

Date: September 2018

Review: September 2019

Responsibility: Principal and HR Manager



DAME ALLAN'S SCHOOLS

RECRUITMENT & SELECTION POLICY & PROCEDURE

This policy should be read in conjunction with the following documents:

Equal Opportunities Policy

Policy on Recruitment of Governors and Trustees

Policy on Recruitment of Ex-Offenders

Induction Policy

Data Protection Policy

Retention of Records Policy

Staff and Supplier Privacy Notices

[Child Protection and Safeguarding Policy](#)

1. POLICY STATEMENT

Dame Allan's Schools are committed to safeguarding and promoting the welfare of children and expect all employees, peripatetic staff, agency staff, coaches and volunteers (hereafter "staff") to share this commitment.

Dame Allan's Schools are an equal opportunities employer and will ensure no job applicant is treated unfairly by reason of a protected characteristic as defined by the Equality Act 2010.

Where a candidate with a disability applies for a post, the Schools will treat their application no less favourably than that of any other candidate and will make such reasonable adjustments as are practicable to allow them to take part in the selection process.

Any queries on the Recruitment and Selection Policy and Procedure should be directed to the HR Manager.

Dame Allan's Schools Policy on Recruitment and Selection is intended to comply with the Education (Independent Schools Standards) (England) Regulations 2014, and with regard to Department for Education guidance 'Keeping Children Safe in Education' 2018

2. SCOPE

The Recruitment and Selection Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

Any staff who TUPE transfer into the Schools' staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred in/out under TUPE from/to another school (with gap in employment of three months or less and all recruitment information complete) information will be passed to Dame Allan's Schools/the new employer, and a note made on the Single Central Register that details have been accepted under TUPE.

The procedure for the recruitment of supply staff is detailed in Appendix 1.

The procedure for the recruitment of volunteers and others is detailed in Appendix 2.

The procedure for managing contractors and their employees is detailed in Appendix 3.

The procedure for the recruitment of Governors and Trustees is detailed in a separate policy.

3. RESPONSIBILITIES

The Board of Governors has ultimate responsibility for child protection and safeguarding arrangements. The Child Protection (Safeguarding) Policy is reviewed by the Board and Senior Management Team annually.

One Governor has special responsibility for safeguarding children and conducts an annual review which includes safe recruitment. This Governor samples the personnel files of new staff, and the entry in the Single Central Register of appointments.

The Principal has overall responsibility for child protection in practice and therefore the safe recruitment of new staff for the Schools. The Principal is responsible to the Board of Governors for ensuring compliance with this policy.

The Bursar has responsibility for ensuring the thorough application of safe recruitment procedures and has responsibility for overseeing the Single Central Register (SCR) of appointments.

The Principal will take the management lead on all appointments to the teaching staff of the Schools, including supply teachers, PGCE student placements, peripatetic teachers, sports coaches and volunteers. In practice this responsibility may be delegated to the Vice Principals, or Head of Junior School.

The Bursar will take the management lead on all appointments to the support staff of the Schools, including supply agency staff and volunteers. In practice this responsibility may be delegated to the Assistant Bursar or HR Manager.

The PA to the Principal will provide administrative support to all appointments to the teaching staff of the Schools, including supply teachers. This includes advertisements, preparing for selection boards, requesting references, completing pre-employment checks and ensuring entries on the SCR are up to date.

The HR Manager will provide administrative support to all other appointments including support staff, supply agency staff, volunteers and others, PGCE student placements, peripatetic teachers, sports coaches and volunteers. This includes advertisements, preparing for selection boards, requesting references, completing pre-employment checks, obtaining contractor confirmations and documentation, and ensuring entries on the SCR are up to date.

The Designated Safeguarding Leads (DSLs) have responsibility for briefing new teaching staff on the Schools' Child Protection (Safeguarding) policies as part of the induction process.

The HR Manager has responsibility for briefing all other new appointments on the Schools' Child Protection (Safeguarding) policies as part of the induction process.

Heads of Department have responsibility for assisting with the preparation of job descriptions and person specifications and for participating in interview panels.

4. THE RECRUITMENT PROCEDURE

Preparing to Recruit

Staff recruitment takes two forms:

- to replace an existing post holder.
- to appoint a member of staff to a newly created post.

All newly created appointments must first be approved by the Schools' Governors.

Only the Principal may authorise recruitment into a vacancy.

The details of the position (fixed term/permanent/casual contract, hours of work, term time/full time working, additional days, pay scale point) and the salary must be agreed in advance of advertising the vacancy.

Once a vacancy is identified, a job description and person specification (where relevant) will be drawn up by a Selection Panel consisting of:

- For teaching staff vacancies - the Principal, in consultation with the Vice Principals, and where appropriate the Head of Juniors, and the relevant Head of Department.
- For support staff vacancies- the Bursar and Assistant Bursar – in consultation with the Principal and/or appropriate teaching and/or support staff as appropriate.
- For all vacancies, guidance on the job description and person specification can be offered by the HR Manager.

The job description and person specifications (where required) will form the basis on which all selections are made and will be included in candidate information packs.

The Selection Panel will also review the terms and conditions for the post.

The vacancy will then be advertised nationally and/or locally and/or internally as appropriate. Information about vacant posts shall be provided where it may reach as wide a group of people as possible, regardless of gender, race, ethnic origin, nationality, disability, political or religious beliefs, marital status, sexual orientation, or age. All advertisements will contain the statement "Dame Allan's Schools are committed to the safeguarding of children and enhanced child protection screening will apply to this post" as well as giving the specific details of the post and a closing date for applications. Recruitment literature shall not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this will be clearly

stated. All descriptions and specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job. Requirements that are convenient, rather than necessary, may be discriminatory.

Applications

Applicants will receive a candidate information pack. This will include:

- An application form
- Information about the Schools
- A job description
- A person specification (where relevant)
- A statement of the terms and conditions relating to this post.
- A statement of the Schools' Child Protection Policy
- An explanatory note regarding safe recruitment practices, stating that any previous employer may be contacted as part of the enhanced child protection screening.

The Schools will make candidates aware that all posts in the Schools involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

The Schools will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The HR Manager or Principal's P.A. will check all applications on receipt to identify any discrepancies/anomalies/gaps in employment to explore with candidate if considered for short-listing.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the Schools with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the Schools shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors.

The Application Form instructs candidates that information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Principal or Bursar. If candidates would like to discuss this beforehand, they are asked to telephone in confidence to the Principal or Bursar for advice.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

All candidates are made aware via the application form that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

Shortlisting

A meeting of the Selection Panel will take place on a timely basis following the closing date for applications to scrutinise all applications and draw up a short list of candidates as assessed against the criteria contained in the person and job specifications.

Agreed interview questions will also be drawn up, including as relevant, questions based on the safeguarding of pupils. One member of the panel should have been trained in safe recruitment practice.

References will be sought on short-listed candidates for teaching positions, using the Schools' standard Confidential Reference Request form and covering letter.

For support staff, references will generally be obtained once a conditional offer of employment has been accepted verbally. This is to avoid jeopardising a candidate's existing role as his/her employer may be unaware of his/her application.

If the candidate does not wish the Schools to take up references in advance of the interview, they should notify the School at the time of applying.

Any issues and points of concern to emerge from a written reference will be pursued by the Principal or Bursar via a telephone call to the referee. Notes will be kept of such calls and filed with the relevant application.

Shortlisted candidates will be invited to interview. Instructions will typically include practical details such as time, place and directions for travel, as well as:

- The composition of the interview panel
- A request for the candidate to bring to the interview documents confirming their identity in accordance with DBS requirements (i.e. official documents including both photographic evidence (driving licence or passport) and evidence of address (utility bill or bank statement, not more than three months old)
- Where appropriate any documentation evidencing a change of name;
- Proof of entitlement to work and reside in the UK.
- **Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**
- Documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc).
- Any arrangements with regard to practical assessments

- Candidates with a disability who are invited to interview are advised to inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.
- A copy of the Schools' Child Protection Policy.

Applicants who are not selected for the short list will be informed in writing as soon as is practicable.

Selection.

The selection process typically comprises three main elements:

- An interview with at least two people – one of whom is usually the Principal or the Bursar. For senior posts, a Governor will join the interview panel and the interview process may involve first stage and second stage interviews. One member of the interview panel should have been trained in safe recruitment practice.
- The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.
- A tour of the Schools accompanied by a senior member of staff.
- A practical assessment – teaching a lesson in the case of teaching staff, observed by the relevant Head of Department or a member of the Schools' Senior Management Team. Support staff may be given a short practical test (e.g. typing, IT skills, numeracy, and telephone skills) depending on the nature of the position.

The interview will review employment history, and candidates will be asked questions relating to the post and to their suitability for working with children. Candidates will be given a brief overview of the Schools, their structure and ethos. All selection interviews shall be thorough, conducted on an objective basis and shall deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these should be related only to job requirements and be asked of all candidates. Candidates will be notified of the time scale by which an appointment will be made and informed during the interview.

After the selection process is completed, the Selection Panel will decide which candidate to approach with a conditional offer of employment. This will normally be made by the Principal or Bursar over the telephone.

Once the chosen candidate has verbally accepted the post, unsuccessful applicants will be contacted and informed – usually by telephone. This will be followed up in writing after the receipt of the successful applicant's letter of acceptance, or email, if preferred.

A conditional offer letter in the form of a written statement is then sent to the successful candidate confirming that the offer of employment is subject to:

- Receipt of two satisfactory references (if not already received) ;
- Verification of identity (if not already done) ;
- Verification of educational and professional qualifications (if not already done) ;
- A satisfactory enhanced DBS, with children’s barred list information check where applicable;
- Verification of right to work in the UK;
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
- Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
- Verification of the candidate’s medical fitness – a standard questionnaire is attached for this purpose;
- Receipt of a signed Staff Suitability Declaration form showing the candidate is not disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016), where applicable for early years and relevant later years provision;
- Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department;
- Confirmation that no EEA teaching prohibitions/sanctions have been issued for a teaching candidate that has lived or worked outside the UK, using the NCTL Teacher Services system for information about any teacher sanction or restriction.

The written statement also confirms main responsibilities, other expectations (for example, extra curricular activities in the case of teaching staff), management arrangements and remuneration details.

If applicable, newly appointed staff are invited to visit the Schools to discuss their new roles prior to taking up their appointment.

When in post, all newly appointed staff will be inducted according to the Schools’ induction procedures. Induction training will include: the Schools’ child protection policy; the staff code of conduct; whistle-blowing procedures/policy; the identity of the Designated Safeguarding Leads; a copy of Part 1 of Keeping Children Safe In Education.

A contract will under normal circumstances be issued by the Bursar’s Office within two months of commencement to meet employment regulations.

Pre-Employment Checks

The HR Manager and Principal’s P.A. are responsible for carrying out the following checks prior to the successful candidate commencing work, and for ensuring these are recorded on the Schools’ Single Central Register of Appointments with the date when the check was carried out. The Register will be

reviewed by the Assistant Bursar and/or Bursar on a regular basis to ensure that the required checks have been undertaken and properly recorded in the register.

Disclosure and Barring Service Check

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

The Schools use the North East Regional Employers’ Organisation (NEREO) to carry out Enhanced DBS disclosure checks. Within the Schools, the HR Manager and the Principal’s P.A. are responsible for obtaining DBS clearances.

The successful applicant will be required to complete an online Disclosure Application Form for the position. Additionally, successful applicants should be aware that they are required to notify the Schools immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_refer_als_guide_-_relevant_offences_v2.4.pdf).

The 'by association' requirement also applies where people live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the Schools to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

There are limited circumstances where the Schools will accept a DBS check from another educational institution. This is where the new member of staff (“M”) has worked in:

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons;

during a period which ended not more than three months before M’s appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

In cases where an enhanced DBS clearance is delayed, the appointed person may work in the Schools, under direct supervision provided that:

- The appointment is not confirmed;
- An enhanced DBS check request has been made in advance;
- The applicant is checked against the children's barred list, where the applicant will be working in regulated activity;
- All other pre-employment checks have been completed and are satisfactory;
- A risk assessment is carried out by the Principal or Bursar and a record of the supervision requirements will be kept on the employee's personal file;
- Safeguards will be reviewed at least every two weeks by the Principal / Bursar and member of staff;
- The person in question is informed what the safeguards are;
- A note is added to the SCR and evidence is kept of the measures put in place.

Where a disclosure and barring service check reveals information relating to convictions, cautions, reprimands or warnings, the appointing manager will refer to the policy on the recruitment of ex-offenders and carry out a risk assessment to assess the suitability of the applicant for the role.

Verification of the applicant's identity

Use will be made of official documents including both photographic evidence (driving licence or passport) and evidence of address (utility bill or bank statement or similar document).

Verification of the applicant's right to work in the UK

Use will be made of documents in line with current government guidance.

Verification of the applicant's qualifications

Only original certificates or certified copies will be accepted as proof of qualifications. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

References

If any follow-up procedures to the reference request form are necessary and these were taken over the phone, signed and dated notes will be kept.

If the candidate is currently working with children, on either a paid or voluntary basis, the Schools will ask the candidate's current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the Schools will ask the relevant previous employer about those issues.

Where neither the current nor previous employment has involved working with children, the Schools will still ask the current employer about the candidate's suitability to work with children.

Where the candidate has no previous employment history, the Schools may request character references which may include references from the candidate's school or university.

The Schools will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Previous employment record

As outlined in the candidate's application form.

Medical fitness

As detailed on the applicant's pre-employment medical questionnaire. This form will be given confidentially to the Schools' nurse and processed in accordance with the recruitment privacy notice. Where it is felt appropriate in light of the applicant's completed medical form, the Schools may contact the applicant's GP, with the applicant's written permission, or may ask the applicant to undergo a medical examination.

The Schools are aware of responsibilities under the Equality Act 2010. No job offer will be withdrawn on the grounds of medical fitness without first consulting the applicant, considering medical evidence, and considering reasonable adjustments.

Overseas checks

If, because of a person having lived outside of the UK a DBS check is not considered sufficient to establish suitability to work in School, (because a UK check would not cover offences committed abroad), the Schools will carry out further appropriate checks to establish the candidate's suitability to work in the Schools (eg evidence of good conduct from the applicant's country of origin or from any other countries in which he/she has worked. The DBS and Home Office websites are consulted to provide guidance to the checks available in such circumstances).

As a minimum, the Schools will carry out further checks where the successful candidate has lived overseas for three months or more in the last five years.

In cases where the Schools (or candidate, if required) have made the relevant application before the candidate starts work but have not yet received an official response from overseas, the Schools will obtain alternative further checks before the person starts work, i.e. additional references beyond the two normally expected.

Prohibition from teaching orders check

For a candidate to be employed in teaching work, including peripatetic and unqualified teachers, a check is carried out to ensure the candidate is not subject to a prohibition order issued by the Secretary of State. The check is carried out online, using the NCTL Teacher Services system for information about any teacher sanction or restriction.

Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils
- Delivering and preparing lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

Disqualification from childcare declaration

The Disqualification under the Childcare Act 2006 (June 2016) applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the HR Manager for more details.

The Schools must be in receipt of a signed Staff Suitability Declaration form showing the candidate is not disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016), where applicable for early years and relevant later years provision. The declaration is forwarded under confidential cover to the Principal for approval.

Prohibition from management check

Where the successful candidate will be taking part in the management of the Schools, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department.

For people who are not in regulated activity, the check is carried out online, using the NCTL Secure Access system. This is available whether or not they have a teacher reference number.

For people in regulated activity, the check can be carried out as above or via the DBS as part of checking the barred list by including on the DBS application, Position Applied For: 'Child Workforce Independent School', allowing the DBS to check if a section 128 direction has been made.

EEA teaching prohibitions or sanctions check

Where a teaching candidate has lived or worked outside the UK, confirmation is obtained that no EEA teaching prohibitions/sanctions have been issued. The check is carried out online, using the NCTL Teacher Services system for information about any teacher sanction or restriction.

Clearance for Work

The HR Manager / PA to the Principal will confirm to the Principal / Bursar when all pre-employment checks have been completed for a successful candidate. No-one may commence work at the Schools before it has been confirmed that all their pre-employment checks have been completed.

Only the Principal or Bursar may permit a new employee to report for duty.

The HR Manager will then forward details of the new employee start date and salary information to the Finance Officer for processing on payroll.

Existing Employees and Employee Obligations

If a member of staff moves from unregulated work into work which is regulated work, the relevant checks will be made.

If the Schools have concerns about an existing staff member's suitability to work with children, then all relevant checks will be carried out as if the person was a new member of staff.

The Schools takes their responsibility to safeguard children very seriously and once employed, any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Principal immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

5. USE OF RECRUITMENT AGENCIES

Recruitment agencies may be engaged to assist in sourcing candidates for hard to fill or senior positions.

Any such agency will be briefed on the requirements around safe recruitment and candidates will be required to complete the Schools' application form.

Shortlisted candidates forwarded by the agency will be subject to the normal selection procedures by the Schools.

The HR Manager or PA to the Principal will carry out the pre-employment checks as normal.

6. RETENTION AND SECURITY OF RECORDS AND DATA PROTECTION

The Schools will comply with their obligations regarding the retention and security of records in accordance with the DBS Code of Practice and their obligations under the recruitment privacy notice on the Schools' staff application forms, the Privacy Notices for Staff, and Suppliers, the Retention of Records Policy and the Data Protection Policy.

Copies of DBS certificates will not be retained for longer than 6 months.

7. COMPLAINTS

Candidates who believe they have been unfairly treated in some way during the recruitment process should forward their concerns to the HR Manager.

APPENDIX 1

RECRUITMENT OF SUPPLY STAFF

Where the Schools employ supply staff or other temporary staff through an agency, the Schools will:

- Obtain written confirmation from the agency on the Agency Confirmation Form that all the relevant checks on their supply/temporary support staff have been carried out.
- Obtain a copy of the enhanced DBS with barred list information disclosure and review the content of the certificate – any information recorded will be discussed with the Principal and/or Bursar and a decision made on the person's suitability to work in the Schools.
- Verify the identity of any supply/temporary staff on arrival at the Schools.

Supply / temporary support staff details will be entered in the Schools' Central Register of Appointments by the Principal's P.A (teaching staff) or HR Manager (support staff).

APPENDIX 2

RECRUITMENT OF VOLUNTEERS AND OTHERS

Volunteers

A visitor's form must be completed by the relevant member of staff for whom the volunteer is working which should include details of the nature and frequency of their work and visits.

The nature of the role and whether this will fall within the definition of regulated activity will be assessed by the Principal's PA or HR Manager to determine what DBS checks are required.

For volunteers who come into the Schools on a regular basis and who may not always be supervised (for example parents who support lessons, authors, games coaches), then an enhanced DBS certificate with children's barred list check will be obtained.

An enhanced DBS check may also be requested where a volunteer is supervised if, in the opinion of the Principal/ Bursar/ Assistant Bursar, the nature of the role requires this.

A supervised volunteer will be supervised in line with the Department for Education guidance found in Keeping Children Safe in Education 2018. Supervision will be carried out by a person who is in regulated activity.

Guidance on the level of DBS check required is outlined in the table below.

Additional vetting checks will also be undertaken in line with those checks carried out for staff at the Schools which include undertaking an identity check, obtaining proof of qualifications, references etc. as set out in the section on Pre-Employment Checks above. Where relevant, a declaration will be obtained to confirm that the volunteer is not disqualified from childcare.

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.

The Schools will consider obtaining new checks if there are concerns about a volunteer already in place.

	Activity	Supervision	Checks required
Volunteer	Regulated activity	Unsupervised	Enhanced DBS + barred list check required
		Supervised	Enhanced DBS (may be requested)

	Non-regulated activity		Enhanced DBS (may be obtained) – risk assessment undertaken to determine if required
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Trainee teachers

As these teachers undertake regulated activity, sometimes unsupervised, an enhanced DBS certificate and barred list check must be obtained.

Where applicants for initial teacher training are salaried by the Schools, the Schools must ensure that all necessary pre-employment checks are carried out.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. Confirmation that the required checks (including disqualification from childcare) have been undertaken will be obtained from the relevant provider.

Visitors

All visitors must sign in on arrival at the either the main school receptions (Senior and Junior Schools) or at the Bursar’s Office (Senior Schools only).

Visitors will be issued with a visitors badge on a yellow ‘Visitors’ lanyard which must be worn and visible at all times.

Where visitors are expected, staff are required to complete in advance a “Visitors on Site” form.

In addition, in order to reduce the risk of exposing pupils to extremist views, any visitors with direct access to pupils will be required to submit relevant information prior to their visit. The information will be assessed by the Principal to ensure that the proposed visit/visitor is suitable and will not expose pupils to extremist views.

A copy of the form is available from the Principal’s PA and the HR Manager. This should be completed and returned to the Principal’s PA and/or Assistant Bursar prior to the visit in order to determine what escorting/supervision and/or Health and Safety checks are required. Reception will then be notified of the visitor(s) and supervision requirements.

All visitors must be escorted whilst on site and supervised at all times. All visitors should sign out on departure.

Visiting Professionals

For visiting professionals working at the Schools but employed by third parties (for example physiotherapists, sports referees, CCF instructors and other professionals supplied by a central body)

the Schools will obtain written confirmation that a DBS and other appropriate checks have been carried out.

The Schools will check identity on arrival.

APPENDIX 3

CONTRACTORS

Contractors are responsible for the vetting of their own staff.

Regular contractors

Where the Schools engage contractors on a regular basis, the Schools will:

- Obtain written confirmation from the contractor on the Contractor Confirmation Form that all the relevant checks on their staff have been carried out, including the appropriate level of DBS check. For employees of contractors working at the Schools on a long term basis, i.e. cleaning contractor, these checks will be the same as for the Schools' staff.
- Discuss any information recorded on a DBS check with the Principal and/or Bursar and a decision made on their suitability to work in the Schools.
- Verify the identity of contractor's staff on arrival at the Schools.

If the contractor's staff will be in regulated activity, they will require an enhanced DBS check with barred list check.

If the contractor's staff will not be in regulated activity but the work will provide them with opportunity for regular unsupervised contact with children, they will require an enhanced DBS check.

In other situations an enhanced, standard or basic DBS check will be considered depending on the circumstances.

Self employed contractors may hold DBS checks carried out by their professional association, but if this cannot be confirmed, the Schools will consider obtaining the DBS check.

Occasional / Temporary Contractors

Where contractors are occasional or temporary the Schools will assess:

- Whether they are working in regulated activity (enhanced DBS check with barred list required)
- Whether they have opportunity for regular unsupervised contact with children (enhanced DBS check required)
- whether a DBS check is necessary if contractors are not frequent or regular.

Supervision of Contractors

Unchecked contractors will not be allowed to work unsupervised. The Schools will determine the appropriate level of supervision for contractors dependant on the circumstances i.e. whether working during term time or not.