



DAUNTSEY'S SCHOOL

RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE

1 Introduction

Dauntsey's (**School**) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to 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 attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all applicants are considered equally and consistently.
- To ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (**DfE**), *Keeping children safe in education* (September 2026) (**KCSIE**), the Prevent Duty Guidance for England and Wales (2023) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**).
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks in line with a safer recruitment process.

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2 Data Protection

The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff 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 and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Privacy Notice.

3 Recruitment and Selection Procedure

All applicants for employment will be required to complete an **application form** containing questions about their academic and full employment history and their suitability for the role.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

3.1 Screening, short listing and interviewing

Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions, person specifications (where applicable) and the School's safeguarding and child protection policy and procedures are available to download from the School's website.

The School will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for interview. The shortlisting exercise will usually be conducted by two members of staff who will ideally also be involved in the interview process.

Shortlisted applicants will be invited to attend an interview at which their relevant skills and experience will be discussed in more detail. Where possible, candidates will be interviewed by a panel of at least two interviewers. At least one member of the interview panel will have completed appropriate safer recruitment training.

The School reserves the right to interview candidates and make an appointment before the closing date. As such, this vacancy may close earlier than advertised.

Candidates may also be interviewed individually, where appropriate, by certain well-qualified colleagues. All shortlisted applicants will be tested at interview about their suitability to work with children.

Candidates who are invited to interview and who require any reasonable adjustments to our process should inform the School to assist them in attending the interview.

All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview where relevant.

3.2 Offer of employment and post-offer criteria

If the School decides to make an offer of employment following the interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.
- Verification of the applicant's identity (where that has not previously been verified).
- Verification of qualifications, whether professional or otherwise, which the School takes into account in making the appointment decision.
- Verification of the applicant's employment history.
- The School being satisfied that any information generated through online searches does not make the applicant unsuitable to work at the School.
- The receipt of two references, one of which must be obtained from the applicant's current or most recent employer, which the School considers satisfactory. As part of the School's safer recruitment procedures, all references will be verified and followed up directly with the referee by telephone (or other appropriate means) to confirm their authenticity and to clarify any issues arising. Satisfactory references are a condition of any offer of employment and form part of the conditional offer process.
- For positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at the School.
- For applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School.
- Where the position amounts to "regulated activity" (see section 4.3.2 below) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory.
- Where the position amounts to "regulated activity" (see section 4.3.2 below) confirmation that the applicant is not named on the Children's Barred List.

- Information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School.
- For management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School.
- Where relevant, 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, see section 4.6 below).
- Verification of the applicant's medical fitness for the role (see section 4.7 below).
- Verification of the applicant's right to work in the UK.
- Completion of the School's Safeguarding training within a reasonable time period of commencing work at the School.
- Completion of the School's Prevent training relevant to their role within a reasonable time period of commencing work at the School; and
- Any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

4 Pre-employment Checks

In accordance with the recommendations set out in KCSIE, Disqualification under the Children's Act 2006 (DUCA) and the requirements of the ISSRs and the *Boarding Schools: National Minimum Standards*, the School carries out a number of pre-employment checks in respect of all prospective staff.

In fulfilling its obligations to carry out pre-employment checks the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age.

4.1 Online searches

In addition to the checks set out below, 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. In accordance with paragraph 299 of KCSIE this will include online searches on shortlisted candidates (**online searches**). The online searches the School carries out may include searches of internet search engines, websites and social media platforms.

Online searches will be carried out ahead of any shortlisted candidate attending an interview. The School will not carry out online searches as part of its initial sift of applications.

The School will determine how it approaches online searches on a case by case basis. However, all applicants for a role at the School will be treated consistently with regard to online searches.

Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on the School's reputation (whether positive or negative)

Any information generated from online searches will be entered in an 'Online search results record'. Where online searches are undertaken on shortlisted applicants any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at interview. Where online searches are undertaken on the successful applicant only any relevant information generated will be discussed prior to employment commencing. All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School in light of any information generated from online searches.

In evaluating any online information for relevance the School will use the following criteria:

- whether the information is relevant to the position applied for;
- whether the information is relevant to the applicant's suitability to work at the School or in an education setting;
- whether the information could have an impact on the School's reputation (whether positive or negative);
- whether the information calls into doubt the applicant's willingness or ability to uphold the School's commitment to safeguarding and promoting the welfare of children;

- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published;
- whether the information reveals a pattern of concerning behaviour; and
- the relevant circumstances and the explanation(s) offered by the applicant.

For successful candidates, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its Data Retention and Disposal Policy after employment ends.

For unsuccessful candidates, the School retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

In fulfilling its obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

4.2 Verification of identity, address, right to work in the UK and qualifications

All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications.

The School asks for this information at interview to ensure that the person attending interview is who they claim to be, that they are permitted to work for the School if appointed and that they hold appropriate qualifications.

Identity and address: all applicants must bring with them to interview, original documents which evidence their identity and address as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

One document from Group 1; and

Two further documents from either of Group 1*, Group 2a or Group 2b, one of which must verify the applicant's current address; and

(*applicants must always provide their birth certificate as one form of identity unless there is good reason why this cannot be provided).

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. They will also be required to provide their birth certificate wherever possible.

The School asks for the date of birth of all applicants in order to verify identity, and check for any unexplained discrepancies in the employment and education history. The School does not discriminate on the grounds of age.

Right to work in the UK: all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': ([Right to work checklist \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)).

The School will check and verify evidence of an individual's right to work in the UK in accordance with current Home Office legislation, guidance and codes of practice relating to the prevention of illegal working, including the Home Office's Code of Practice on Preventing Illegal Working and associated right to work checking guidance

Qualifications: all applicants must also bring to interview original documents which evidence any educational and professional qualifications referred to in their application form and / or which the School requests.

4.3 References

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 sought from the applicant's current or most recent employer where they have been in employment. 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. References should be from a senior person with appropriate authority (in a position to be aware of issues). 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 job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification (where applicable) for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness* and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious.
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be unsubstantiated, unfounded, false or malicious.

- Whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism" at section 7 below).

*(*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)*

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

A reference will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form 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 references will be verified and followed up directly with the referee by telephone (or other appropriate means) to confirm their authenticity and to clarify any issues arising. Satisfactory references are a condition of any offer of employment and form part of the conditional offer process.

All references received from a school must be countersigned by the Head of that school.

References may be taken up on internal candidates as part of the application process but can be provided by colleagues as the School will be the most recent employer and will previously have taken up references from past employers.

4.4 Criminal records checks

The School will carry out criminal records checks in accordance with current legislation and Disclosure and Barring Service (DBS) guidance. Where appropriate, the School will obtain an Enhanced DBS Certificate and, where the role constitutes regulated activity, a children's barred list check. Standard and Enhanced DBS Certificates are subject to statutory filtering arrangements, meaning that certain cautions and convictions may not be disclosed. Enhanced DBS Certificates may also include relevant information held by local police forces where the chief officer of police reasonably believes that the information is relevant to the role and ought to be disclosed.

4.4.1 DBS filtering rules

Criminal record information disclosed on Standard and Enhanced DBS Certificates is subject to statutory filtering arrangements. Certain cautions and convictions are protected by law and will not be disclosed on a DBS Certificate. Applicants are not required to disclose protected cautions or convictions during the recruitment process, and the School will not take such information into account when making recruitment decisions. If protected information is disclosed inadvertently, it will be disregarded. [ico.org.uk], [refpassport.com]

The School will consider criminal record information in accordance with the Rehabilitation of Offenders Act 1974, the Police Act 1997, current DBS legislation and relevant government guidance. [ico.org.uk], [refpassport.com]

Certain convictions and cautions will always be disclosed on a Standard or Enhanced DBS Certificate, including those relating to specified offences and other offences that legislation requires to be disclosed. In addition, Enhanced DBS Certificates may contain relevant information held by local police forces where the chief officer of police reasonably believes that the information is relevant to the role applied for and ought to be disclosed. [refpassport.com], [ico.org.uk]

The School will comply with current DBS filtering rules and guidance in force from time to time. Applicants are encouraged to refer to the latest DBS guidance on filtering and protected cautions and convictions available on GOV.UK for further information.

4.4.2 Regulated activity

The School applies for an Enhanced DBS check with Children's Barred List check in respect of all positions at the School which amount to regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced DBS check with Children's Barred List check is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- (a) frequently, meaning once a week or more; or
- (b) overnight, meaning between 2.00 am and 6.00 am; or
- (c) satisfies the "period condition", meaning four times or more in a 30 day period; and

- (d) provides the opportunity for contact with children;
- (e) Roles which are carried out on an unpaid / voluntary basis will be subject to an enhanced DBS and Children's Barred List check.

The DBS disclosure certificate

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the **original** disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the School should be arranged with the HR Department as soon as it has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in the original certificate by recorded delivery within one week of the original disclosure certificate being received. Original certificates must be sent to the HR Department. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School. If the candidate is unable to provide the original certificate their employment with the School may not be able to proceed, or continue, if they have already commenced work.

4.4.3 Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Designated Safeguarding Lead has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place. A risk assessment will be completed on each occasion.

4.4.4 Applicants with periods of overseas residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances.

For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The School's policy is to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous five years.

When requesting such information the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.

The School may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.

If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

The School will take proportionate risk based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file

If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

4.5 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 Regulation 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 Regulation Agency.

In addition the School asks all shortlisted applicants to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

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 applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 (as amended). Activities which may constitute teaching work include:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

In determining whether a role involves teaching work, the School will consider the duties of the post and the relevant legislative requirements and guidance in force at the time. Where a role includes teaching work, or where there is any doubt as to whether the role falls within the definition, the School will undertake the appropriate prohibition from teaching checks. This may include individuals such as sports coaches, instructors and swimming teachers where their duties amount to teaching work

4.6 Prohibition from 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 (a **section 128 direction**).

The School will carry out checks for Section 128 directions when appointing applicants into management positions from both outside the School and by internal promotion.

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head
- Teaching posts on the senior leadership team
- Teaching posts which carry a departmental head role; and
- Support staff posts on the senior leadership team;
- The School will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

All individuals who are appointed to the governing body will be subject to a section 128 direction check.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to “regulated activity”). 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.

In addition the School asks all shortlisted applicants to declare whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

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 or not 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.

4.7 Disqualification from acting as a charity trustee or senior manager

4.7.1 Background

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.

4.7.2 Who is covered

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 trustees 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 /, Bursar and potentially other senior staff who report directly to the governors.

There is no single list or register that covers all of the disqualification criteria and the School therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

4.7.3 Self-declaration

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.

4.7.4 Checks by the School

To ensure that it has accurate and up to date information the School will also check the following registers in respect of each Governor and Senior Manager who reports directly to the Governors who is already in post or is appointed in future:

- (a) The Bankruptcy and Insolvency Register;
- (b) The register of disqualified directors maintained by Companies House; and
- (c) The register of persons who have been removed as a charity trustee

4.7.5 Waiver

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.

4.8 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.

It is the School's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. This information will be reviewed against the Job Description and the Person Specification (where applicable) for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra- curricular activities, layout of the School etc. Where appropriate, the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

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

5 Contractors and Agency Staff

The School must complete the same checks for contractors and their employees undertaking regulated activity at the School as it does for its own employees. The School requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of individuals supplied by contractors or an agency in accordance with section 4.1 above and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.

6 **Volunteers**

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out in section 4.3.2 above will be applied to all volunteers).

The School will request an enhanced DBS disclosure with a Children's Barred List information on all volunteers.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

Formal or informal information provided by staff, parents and other volunteers.

Character references from the volunteer's place of work or any other relevant source; and

An informal safer recruitment interview.

7 **Visiting Speakers and the Prevent Duty**

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

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.

All visiting speakers will be subject to the School's usual visitors protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and / or permit a speaker to attend the School. In doing so the School will always have regard to the Site Security and Visitor Access Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

8 Policy on Recruitment of Ex-offenders

8.1 Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 8.2 below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 4.3.1 above).

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

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

It receives an application from a barred person

It is provided with false information in, or in support of an applicant's application; or

It has serious concerns about an applicant's suitability to work with children.

8.2 Assessment criteria

In the event that relevant information (whether relating to criminal convictions, cautions, allegations, conduct, safeguarding concerns or otherwise) is disclosed by an applicant during the recruitment process or identified through pre-employment checks, the School will undertake an appropriate and proportionate risk assessment before reaching a recruitment decision.

In carrying out this assessment, the School will consider:

- the relevance of the information to the role being applied for;
- the seriousness of any offence, conduct issue or other matter disclosed;
- the age of the applicant at the time of the incident(s);
- the length of time that has elapsed since the incident(s);
- whether there is evidence of a pattern of behaviour or repeated offending;
- the circumstances surrounding the incident(s) and any explanation provided by the applicant;
- whether the applicant's circumstances have changed since the incident(s);
- any evidence of rehabilitation;
- the safeguarding implications of the information disclosed; and
- the applicant's overall suitability to work with children and young people.

The School is committed to safeguarding and promoting the welfare of children and young people. Particular regard will be given to any conviction, caution, allegation, conduct issue or other relevant information which may indicate that an individual poses, or may pose, a risk to children.

Where a post involves regular contact with children, the School is likely to regard the following matters as presenting a high level of risk:

- offences involving the abuse, neglect, exploitation or cruelty of children;
- sexual offences, including offences involving child sexual abuse, child sexual exploitation, grooming or sexual misconduct;
- offences relating to the creation, possession, viewing, distribution or sharing of indecent images of children or other child sexual abuse material;
- murder, manslaughter, grievous bodily harm, serious violence or other offences involving significant harm to others;
- offences involving coercive, controlling, abusive or exploitative behaviour;
- serious drug-related offences, particularly those involving the supply or trafficking of controlled drugs; and
- offences involving dishonesty, deception, fraud, theft or financial misconduct where these are relevant to the duties of the post.

Where a post involves responsibility for financial management, access to School funds, or budgetary responsibilities, the School is likely to regard offences involving

fraud, theft, deception, money laundering, financial misconduct or abuse of a position of trust as presenting a high level of risk.

Where a post involves driving duties, the School is likely to regard convictions relating to dangerous driving, driving under the influence of alcohol or drugs, or repeated motoring offences as relevant factors when assessing suitability for the role.

The School will consider each case on its own merits, taking into account the circumstances of the case, the requirements of the role, safeguarding considerations and its obligations under relevant legislation and statutory guidance, including the Rehabilitation of Offenders Act 1974, the Police Act 1997 and the current version of *Keeping Children Safe in Education*.

8.3 Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Head Master (for academic staff) and the Bursar (for non-academic staff) before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

8.4 Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

9 Whistleblowing

All staff are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Safeguarding and Child Protection Policy and the Staff Code of Conduct).

10 Referrals to the DBS and Teaching Regulation Agency

This policy is primarily concerned with the promotion and practice of safer recruitment. However, applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where an individual:

- has applied for a position at the School despite being barred from working with children; and /or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future. In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency.

The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

If an applicant has any queries on how to apply for a post at the School they should contact the HR team on hr@dauntseys.org

Head of HR

Reviewed: September 2026

Next review: September 2027

LIST OF VALID IDENTITY DOCUMENTS

Group 1: Primary identity documents

- Current valid passport
- Evidence of immigration status, where applicable, including a UKVI eVisa and supporting share code or other Home Office-approved evidence of status
- Current driving licence photocard - full or provisional (UK / Isle of Man and Channel Islands)
- Birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- Adoption certificate (UK and Channel Islands or Isle of Man)

Group 2a: Trusted Government documents

- Current driving licence photocard - full or provisional (all countries outside the EEA excluding Isle of Man and Channel Islands)
- Current UK photocard driving licence (full or provisional), where not already used as a primary identity document.
- Current driving licence paper version if issued before 2000 – full or provisional (UK / Isle of Man and Channel Islands)
- Full birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands).
- Marriage / civil partnership certificate (UK, Isle of Man and Channel Islands)
- Evidence of immigration status issued or verified by the Home Office, including a UKVI eVisa, share code, or other current Home Office-approved documentation evidencing permission to live and/or work in the UK, where applicable
- HM Forces ID card (UK)
- Firearms licence (UK, Channel Islands and Isle of Man)

Documents must be original unless otherwise permitted by current DBS guidance. Where applicable, documents must be current and issued within the timescales specified by the DBS. The School reserves the right to request additional or alternative evidence of identity, address, right to work, qualifications or professional status in accordance with current DBS, Home Office and Department for Education requirements.

All driving licences must be valid.

Group 2b: Financial and social history documents

- Mortgage statement (UK)**
- Bank / building society statement (UK and Channel Islands)*
- Bank / building society statement (countries outside the UK)*
- Bank / building society account opening confirmation letter (UK)*
- Credit card statement (UK)*
- Financial statement - e.g. pension, or endowment, (UK)**
- P45 / P60 statement (UK and Channel Islands)**
- Council tax statement (UK and Channel Islands)**
- Letter of sponsorship from a prospective employer or sponsoring organisation (applicable only where permitted by current DBS guidance and where the applicant is residing overseas at the time of application).
- Utility bill (UK; not mobile telephone bill)*
- Benefit statement - e.g. child benefit, pension (UK)*
- Letter from a government department, agency or local authority
- National identity card issued by an EEA member state or Switzerland (must be valid at the time of application). This document may be used for identity verification purposes only and does not by itself establish a right to work in the UK.
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must be valid at time of applications)
- Letter from Head or College Principal (UK for 16-19 year olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of applications).

Documents must be original unless otherwise permitted by current DBS guidance. Where applicable, documents must be current and issued within the timescales specified by the DBS. The School reserves the right to request additional or alternative evidence of identity, address, right to work, qualifications or professional status in accordance with current DBS, Home Office and Department for Education requirements.

Note

If a document in the list of valid identity documents is:

denoted with * - it should be less than three months old

denoted with ** - it should be less than 12 months old

or such other period as may be specified in current DBS guidance documents which are printed from the internet cannot be accepted