MILLFIELD

SAFER RECRUITMENT, SELECTION AND DISCLOSURE POLICY

THIS POLICY APPLIES TO MILLFIELD, MILLFIELD PREP SCHOOL AND MILLFIELD PRE-PREP SCHOOL INCLUDING EYFS TOGETHER REFERRED TO IN THIS POLICY AS "MILLFIELD".

The school staffing process is governed by the Keeping Children Safe in Education Guidelines (KCSIE), as well as the schools' principles of non-discrimination. The school is committed to creating a culture that safeguards and promotes the welfare of children in our care, as well as providing a supportive and flexible working environment to all its members of staff. The school recognises that in order, to achieve these aims, it is of fundamental importance to adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment at Millfield. The school also understands the importance to attract, recruit and retain suitable staff of the highest calibre who share this commitment.

Millfield relies on the skills, competencies and contribution of all employees to ensure the smooth running of the schools and creating a culture that safeguards and promotes the welfare of our students. The overall aim of this policy is to therefore:

- Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious beliefs, sex or sexual orientation, martial or civil partner status, disability or age. Millfield is committed to tackling discrimination and promoting inclusion through equality and diversity. We ensure that our recruitment procedures (advertisements, shortlisting and interview procedures) are without any hint of direct or indirect discrimination. Millfield will make reasonable adjustments in order to ensure that disabled staff or prospective staff are not placed at a disadvantage in comparison with non-disabled staff.
- To ensure compliance with all the relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), the Prevent Duty Guidance for England and Wales 2015 and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the schools meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all the necessary pre-employment checks.
- To deter and prevent people who are unsuitable to work with children from applying for or securing employment at Millfield.

The safety and wellbeing of all pupils at Millfield is our highest priority. We all share an objective to help keep children and young people safe by contributing to providing a safe environment for children. We therefore take great care in the recruitment and selection process at Millfield to achieve this to the best we can.

Data Protection

The school is legally required to carry out the pre-employment checks detailed in this procedure. Staff (including Volunteers) and prospective staff will be required to provide certain information to the school to enable the school to carry out the checks that are applicable to their role. The school will also be required to provide certain information to third parties, such as the Disclosure and Barring Service (DBS) and the Teaching Regulations Agency (previously known as the National College for Teaching and Leadership (NCTL)). Failure to provide requested information may result in the school not being able to meet its employment, safeguarding or legal obligations, and offers of employment being withdrawn. The school will process personal information in accordance with its Staff Privacy Notice.

An entry will be made on the Single Central Register for all current members of staff at the school, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed by third parties, with a record of all mandatory safeguarding checks.

Recruitment and Selection Procedure

All posts (both new and replacement) must be authorised by the Core Executive Group (EG), who meet once a week during term time, to ensure consistency of employment practice and that budget requirements are met. The Executive Group consists of the Heads (Senior and Prep), the Finance Director and Head of Human Resources. For all positions an Authority to Recruit (ATR) needs to be completed and can be obtained via the Intranet.

All agreed appointments of three months duration or more may be advertised and subject to competitive selection procedure. Advertisements may be internal only or published simultaneously internally and externally. Posts may be advertised internally where it is anticipated that a suitable field of candidates exist and in response to specific needs such as redeployment. The aim of advertising is to attract a wide range of high quality, suitable, candidates from diverse backgrounds.

All advertisements, whether internal or external, will contain the following information and statement:

- Millfield's commitment to safeguarding and promoting the welfare of children and make clear that all appointments are subject to an enhanced DBS check, satisfactory references, and any other employment checks deemed necessary by the latest statutory guidance. The safeguarding responsibilities of the post as per the job description and person specification.
- Whether the position is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975 (2013 and 2020).
- The below statement must be included in all adverts, whether internal or external

'Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.
We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.
Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.'

A draft advertisement will be drawn up by the Human Resources Department and forwarded to the relevant line manager where it will be checked before the role is advertised.

Prior to advertising, a job description and person specification which describes the purpose, duties and safeguarding responsibilities of the post should be prepared. The qualifications, skills, abilities, aptitudes, experience, knowledge, attitude, and behaviors that are essential and desirable for the post should also be identified within the job description and person specification (where applicable). They will not include any potentially discriminatory requirements.

All applicants for employment will be required to complete an application form, in full, prior to interview which will require candidates to provide personal details (including current and former names, current address and national insurance number), details of their present (or last) employment, as well as a full employment history since leaving school which should include any voluntary work and the reason for leaving each role, an explanation for any gaps in employment/education, qualifications, contact details of two referees (one must be from the most recent/current employer and of a high standing) and finally a statement confirming their suitability for the role. CV's will not be accepted and should only be used to support the application form.

The application form includes a statement informing applicants that it is an offence to apply for a role if they are barred from engaging in regulated activity relevant to children. In addition to the application form candidates will have access to the Millfield Safeguarding and Child Protection Policy, along with the Employment of Ex-Offenders Policy.

Short listing will be carried out by at least two people (line manager and one other member of staff) and will be based on the selection criteria for the role, compared against the information contained within the candidate's application form. The shortlisting process will consider any inconsistencies found within the application form, which will include gaps in employment and reasons given for them, as well as exploring any other potential concerns. The capability of the individual to perform in the position will be a major factor, and in certain roles the ability to work with others will be taken into account.

As of September 2022, and in compliance with KCSIE, the HR department will carry out an online search of all shortlisted candidates prior to interview, which will help identify any incidents, issues or concerns relating to the candidate, which in turn can be explored with the applicant at interview. This check will consist of searching the candidates name via a search engine and where a common name is present, a combination of name and previous employer, location or key words (i.e. court, conviction, allegation, crime) can be used. To evidence this check and confirm that consistency in the search has remained fair, a pre-interview form should be completed by a member of the HR department.

As part of their invite to interview, shortlisted candidates will be requested to complete a self-declaration of their relevant criminal history or information that would make them unsuitable to work with children. The self-declaration provides the candidates with an opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received. Where a self-declaration has been submitted with an electronic signature, shortlisted candidates will be required to physically sign the declaration at the point of interview.

For those involved with the recruitment of staff and volunteers, they must receive appropriate safer recruitment training, the substance of which should at a minimum cover the content of Part Three of the KCSIE guidance. The panel will use a range of selection techniques to identify the most suitable

person for the post, these may include both technical and competency-based questions, questions that attest to the match of the job description, desktop exercises, practical sessions and lesson observations (including pupil feedback).

All shortlisted applicants will be tested at interview about their suitability to work with children, interview questions will aim to:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children.
- Explore their skills and asking them for examples of experience of working with children which are relevant to the role; and
- Probe any gaps in employment or where the candidate has changed employment or locationfrequently, asking about the reasons for this.

The interview will also consist of safeguarding questions, to explore potential areas of concern to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- Implication that adults and children are equal;
- Lack of recognition and/or understanding of the vulnerability of children;
- Inappropriate idealisation of children;
- Inadequate understanding of appropriate boundaries between adults and children; and
- Indicators of negative safeguarding behaviours.

The interview panel will ensure that candidates with a disability or special needs are fully provided for at the interview, providing notification has been made in advance.

If it is decided that an offer of employment following an interview is to be made, any such offer will be conditional on the following pre-employment checks. These checks will help identify whether a person may be unsuitable to work with children (and in some cases legally prohibited from working with children and/or working as a teacher):

1. The agreement of a mutually acceptable start date and the signing of a contract incorporating the Schools standard terms and conditions of employment.

2. Verification of the applicants' identity, including address, date of birth and name changes (where this has not previously been verified) this includes photographic evidence.

3. An Enhanced Disclosure and Barring Service (DBS) check, which the School considers to be satisfactory*.

4. Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*.

5. The receipt of two written references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory.

6. Medical Declaration form to be completed confirming the applicants' medical fitness for the role. This includes both physical and mental fitness.

7. Verification of the applicant's right to work in the UK (including EU nationals and VISA applicants)

8. Where the individual has lived or worked abroad within the last 10 years for a period of 3 months or more, and where the school deems necessary, an overseas criminal records check, certificate of good conduct or professional references may be required.

9. Verification of relevant qualifications cited on the application which the school deems a requirement for the post.

10. Verification of the applicants' education and employment history (including voluntary work), with explanation of any gaps, of more than 3 months, within their education or employment history since the age of 16years.

11. Where applicable information about whether the applicant has ever been referred to the Department for Education, or confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies, or restricts them from being involved in the management of an independent school (Prohibition from Management).

12. Where an applicant is employed to carry out teaching reasonable steps should be taken to establish whether the person is subject to a prohibition order issued by the Secretary of State (Prohibition Order).
    (a) Where an applicant is employed to carry out teaching work information should be obtained to ensure they are not subject to a prohibition order issued by the Secretary of State before its abolition in March 2012 (GTCE check).

13. Confirmation that where the applicants' role will involve providing care for pupils under the age of 8 the applicant is not disqualified under the requirements of the Childcare Act 2006 (Act) and the Childcare (Disqualification) Regulations 2009 (Regulations) and the related DfE statutory guidance, Disqualification Under the Childcare Act 2006 (DUCA) (if applicable).

14. Confirmation that the applicant is not disqualified from acting as a trustee/governor or senior manager of a charity under the Charities Act 2011 (if applicable) and is not subject to a section 128 direction made by the Secretary of State.

15. An internet search, including checks on public social media profiles, identifying no concerns regarding the conduct of illegal or offensive behaviour or that which does not support good safeguarding principles.

16. Any other employment check that may be necessary.

* The school is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". Whether the position amounts to "regulated activity" will therefore be considered by the school. Any position undertaken at, or on behalf of the school amounts to "regulated activity" if it is carried out:

- With the responsibility, on a regular basis, for teaching, training instructing, caring for or supervising children.
- Provides the opportunity for regular contact with children.
- Engages in intimate or personal care or healthcare or any overnight activity, even if this happens only one.

Regular contact is defined as:

- Frequently, meaning once a week or more; or
- Overnight, meaning between 2.00am and 6.00am; or
- Satisfies the "period condition", meaning four times or more in a 30 day period.

However, the school can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.
Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

Further details on Pre-Employment Checks

Pre-employment checks are an essential part of our responsibility as set out in Keeping Children Safe in Education (KCSIE), the Disqualification under the Childcare Act 2006 (DUCA), the requirements of the Education (Independent School Standards) Regulations 2014 and the Boarding schools: national minimum standards and are conducted in respect of all prospective employees.

In addition to these checks the school reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the school.

Whilst no system will guarantee that an unsuitable individual is ever recruited to Millfield a high standard of scrutiny should reduce the potential for harm being done to the children in our care. Once these safeguarding and pre-employment checks have been completed a newly appointed employee can begin their employment. Their details are recorded on the schools Single Central Register of Appointments, which is maintained by the Human Resources department.

Verification of identity, address and qualifications

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications. Applicants are also requested to provide their original birth certificate to identify any name changes. Where this is not possible, a probing conversation will be conducted to establish the reasons why they are unable to provide this documentation.

Where an applicant has changed their name by marriage, deed poll or any other means (e.g. marriage adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The school asks for the date of birth of all applicants to assist with the vetting of the applicants. Proof of date of birth is necessary so that the school may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The school does not discriminate on the grounds of age.

All ID documentation used to verify the successful candidate will be retained on the individuals personnel file (hard and electronic copy).

References

References, where possible, will be taken up on shortlisted applicants prior to interview for all vacancies. Unless there is a need to establish physical and mental capacity for the specific role, questions about health or medical fitness prior to any offer of employment being made will not be asked.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicants' current or most recent employer and issued by a senior person with appropriate authority (where the referee isa school or college, the reference should be confirmed by the Headteacher/Principal as accurate in respect of disciplinary investigations).

If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children (where applicable). Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the role to which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. For employment references the reason for the candidate leaving their position will also be requested. Referees will be asked to provide facts (not opinions) of any substantiated safeguarding allegations but should not include information about allegations which are unsubstantiated, unfounded, false, or malicious. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of extremism.

The school will only accept references obtained directly from the referee and it will not rely on the reference or testimonials provided by the applicant or on open references or testimonials e.g. to whom it may concern. The school will ensure that electronic references originate from a legitimate source by verbally verifying all references which come from a general email address (i.e. Gmail, Hotmail etc) and will contact referees to clarify content where information is vague or insufficient.

The school will compare all references with information given on the application form, confirming the reason for leaving their current and/or most recent position. Any discrepancies or inconsistencies in the information will be reviewed and investigated before any appointment is confirmed. Where a reference is not received prior to interview it will be reviewed on receipt. Any discrepancies identified

between the reference and the application form and/or interview will be considered by the school. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

All internal candidates who are successful in being appointed to a new role at the school will have their application accessed in accordance with this procedure. References will be taken up on successful internal candidates as part of the application process but can be provided by colleagues, as the school will be the most recent employer.

Criminal records checks

Since May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. Since then the DBS and Home Office have amended the filtering rules relating to spent convictions which can be accessed via the following link New filtering rules for DBS certificates (from 28 October 2023 onwards) - GOV.UK (www.gov.uk)

The DBS issues the disclosure certificate to the subject of the check only, rather than to the school. It is a condition of the employment with the school that the original disclosure certificate is provided to the school prior to their start date, or as soon as practically possible. Employment at the school will remain conditional upon the original certificate being provided and it being considered satisfactory by the school.

If there is a delay in receiving a DBS disclosure, the Head and Designated Safeguarding Lead (DSL) for the school has the discretion to allow an individual to begin work pending receipt of the disclosure certificate. A risk assessment should be completed confirming that all other checks, including clear check of the Children's Barred List (where the position amounts to regulated activity) and two satisfactory references, have been completed, along with child protection training and once appropriate supervision has been put in place. A note must be added to the SCR and evidence placed on the individuals file recording what measures have been put in place.

Where an individual has an existing Enhanced DBS disclosure registered with the DBS Update Service, consent will be obtained from the individual to carry out an online check to view the status of an existing disclosure. The school will need to see the original DBS certificate to ensure it is the appropriate level for the job in which the candidate is being appointed. The school will also ensure the original certificate is valid for the children's workforce and will confirm that the original certificate matches the identity of the individual by obtaining a form of ID such as a passport or driving licence.

For any DBS certificates that reveals criminal information, a statement will be requested from the individual on the events revealed on the disclosure and the contents will be discussed with a member of the HR department. A Positive Disclosure form must be completed. This form will then be reviewed by the HR Manager or Head of HR and the Headmaster/Finance Director, where a decision will be made and the offer of employment may be withdrawn.

Applicants with periods of overseas residence

DBS checks will still be requested for applicants with periods of overseas residence and those with little or no UK residence.

The school will request overseas information from applicants, where they have lived overseas for periods of three months or more in the last ten years. The school recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The school therefore assesses each applicant's situation on its individual facts. Following the UK's exit from the EU, the same approach for any individuals who have lived or worked outside the UK, regardless of whether or not it was in an EEA country or the rest of the world.

Where an individual has worked in a school in the UK since returning from overseas, without going back overseas, and an overseas check has subsequently been obtained, it will not be necessary to repeat this process.

Further checks maybe undertaken by the school to ensure any relevant events that occurred outside ofthe UK can be consider, this may include a criminal records check from the relevant jurisdiction(s) or acertificate of good conduct (as appropriate) and/or references from any employment held.

Not all countries provide criminal records information, and where they do, the nature and detail of the information provided varies from country to country. Where this information is not available the school will seek alternative methods of checking suitability and/or undertaking a risk assessment that supports informed decision making on whether to proceed with the appointment.

Prohibition from teaching check

The school is required to check whether staff who carry out "teaching work" are prohibited from doing so. The school uses the Teaching Regulations Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulations Agency.

It is the school's position that this information must be obtained in order to fully assess the suitability of an applicant for a role which involves "teaching work". Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the school will consider whether the facts of the case render the applicant unsuitable to work at the school.

The school carries out this check, and requires associated information, for roles which involve "teaching work". In doing so the school applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012. If there is any doubt as to whether the applicant has taught previous, or whether they may teach in the future, the check will be undertaken, including for sports coaches.

For teachers who have qualified outside of the UK and / or who has taught abroad, a letter of professional standing needs to be obtained from the regulating authority of that country to provide proof of their past conduct.

Historic General Teaching Council for England (GTCE)

There remain a number of individuals who are still subject to disciplinary sanctions imposed by the GTCE (prior to its abolition in 2012) and as such the GTCE will be checked, as part of the prohibition from teaching check, for any teaching appointments made at the school.

Prohibition for management check

The school is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies, or restricts them from being involved in the management of an independent school, this includes internal appointments.

There is no exhaustive list of roles that might be regarded as 'management', however it is considered that roles involving, or that are very likely to involve, management of a school (but not limited to):

- Governors
- Headteachers
- Members of the Senior Leadership Team

The relevant information is contained in the enhanced DBS disclosure certificate. It can also be obtained through the Teaching Regulation Agency Teacher Services system. The school will use either, or both, methods to obtain this information.

It is the school's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the school will consider whether the facts of the case render the applicant unsuitable to work at the school.

Disqualification from acting as a charity trustee or senior manager

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustee will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the school the disqualification rules will be applicable to all governors, the Head, Finance Director and potentially other senior staff who report directly to the governors.

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the school's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the school if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager. A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

The school may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The school is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

Medical Fitness

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

Successful applicants will be required to complete a medical statement which will be reviewed against the job description and person specification (where applicable) for the role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra circular activities, layout of the school etc. If there are any doubts in regard to an applicant's fitness the school will consider reasonable adjustments in consultation with the applicant. The school may also seek further medical or specialist opinion or request that the applicant undertakes a full medical assessment.

The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Childcare Disqualification

In accordance with the requirements of the Childcare Act 2006 (Act) and the Childcare (Disqualification) Regulations 2009 (Regulations) and the related DfE statutory guidance, Disqualification Under the Childcare Act 2006 (DUCA) it is a criminal offence for a school to employ a person to work in connection with early or later years provision who is disqualified from doing so under the Regulations. It is also an offence for a disqualified person to provide early or later years provision or to be directly concerned in its management.

The criteria for which a person will be disqualified from working in connection with early or later years provision are set out in the Regulations. They include:

- being barred from working with children (by inclusion on the Children's Barred List)

- having been cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults
- various grounds relating to the care of children, including where an order is made in respect of a child under the person's care.

However, should you like further details about the nature of matters that are covered please see table A of the DUCA or contact the Human Resources department on a confidential basis.

The school will process personal information disclosed in accordance with its Staff Privacy Notice. It will only be disclosed to specified members of the school's leadership team and our professional advisers in order to satisfy ourselves that you are not disqualified under the Regulations.

Should you disclose information which appears to disqualify you from working in early or later years provision then we are required to notify Ofsted.

There may be the option of applying to Ofsted for a waiver of the disqualification. The school's aim is to help staff through this process and to ensure that an offence is not committed by staff or the school. The school cannot apply for the waiver however, it is a matter for you, as an individual, but we will seek to support you confidentially during this process. Please do complete the form and do speak to us confidentially about any concerns you may have. Guidance from Ofsted is available at https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers

Where irrelevant information is provided the school will destroy this as soon as possible.

Contractors and Agency Staff (including Trainee Teachers)

Contractors and agency staff are deemed by the School as anyone engaged to undertake works, or an activity, on behalf of the school who is not considered to be a member of staff or a volunteer at the school. The extent of the checks required by the school will be dependent on the works and activity being undertaken and will be assessed on an individual basis.

All contractors and agency staff will be provided with a copy of the Millfield Safeguard and Child Protection Policy, as well as the appropriate Code of Conduct. The School obtains written confirmation from contractors, supply agencies or third-party organisations that agency staff or other individuals who may work in the school, have been appropriately checked and are suitable to work with children. This written confirmation will confirm whether a DBS certificate has been obtained by either the employment business or another such business. Where a contractor, supply agency or third-party organisation is unable to supply written confirmation of the appropriate checks, the school will undertake the necessary checks on their behalf to enable the individual to commence work at the school. The School must also carry out an ID check on all individuals prior to them having access to the School grounds.

Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained confirming their suitability to work with children.

The school will independently verify the identity of individuals supplied by contractors or an agency and requires the provision of the DBS certificate before those individuals can commence work at the school.

Further information on the extent of checks and information required from a contractor and/or other outside provider can be found in the Contractor and Outside Providers Policy.

Volunteers

Volunteers at Millfield School bring with them a range of skills and experience that can enhance the learning opportunities of children at our school. The school will undertake a risk assessment to assist in determining what checks, if any, are required for each volunteer. Where a volunteer falls into the definition of regulated activity the school will request an enhanced DBS disclosure including children's barred list check. Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with pupils. The School may seek to obtain further suitability information about a volunteer as it considers appropriate in the circumstances, please refer to the Volunteer Policy.

Visiting Speakers

In having regard for the Prevent Duty Guidance, Visiting Speakers, whether invited by pupils or staff, should be appropriately supervised by a member of staff, under no circumstance should they be left alone with pupils, and they are required to follow the Millfield Visitor Policy.

Appropriate actions should be taken by the member of staff or pupil inviting the Visiting Speaker into the school to ensure their suitability in doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" as set out in KSCIE.

The school is not permitted to obtain a DBS disclosure or children's barred list information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.

For complete guidance please refer to the Millfield Visiting Speaker Protocol.

Governors

Governors are required to have an enhanced DBS check. Governance is not considered regulated activity relating to children, so governors do not require a children's barred list check unless, in addition to their governance duties, they also engage in regulated activity.

In addition to an enhanced DBS check, a section 128 check and charity trustee declaration will be obtained for governors, along with confirmation of the individual's identity. Where the individual lives, or has lived, outside of the UK, appropriate checks will be undertaken to ensure their suitability to provide governance within a school.

Ongoing Safeguarding of Children

Safer Recruitment is not just about carrying out the right DBS checks. Similarly safeguarding should not be limited to recruitment procedures. Good safeguarding requires a continuing commitment from all staff (including governors, volunteers and contractors) to ensure the safety and welfare of children is embedded in all of the school's processes and procedures.

The school will ensure that processes are in place for continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. To support this, the school will create the right cultures and environment so that staff feel comfortable to discuss matters both with, and where appropriate, outside of the workplace, which may have implications for the safeguarding of children.

The school will support staff by providing them with information, updates, and training to enable them to continue to manage the welfare and safety of children.

Please see the Millfield Safeguard and Child Protection policy.

Policy owner	Christy Hawksworth
Reviewed on	Sept 2024
Review by date	Sept 2025
Audited by Governor Committee	Audit
Audited on	November 2024
Audit by date	November 2027
Publication	Website/Xtranet