one-off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of pupils. This also extends to secondary school pupils on work placements (or similar) and students aged 18 or over in a normal student capacity. However, any overnight supervision would require an Enhanced DBS check.

Where volunteers recruited by another organisation work at King's, the supervising member of staff is to obtain assurance from that organisation that the person has been properly vetted. This will normally be undertaken in consultation with the Human Resources Officer.

*Author: HO*

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*Reviewed: September 2015*

*Next Review: September 2016*

## Safer Recruitment Checklist

Position: \_\_\_\_\_

Process	Initial	Date
<b>Planning</b> <ul style="list-style-type: none"> <li>• Timetable decided</li> <li>• Job Description and Person Specification completed</li> <li>• Short listing and interview panel identified and date set</li> <li>• Interview panel with one person trained in safer recruitment</li> </ul>		
<b>Application Forms</b> <ul style="list-style-type: none"> <li>• Checked for full name and complete history</li> <li>• Appropriate referees identified</li> </ul>		
<b>Short listing</b> <ul style="list-style-type: none"> <li>• Concerns or irregularities noted</li> <li>• Interview format including safeguarding questions agreed</li> </ul>		
<b>References</b> <ul style="list-style-type: none"> <li>• References requested and received for short listed candidates</li> <li>• Referees answer safeguarding questions appropriately</li> <li>• Issues followed up as necessary with referees</li> </ul>		
<b>Interview</b> <ul style="list-style-type: none"> <li>• Identity checked</li> <li>• Issues from references followed up</li> <li>• Interview follows agreed format</li> <li>• Commitment to safeguarding and requirement for DBS reiterated at interview</li> <li>• Gaps in history or any ambiguities explored with candidate</li> <li>• Safeguarding questions</li> </ul>		
<b>Conditional offer of appointment</b> <ul style="list-style-type: none"> <li>• Any missing references followed up</li> <li>• Medical fitness confirmed</li> <li>• Offer repeats school's commitment to safeguarding</li> <li>• Offer subject to satisfactory references and DBS check</li> <li>• Send copy of most up to date Safeguarding Policy</li> <li>• Send copy of Employment Manual</li> <li>• Invited back into school to discuss induction, teaching e/c involvement etc</li> </ul>		
<b>Vetting and barring/Identity check</b> <ul style="list-style-type: none"> <li>• DBS Disclosure Form completed</li> <li>• Barred List completed if applicable</li> <li>• Risk assessment completed if applicable</li> <li>• Personal documents seen to check identity/address</li> <li>• Qualifications checked</li> </ul>		
<b>Induction Arrangements</b> <ul style="list-style-type: none"> <li>• Meeting with senior staff/mentor</li> <li>• Signs to confirm Child Protection Policy read</li> <li>• Training requirements ascertained</li> </ul>		
<b>Process complete</b>		

Appendix 2

Staff who have successfully completed the Safer Recruitment in Education Course  
(All recruitment selection panels must include at least one trained member of staff)

Name	Date	Provider	Renewal

**Risk Assessment for Employee due to start work without DBS Clearance**

*(NB It is strongly recommended that all staff, especially those working with EYFS pupils have a DBS before starting work)*

To be authorised by the Headmaster or Deputy (Teaching Staff) or Director of Finance (Support Staff) every two weeks:

Name:	Job Title:
Expected date of commencement:	Date DBS check sent:  Details of old DBS checks:
Details of references received:	Proof of address:
Relevant Certificates received:	Gaps in CV fully explored?
List 99 Clearance received:	

RISK: Employee has not been thoroughly checked and may not be suitable to work with children.

Risk:

Low	Medium	High
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Action (please tick as appropriate)

1. Delaying start date until all documentation has been received.
2. Employee may start but must not be left alone with pupils until all checks have been completed.
3. I authorise employee to start work as contracted without restrictions.

The HoD/Line Manager is to be advised without delay of the action authorised.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### THOSE NOT REQUIRING DBS CHECKS

- Visitors to the Head/other staff or those who have only brief contact with children in the presence of a teacher;
- Visitors carrying out infrequent repairs or servicing equipment;
- Building and other contractors unless they come into contact with children. However, it is the School's policy to require contractors who frequently provide staff to work on the school site during term time, to DBS check those staff and provide assurance to the school (see Contractors' section above);
- Volunteers/parents who do not work with children frequently, regularly or overnight;
- Those who are not on regulated activity
- Secondary school pupils on work experience or similar;
- Those on the school site when pupils are not present (i.e. holiday periods)
- Pupils aged 18 or over studying as pupils;
- Governors who do not have direct contact with pupils. (However, it is School policy to DBS check all Governors).
- Host families for exchange visits subject to certain conditions (see Educational Trips & Visits Policy).

**CONTRACT CLAUSE TO BE INCLUDED IN ALL CONTRACTS WHERE CONTRACTORS WILL BE WORKING AT KING'S WHEN CHILDREN WILL BE PRESENT (I.E. DURING TERM TIME)**

The Contractor shall procure that:

(a) In respect of all potential staff or persons performing any Services (each a Named Employee) before a Named Employee begins to attend any Site to perform any of the Services, the Contractor shall operate safe recruitment procedures in respect of any such person employed or engaged by the Contractor or on the Contractor's behalf to perform the Services.

(b) Where a Named Employee is likely to attend the Site on a frequent or intensive basis, then the Contractor must ensure that:

- each Named Employee is questioned as to whether he or she has any convictions or cautions;
- an enhanced Criminal Records Bureau check is undertaken; and
- where the Named Employee has lived overseas, appropriate additional checks are undertaken, consistent with Home Office guidance (*DBS.homeoffice.gov.uk*).

(c) no person who discloses any Convictions, Cautions or Asbos, or who is found to have any Convictions, Cautions, pending investigations, or other disclosed information which may affect their suitability to work with children or vulnerable adults following the results of a Criminal Records Bureau Check, is employed or engaged to perform Services for the School without the School's prior written consent (such consent not to be unreasonably withheld or delayed).

(d) the Contractor must provide the School with written confirmation that a DBS check has been completed, and that this has not revealed any matter affecting the suitability of the person to work with children or vulnerable adults as referred to in sub-clause (c) above, or prior written consent of the School has been obtained.

(e) The Contractor shall procure that the School is kept advised at all times of any Named Employee who, subsequent to the commencement of the Services for the School, receives a Conviction, Caution, or whose previous convictions becomes known to the Contractor, or in respect of which information relating to pending investigations, or other disclosed information that may affect their suitability to work with children or vulnerable adults becomes known to the Contractor.

(f) The Contractor must have undertaken and evidence to the School prior to the deployment of staff, in respect of each Named Employee, the criminal records bureau check number, and issue date. The Contractor shall be responsible for obtaining any necessary consent from the Named Employee for disclosure of such evidence to the School.

“Caution” means a caution given to a person in England and Wales or Northern Ireland in respect of an offence which, at the time when the caution is given, he has admitted.

(g) Where a DBS-vetted Employee is unavailable (e.g. in case of absence or emergency repairs), advance approval must be received from the School before the employee may attend the site, otherwise entry will be refused.

(h) Named Employees must clearly display their company identity card at all times. Failure to display an identity card when presenting to work may result in the Employee not being able to work on that day.

**Template letter for Contractors confirming list of employees and outcome of DBS.**

Dear **[School Manager's Name]**

As stipulated in para **[contract paragraph number]** of our contract, I am writing to confirm in advance, those staff employed by or volunteers for **[contract organisation's name and / or any sub contractor organisations to be used]**, that may be used to provide / deliver services to the King's School in accordance with our contract. Please also accept this letter as written notice and confirmation that, for all staff listed below, the following recruitment checks have been carried out:

- A completed application form or CV, with appropriate checks on gaps in employment history;
- An enhanced DBS and appropriate checks that personnel do not have a gap of more than three months between assignments with your company;
- Additional appropriate checks where a person has lived outside the UK in the past 10 years;
- Proof of identity;
- Proof of appropriate first aid qualifications;
- Proof of right to work in the UK;
- Acceptable references from all nominated referees;
- Confirmation of medical fitness.
- Appropriate first aid qualifications.

Please also accept this letter as written notice and confirmation that where a DBS clearance is required, the staff listed below have received a satisfactory DBS clearance. Where a positive disclosure has been received I can confirm that the King's School HR Officer has been alerted to this and that I have received authorisation from the King's School HR Officer that it is acceptable for this individual to work on the contract.

Name	Date Expected to Start on King's School Site	DBS Number	DBS Date	Satisfactory DBS Clearance
				Please select

In writing this letter **[Contractor organisation name]** are confirming that they have read and are working in accordance with the guidelines issued by King's School in relation to DBS checks for contractors / sub-contractors.

Yours sincerely,

**[Name]**

**[Contractor Organisation Name]**