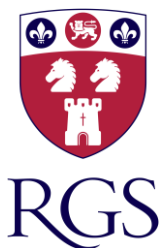




SAFER RECRUITMENT POLICY



RGS



SAFER RECRUITMENT POLICY

Newcastle upon Tyne Royal Grammar School

In recruiting paid staff and by engaging with individuals (including teaching staff, support staff, and those self-employed individuals or volunteers who may be checked as 'staff') – the Royal Grammar School Newcastle (RGS) takes very seriously all aspects of the safeguarding of the students in its care and is committed to ensuring the welfare of its students. The school shall endeavour to follow best practice, but recognises that some processes (for example, the interview procedure) may differ in independent schools from the model used in maintained schools.

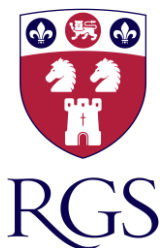
For clarity, *staff* is taken to mean all teachers, peripatetic teachers and coaches, therapists arranged by the school, part-time staff, higher-education students, administrative and other operational staff, staff appointed from overseas and students paid to work at the school. It also includes those who are recruited via third party agencies.

The school uses the following statement in all job information packs and advertisement:

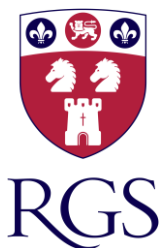
RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and '[Keeping Children Safe in Education](#)' (September 2024)

The school ensures that all appropriate checks are completed for each new member of staff (including volunteers and regular self-employed service providers) and that the following principles and procedures are followed:

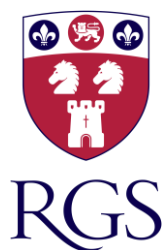
- The **INFORMATION FOR APPLICANTS** published on the school's website in connection with details of posts, contains detailed conditions of appointment (including an Enhanced Disclosure from the DBS and subscription to its update service). The school's policies on **DISCLOSURE**, **STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS**, **SAFEGUARDING & CHILD PROTECTION** and **EQUAL OPPORTUNITIES AND RACE EQUALITY** are published on its website. A copy of the latest version of the RGS **INFORMATION FOR APPLICANTS** is available on request if there is no vacancy currently advertised.
- The school has regard to Part Three of KCSIE 2024, and therefore requires that candidates disclose their previous employment history. Where there are gaps in employment, the school will ascertain that they are satisfactory and take up any discrepancies at interview.
- All new appointments in a school are subject to the Government's Safer Recruitment procedures as outlined in 'Keeping Children Safe in Education Part 3' (September 2024), for which the following are mandatory:
 - Completion of the school's application form which shows a full and continuous employment history from 16 years old, including details of education, training, or any voluntary work. Any gaps will be discussed with the appointee.
 - Verification of your qualifications and presentation of original certification.
 - Identification checks including photographic ID, check of birth certificate and proof of address.
 - Confirmation of right to work in UK through the appropriate checking process as outlined in www.gov.uk/check-job-applicant-right-to-work
 - At least two satisfactory references, at least one of which must be from the appointee's current or most recent employer and a reference from the last employment involving children.
 - A satisfactory medical declaration.
 - A satisfactory DBS Enhanced Disclosure including children's barred list check.



- A satisfactory overseas police check/s, for those who have lived or worked outside of the UK for more than 3 months during the last 10 years.
 - Disqualification from childcare declaration (if relevant to post)
 - Prohibition from teaching check (if applicable)
 - Prohibition from management check (if applicable)
 - Any other appropriate checks
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- In accordance with the requirements of KCSIE September 2024, we recognize the broader range of behavior of an adult, which may indicate a person poses, or might pose, a risk of harm if they continue to work in regular or close contact with children. This is more commonly known as the 'harm test': a person has 'behaved or may have behaved in a way that indicates they may not be suitable to work with children', known as *transferrable risk*.
 - The school uses a standard application form which includes a reminder to applicants that two references are required, one of which must be from their current or most recent employer. If the candidate has worked with children or young people before, the school will also ask the candidate to provide reference details for the most recent employer involving work with children. If the candidate for a teaching post is not currently employed as a teacher, the school will (where practicable) require a reference from the school where they were most recently employed to confirm dates of their employment and their reasons for leaving. References must state that there is no known reason why the applicant should not work with children. If a reference is taken by telephone, detailed notes will be taken, dated and signed, and the referee will be asked to send a written reference confirming the information they have given. When references are received, they will be checked to ensure that all specific questions have been answered, are satisfactory and the school will follow up any incomplete information.
 - Applicants are required to confirm that they are not on the [Barred List](#) or disqualified from working with children, and that they have no convictions, cautions, reprimands or final warnings that are not *protected* as defined by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (as amended in 2013 and 2020) or other orders of the courts made against them. On receipt of an application and if the candidate is likely to be interviewed, the Headmaster's Secretary or the HR Advisor checks that employment history is complete and that there are no discrepancies or gaps. The Headmaster (or the Director of Finance & Operations for Support Staff) double checks this when drawing up a shortlist.
 - The school does not discriminate on grounds of disability and will make reasonable adjustments, so far as is practicable, to ensure that people with disabilities can be considered for employment and, if successful, able to carry out their duties effectively.
 - A short-list will be put together by no less than two people and they will be involved in the following interview process.
 - References are sought for short-listed teaching candidates, including internal ones, before interview. Referees are asked specifically (by means of a form) to confirm that they know of no reason why candidates should not work unsupervised with children and that there has been no disciplinary procedures or complaints/allegations. An appointment cannot be confirmed until all references have been received and any discrepancies or concerns resolved. Open testimonials are not sufficient as references for the purposes of safer recruitment. Where employers will only confirm that an employee worked for them between specific dates, the second reference must determine the employee's suitability to work with children.
 - At the stage of short-listing, candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Candidates will also be asked to confirm to sign to confirm that the information they provide is true. Candidates that are only able to sign electronically will be required to sign a hard copy on arrival to school.



- At the stage of short-listing, a member of the HR team will carry out an online search of candidates as part of our due diligence. For the avoidance of bias, this person will be someone who is not involved in the interview stage. This will entail an online search using a well-known search engine, and explore, within reason, any information about the candidate that is open to the public domain. Should this produce any issues or concerns these may be explored with the applicant at the interview stage.
- Interviews for teaching posts are usually conducted as a series of two or three interviews; the Headmaster, Deputy Head, Deputy Head Academic and Deputy Head Pastoral try to ensure that they are consistent in their questioning of candidates. The Headmaster, Director of Finance & Operations, Head of HR, HR Advisor, Deputy Head, Deputy Head Pastoral, Deputy Head Co-Curricular and Head of Junior School have all undergone *Safer recruitment training* so as to be assured, through questioning, of the candidate's suitability for working with children. Interview notes are not kept.
- Following the provisional offer of a post and before appointment, the successful candidate's qualifications are checked from original documents, and standard, photographic, identity checks are also carried out (as best practice we request to see birth certificates to check for any name changes, in addition we may use passports or driving licenses for identity checks), including Right to Work in the UK, noting the need to have regard to the rules for employing migrant workers (2008). We also ask for documentary evidence of current address.
- Once an Enhanced DBS and barred list check is completed, as is a Self-Declaration of Medical Fitness form. The School Medical Officer or Senior Nurse checks the latter, self-certification is possible. Where an Enhanced Disclosure is not received in advance of a member of staff starting work in a regulated activity (a rare event), then a separate children's barred list check will be undertaken in advance of the individual starting work via the Teacher Regulation Agency and an appropriate risk assessment will be made and agreed with the Head. A children's barred list check will also be made when a pre-existing DBS check is accepted under the three-month rule or when the school accepts a DBS from a candidate who has subscribed to the DBS update service and the original check did not include barring information for the children's workforce. Staff with a DBS certificate from a previous employer which is not at the enhanced level will be subject to a new Enhanced Disclosure regardless of the date of the previous certificate.
- An Enhanced Disclosure is obtained for staff who will be involved in regulated activity. In the rare event where a Disclosure is delayed, the Headmaster may decide to allow the member of staff to commence work without confirming the appointment after a satisfactory barred list check has been provided. Further safeguards might include loose supervision, a risk assessment (reviewed no more than fortnightly) and a briefing for the member of staff to inform them of the measures in place. A note to this effect will be added to the Single Central Register and evidence kept of the measures put in place.
- Anyone employed to carry out teaching work since April 2012 will also be checked against the Secretary of State's Prohibited List (checked through the Teacher Record Check service on GOV.UK) The school also uses its discretion to apply this check to any other relevant staff.
- If the applicant will take on a management role, e.g. Headteachers, All staff on the Senior Leadership Team (including non-teaching staff), teaching positions with departmental headship, governors and trustees etc. proprietors, a check for a Section 128 direction will be carried out. This will also apply to those promoted internally into management roles. Normally, this check will be made via GOV.UK.
- Where an applicant is living/has lived outside the UK, then the school will undertake the same checks as all other staff in the school. This includes obtaining an enhanced DBS certificate (including children's barred list check, for those engaging in regulated activity) even if the applicant has not previously lived or worked in the UK. In addition, the school will undertake any further appropriate checks so that events that occurred outside the UK considered, following the guidance issued by the Home



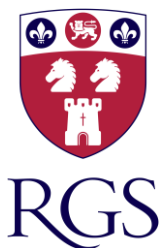
Office and the Department for Education (DfE). Following Brexit, additional checks could include obtaining (via the applicant) an overseas criminal record check for all relevant countries, and, where appropriate, a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has taught to confirm that the authority has not imposed any sanctions or restrictions, or that they are aware of any reason why they may be unsuitable to teach. Where information is not available, we will seek alternative methods of checking suitability and / or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

- Under the 2018 regulations pertaining to the Childcare Act 2006, where a member of staff or volunteer will undertake work with children under the age of eight outside teaching hours, or manage the supervision of children under the age of eight, they will also be asked if they have:
 - been barred from working with children i.e. included on the Children's Barred List;
 - been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
 - been involved in an offence resulting in death or injury to a child (even if not specifically listed in guidance);
 - been the subject of certain other orders relating to the care of children;
 - been subject to refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering;
 - been found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom.

If there is nothing to declare the employee will sign a declaration to this effect. The school will ask staff to renew their declaration annually.

- In the event of employees being transferred under TUPE (with a gap of three months or less and with information complete) information will be passed on to the new employer and a note made on the register that the details have been accepted under TUPE.
- When the school employs staff from a supply agency, it will contact the agency to request written confirmation that the following checks have been satisfactorily completed:
 - Identity
 - Enhanced DBS, renewed every three years
 - Right to Work in the UK
 - Barred list
 - Prohibition from teaching order
 - GTCE check
 - Qualifications
 - Overseas checks, where appropriate
 - Medical fitness
 - Previous employment history
 - Two references meeting the requirements of KCSIE
 - Section 128 check (if applicable).

A record of these checks will be made on [THE SINGLE CENTRAL REGISTER OF APPOINTMENTS \(SCR\)](#) and the school will carry out its own identity check to ensure the person presenting themselves for work is the same person on whom the checks were made and will see the original DBS certificate. Usually, the school will take a



copy of the certificate to check the details on the SCR and then it will be destroyed. Copies of documents used to verify the successful candidate's identity, right to work and required qualifications will be kept on their personnel file as per KCSIE paragraph 232.

- In the case of appointing a proprietor (i.e. Chair of Governors for RGS), the school will confirm that the person is registered with the DfE as being responsible for the management of the school and will make all appropriate checks in advance of appointment.
- The school maintains a **SINGLE CENTRAL REGISTER OF APPOINTMENTS** and records on it all current members of staff, the proprietorial body and all individuals who work in regular contact with children, including volunteers, supply staff and those employed as third parties.
- A checklist is completed for every appointment to ensure that all these stages have been completed satisfactorily. At the end-point of the process the appointment is confirmed and the documentation is filed for safekeeping in the appropriate places. The school's HR Advisor keeps the register of DBS and other checks.

ADULT VOLUNTEERS & UNPAID ADULT VISITORS

UNDER NO CIRCUMSTANCES may an adult visitor be left unsupervised with children until it is confirmed by the HR Advisor or Deputy Head Pastoral that appropriate checks have been completed. The nature of this check will depend on the nature and frequency of the work they propose to undertake.

All volunteers are subject to some degree of check for their suitability to work with children before they undertake their work in school.

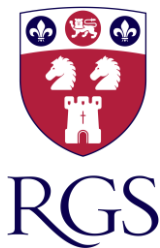
There are many possible scenarios in which volunteers may be in school for example: parents helping with a school trip, undergraduate students seeking work experience, parents or friends of the school helping with sports coaching. In each and every situation, the school undertakes a formal process to ensure appropriate checks are made, using KCSIE 2024 as its guide. It would be impossible for this policy to anticipate all future scenarios, but volunteers at RGS who are likely to come into contact with children more than occasionally helping on a school (day) trip can expect that:

- They will be asked for proof of identity;
- they will be subject to an enhanced DBS check, (which may include the barred list) if they are likely to come into contact with students on a regular or unsupervised basis; and
- their suitability for the role checked via references or others within the school community.

Staff who wish to bring volunteers into RGS are expected to complete a [Volunteer / Adult Visitor Form](#) and follow the procedure stated there. Staff should complete this Form in good time so that all relevant checks can be completed. This form acts as a risk assessment and any further safeguards required as a result of the information provided in the forms will be recorded on the individuals file and shared with the appropriate supervising staff and the volunteer.

The HR Department (or appropriate person) will ask the whole school community via email whether anyone has any concerns about the suitability of each volunteer that is likely to come into school. Any responses (safeguarding or otherwise) that are of concern are forwarded to the Designated Safeguarding Lead and other appropriate Senior Leadership Team member for review and consideration. Results inform the decision to bring volunteers into school and are kept on file.

Volunteers who have been cleared to start will be issued with a Volunteer ID pass/lanyard to be worn whilst on site. This lanyard should be kept at the relevant reception and



issued/returned on entry/exit.

TRAINEE TEACHERS

Where trainee teachers are deployed by an external establishment, such as a university, then it is the responsibility of that initial teacher training provider to carry out the necessary checks. We should then obtain written confirmation from the provider that the correct pre-appointment checks have been carried out (most likely to be an enhanced DBS check including children's barred list check), and that the trainee has been judged to be suitable to work with children.

Trainee teachers are not required to be recorded on the SCR, unless they have been employed by the school.

In instances where we have funded or salaried initial trainee teachers, then it is our responsibility to carry out all of the necessary pre-appointment checks, and we would add them to our SCR.

CONTRACTORS & PAID SELF-EMPLOYED OR TEMPORARY STAFF

Staff wishing to bring contractors or paid self-employed or temporary staff into RGS must complete this [Form](#) in good time to allow the appropriate checks and procedures to be carried out. The exception to this would be for supply teachers, where the supply agency would provide the necessary checks – **UNDER NO CIRCUMSTANCES** may that adult be left unsupervised with children until it is confirmed by the HR Advisor or Deputy Head Pastoral that appropriate checks have been evidenced.

A contractor, or an employee of a contractor, who is administering personal or healthcare or who is engaged in teaching students, is deemed to be in regulated activity and therefore the school will undertake an enhanced DBS with barred list check for the individuals concerned prior to them working on site.

Where a contractor is undertaking non-teaching work but their work either provides them the opportunity for regular contact with students or their work is unsupervised, then the school requires an enhanced DBS check (without barred list). If a contractor is in school at short notice and there is not time to carry out checks, the school will put suitable supervision in place, make regular and appropriate checks and risk assessment to record what level of supervision was agreed.

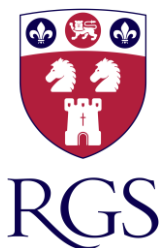
During periods of prolonged building development, the school will take measures to ensure that those working on the building site have no need to access the main school site. The school, together with the site manager, will agree on procedures for contractors who require access to the main school site, and this will be recorded.

All contractors will be asked for proof of identity on arrival at the school, they must sign in and will be provided with a contractor or visitor lanyard to help colleagues to identify adults who are legitimately in school or require supervision.

HOST FAMILIES

In line with the guidance in KCSIE, when RGS students are being hosted by a family (e.g. on sports tours), the school takes all reasonable steps to check the family's suitability, for example asking partner schools to confirm that checks have been made and asking for students to be hosted in groups of two or more. Staff overseeing such trips will also ensure students have access to mobile phones, points of contact and will have briefed students and parents on the risks and protective measures in place to support them.

The school cannot undertake to make any arrangements to host students from other schools unless DBS and Barred List Checks are made on all adults in the host family prior to the arrival of the students. If an arrangement is made directly between two families, then this is a private arrangement which is not regulated activity. If a student aged under 16 stays with



a host family for more than 28 days, regardless of the nature of the arrangement, then they are deemed to be in a private fostering arrangement. In all cases of private fostering the school will notify the local authority of the arrangement.

SAFEGUARDING TRAINING

Prior to beginning to work with students, all employees, self-employed individuals (i.e. VMT's, sports coaches etc.) and volunteers must have a safeguarding briefing by the Deputy Head Pastoral, so they are aware of their safeguarding responsibilities and to familiarise themselves with the school's procedures. In addition, they will also be asked to attend safeguarding training provided by our external consultants on an annual basis, or complete the relevant safeguarding, online safety and prevent training course using our Educare training account.

As both good practice and statutory requirements are subject to frequent change in this area, the school strives to ensure that it is always up-to-date with the latest guidance and requirements and that it follows best practice. For further information, please see the school's [SAFEGUARDING & CHILD PROTECTION POLICY](#).

All FORMS for bringing adults into the RGS community can be found in the Staff Handbook and also below:

- [Visiting Speaker to RGS Form](#)
- [Volunteer/Unpaid Adult Visitor Form](#)
- [Temporary / Self-employed / Paid Contractor Form](#)

CONTACT DETAILS

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