

SAFER RECRUITMENT POLICY

Version	2	3	4	5	6
Policy reviewed on	September 2016	September 2018	September 2021	September 2022	September 2023
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Policy seen by Governors			Sept 2021	Governors meeting – 28.09.22	Board Meeting – 20/09/23
Date of next review	September 2018	September 2020	September 2022	September 2023	September 2024

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

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1 General

1.1 Branwood Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

1.2 The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

2 Scope of the Policy

2.1 The Safer Recruitment Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014 staff are defined as: Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

2.2 In the case of agency or contract workers the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers which includes supply staff, the School must see a copy of the DBS check for such staff.

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

3 The Content of this Policy in Relationship to Other Policies

This policy and guidance is in line with DfE and Bichard Inquiry recommendations and ISBA guidance. It also has regard to the guidance in Keeping Children Safe in Education (KCSIE) September 2023 and the Disqualification Under the Childcare Act 2006. This policy should be considered alongside:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct

4 Application Form

4.1 The School will only accept applications from candidates completing the relevant application form in full. CVs will not be accepted in substitute for completed application forms.

4.2 The School will make candidates aware that as all posts in the School involve substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence the Bursar for advice.

5 Job Description and Person Specification

5.1 At the start of the recruitment process it is important to define what the post holder's responsibilities towards children will be, as well as the qualifications and experience needed to perform the job, with particular attention to their work with such vulnerable groups. To confirm the School's commitment to safer recruitment, this statement will be included on all person specifications: "Branwood Preparatory School as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Branwood Preparatory School on its behalf".

5.2 When a post requires an enhanced DBS Disclosure, this must be reflected in the job description and person specification relating to that post. It is envisaged that due to the nature of work in schools and contact with children that all posts will require an enhanced DBS Disclosure.

5.3 All job descriptions must detail:

- main duties and responsibilities of the post;
- the post holder's specific responsibility towards the promotion and the practice of safeguarding the welfare of children that they come in to contact with through their job. The nature of the responsibility will be reflected in the person's job title and their environment.

5.4 All person specifications must detail:

- qualifications required to do the job;
- professional registrations (if required);
- right to work in the UK;
- enhanced DBS Disclosure required;
- disqualification declaration;
- define the skills and competencies required;
- explore issues relating to the safeguarding of children, such as:
 - motivation to work with children;
 - ability to form and maintain appropriate relationships and personal boundaries with children;
 - emotional resilience in working with challenging behaviours;
 - attitudes to use of authority and maintaining discipline.

5.5 As with any other requirement on the person specification, it will state how these issues will be tested – e.g. Application (A), Documentation (D), Interview (I), Letter of Application (L)

5.6 All of the points on the person specification should be evidenced either in a candidate's application form or through the interview and selection process.

6 The Advert

The advert for a vacancy will also demonstrate the School's commitment to safer recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child

protection can act as a deterrent to would-be abusers. The following statement will be included in adverts for any vacancies: “This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the DBS (Disclosure Barring Service).”

7 Application Packs

The importance of safeguarding and protecting children in schools is promoted as much as possible throughout the recruitment process in order to deter unsuitable candidates. The following are included in the School’s application pack:

- Application Form
- Job Description
- Person Specification
- School’s Safeguarding Policy
- Criminal Record Self-Declaration

8 Interview Process

8.1 The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

8.2 The interviewing process will allow time for any discrepancy in a candidate’s application or references to be scrutinised and clarified.

8.3 All candidates will be asked at least one question in relation to safeguarding.

8.4 With this in mind all candidates will have their qualifications verified, employment gaps explained, criminal record disclosed, reference issues and their attitude towards children discussed at interview. This means that when a candidate is successful, any issues surrounding their application and references have been fully explored before they are offered the post. Every interview should be carried out on a face-to-face basis. At every interview, at least two members of staff should be present one of which must have up to date training in safer recruitment.

9 References

9.1 These will be requested prior to interview (where possible) and ideally received back prior to interview. One of the referees must be the candidate’s current or previous employer. Open references will not be accepted if they have ‘To whom it may concern’ on, no date evidenced or no obvious organisation authorisation, these may have been forged, or may have valuable information missing if it is out of date. There is a Reference Request for (Appendix 1) which should be used when applying for references. This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

9.2 Reference pro-formas ask about the candidate’s relationship with children in their current or previous role and if they have ever been involved in any disciplinary action concerning children. If a

reference is received by email this should be received from a recognised business account. The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

9.3 When references are received prior to interview it enables the interviewing panel to follow up any discrepancies or issues at interview and to make a decision with reference to all the facts available at the time. Obviously this relies entirely on the speed referees return them, this may not always allow for them to be seen prior to interview, but it should be aimed for as best practice as it complies with Bichard recommendations.

10 Employment Gaps

10.1 Prior to or at interview, gaps in employment history **must** be discussed with the candidate. If there are gaps in their history, the candidate should declare the reasons for their break from work. Valid reasons for gaps in employment may be: the candidate did not need to work, travelling, bringing up a family, caring responsibilities, family bereavement or a period of sickness. As there could be more sinister reasons for an absence, it is important to ensure that the candidate is able to give as much detail as possible, in order for the panel to make an informed decision, and are in receipt of all relevant information.

10.2 All gaps in employment must be explained in writing. Patterns of repeated change in career or employers will be discussed at interview, ensuring that the reasons for this are fully explored and satisfy the interview panel.

11 Rehabilitation of Offenders Disclosure

11.1 Posts within schools are exempt from the Rehabilitation of Offenders Act 1974. This means as a prospective employer, shortlisted candidates should disclose any unspent and spent convictions during the application stage. This gives the candidate a chance to discuss the circumstances surrounding any previous convictions they may have at interview.

11.2 Any convictions disclosed will not be given to the shortlisting panel prior to shortlisting. Once the panel have made a shortlist and invited them for interview, they will then be made aware of any candidate's criminal disclosure. Disclosing a criminal background will not be used as a reason to not shortlist a candidate. Having a criminal conviction will not necessarily bar a person from working with children and will not be used to discount applications.

11.3 If they are successful the candidate will be required to complete a DBS Disclosure application form. Once the Enhanced DBS Disclosure Certificate is returned, any conviction information will need to match up with the candidate's original disclosure to the interview panel. This information will not be kept if the candidate is not successful and will be destroyed.

12 Commitment to Safeguarding Children

12.1 Person specifications allow schools to explore a potential candidate's views and expectations in relation to working with children. The recruiting panel will seek to identify the candidate's experience or views on the following points:

- motivation to work with children;

- ability to form and maintain appropriate relationships and personal boundaries with children;
- emotional resilience in working with challenging behaviours;
- attitudes to use of authority and maintaining discipline.

12.2 Providing questions that ask candidates to draw on their experience of situations with children will give a good impression of the candidate's understanding of the points above. It will enable the panel to probe issues that the candidate may not discuss, allowing the panel to be aware of issues or lack of knowledge that a candidate may have or refuses to discuss their motivation to work within a school environment or with children.

13 Pre-Employment Checks and the Central Register

13.1 The DfE require all schools to keep a Central Register of all staff that provides confirmation that relevant checks have been taken. The following pre-employment checks must be carried out on all prospective employees:

- Verification of Identity (Name / D.O.B / Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- Barred list
- Enhanced DBS Disclosure
- Prohibition Order Check & EEA Sanctions
- Prohibition from management check
- References
- Employment History
- Medical form
- Disqualification notes
- Right to work in the UK (Asylum & Immigration Check)
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)
- Verification of Mental and Physical Fitness to carry out their work responsibilities
- Disclosure Section on application form
- Online searches

13.2 There is an example of the Central Register template at Appendix 2 which should be the minimum recorded by schools. It is expected that schools record the DBS Disclosure number as well.

13.3 In summary, any offer of employment to any post in the School will be subject to the following:

- **Verification of Candidate's Identity**
- **Qualifications**

If a position requires specific qualifications, then these must be evidenced. A copy of the original certificate should be taken. This should then be signed and dated to prove the original has been seen. Some jobs have clear prerequisites such as a Cert Ed, PGCE, NVQ, HLTA, financial and other

professional qualifications; these must be evidenced on their personnel file and logged on the Central Register that qualifications have been checked, by whom and when. If the employee is a driver, then photocopies of their driving licence, if they have one, will need to be kept in their personnel files. For staff in the EYFS the following additional qualification checks apply:

- A full PFA certificate for Level 2/3 EY workers who qualified on or after the 30th June 2016
- Staff with an Early Years Educator Qualification (Level 3) who qualified post-September 2014 have a relevant Level 2 qualification in English and Mathematics (see guidance in ISSR's)

- **Barred List**

This is a list of people barred from working with children, compiled by the DfE. This check is done as part of the DBS application process and can also be accessed separately. A barred list check can be undertaken immediately, if necessary, should the DBS check be delayed.

- **Enhanced DBS Disclosure**

This shows a school previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration. Candidates will need to be given the opportunity at the application stage to declare any unspent or spent convictions they may have, any declaration they make will be compared with the returned criminal record disclosure.

Once checks are complete, the DBS will send a certificate (the DBS certificate) to the applicant. The applicant must show the original DBS certificate to the School before they take up their position.

Under the ISSR's there are exceptional circumstances where a member of staff may commence employment without a DBS. All other checks must have been completed and the DBS must have been sent for. In this situation a risk assessment must be approved by the Head. There must also be a supervision agreement, signed by the staff member, supervisor and Head. There must be a review of the arrangements to establish whether they are still appropriate, preferably every week and no longer than every two weeks.

At Branwood Preparatory School we do not normally approve commencement of employment without DBS and will not do so for any staff teaching in EYFS.

Where an individual does start work in a regulated activity before the DBS certificate is available, a full risk assessment will be carried out, the individual will be appropriately supervised and all other checks, including a separate barred list check will be carried out.

Individuals can join the DBS update service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. This allows for portability across employers. Applicants will be advised at the point at which they fill out their DBS form that they can join the update service. A separate barred list check will be obtained.

If an applicant has previously joined the update service then the School will:

- Seek consent from the applicant to check the update service
- Confirm that the certificate matches the individual's identity
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check See Appendix 3 – DBS Flowchart

- **Prohibition Order Check**

Checks must be completed for all undertaking teaching work (as defined by the teachers' disciplinary regulations 2012) with the 'Employer Online Service' to ensure that a teacher is not subject to a prohibition order issued by the Secretary of State. If the teacher has worked in Wales, these checks will be completed via <https://www.myewc.wales/en/member-of-public/current-expired-disc-orders>.

This is required for anyone employed to carry out teaching work on or after 1 April 2012 (NB original guidance stated April 2014 but ISI Update January 2015 confirmed that "The date of 1 April 2012 is when the underlying legislation was effective and the DfE has now confirmed that this is the date from when checks should be carried out"). For teaching staff this details the date that confirmation was received from the Teaching Regulation Agency (TRA) that the applicant is not subject to a prohibition order. The HR Department carries out these checks via the Employer Access Online Service.

- **Prohibition/Sanctions by EEA authorities**

From January 18th 2016, the Employer Access Online portal allows the School to check for prohibition or sanctions imposed by countries in the European Economic Area. These checks are carried out on all staff appointed on or after the 18th January 2016.

- **Prohibition from Management of Independent Schools Directions (also known as "Section 128 Directions")**

From 12th August 2015 checks must be undertaken to ascertain whether staff appointed to management positions from 1st September 2015 are subject a prohibition from management order. From September 2018, internal appointments must also be checked from prohibition from management. For staff in regulated activity the Employer Access Online portal allows the School to check this via the TRA. The check is not required for internal appointments and there is no requirement to backdate it. This check applies to the following:

- Head
- All senior and middle management positions
- Year Leader
- Board Members

- **References**

The School will seek references for shortlisted candidates and will request two references for every potential employee, one of these references must be from their current or most recent employer. As the post requires working in an environment with children, it is important to have a reference, if

available, from an employer or voluntary agency demonstrating the candidate's previous work experience, paid or unpaid, of working with children. This may mean another reference will need to be requested. References are requested prior to interview.

It is a requirement of KCSIE 2023 that all references are followed up with a telephone call to check their authenticity.

Regardless of the above the School will ask all referees if the candidate is suitable to work with children.

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

If a candidate for a teaching post is not currently employed in a teaching position, then a reference may be requested from the school, college or Local Authority for which they were most recently employed in a teaching position to confirm details of employment and their reasons for leaving.

- **Employment History**

When checking an application form it is important to note any gaps in employment or noticeable patterns when the candidate changed their employment. Written information about previous employment history and gaps in employment will be required from the candidate. The entry in the Central Register records that the employment history has been checked, not that it has been received.

- **Medical Declaration**

On the application form the potential employee completes a self-declaration that they are fit to physically and mentally undertake the role, as described in the job description.

Once appointed an employee must complete a medical questionnaire, which is then assessed. Depending on the answers given by the candidate, further action and guidance may be undertaken with the consent of the applicant.

- **Disqualification**

We will not employ anyone to work at School, or allow them to be directly concerned in their management, if they are "disqualified". The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, in summary, that:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering

As part of our pre-employment checks new staff will be asked to read and sign a 'criminal records self-declaration' form. If a disclosure is revealed the School will contact OFSTED and follow national protocol, which may include requesting a waiver.

- **Verification of Professional Registration**

Teaching posts require a professional registration with a regulatory body. This again needs to be evidenced and placed on file, if the person specification states it as an essential prerequisite.

- **Right to Work in the UK**

It is a legal obligation that every employer in the UK verifies whether a potential employee has the right to work in the UK. This can be easily confirmed by photocopying evidence at interview to support their right to work in the UK, which can then go on their personal file and logged on the Central Register. A copy of their passport (or, if the candidate does not have one, their birth or adoption certificate) must be retained at this stage for all appointments since 29th February 2008. If their work period in the UK is finite the date should be recorded in the notes column of the SCR.

- **Overseas Criminal Record Disclosure**

If the potential employee has lived abroad for a period of time or comes from another country prior to working in the UK, then a UK DBS Disclosure will not give a full picture in respect of any criminal record they may have. In these cases an overseas check will need to be applied for as well as a UK DBS Disclosure and details for each country's equivalent Bureau are available on the Home Office website.

There is no mandatory period of time spent overseas which requires additional checks to be completed. The Head will assess each applicant individually although the School will usually undertake an overseas criminal records check / request a certificate of good conduct if a candidate has resided overseas for a period of 3 months, or longer, in the five years prior to applying for a position at the School (taking into account NSPCC guidance). Depending on the response it may be necessary to undertake additional references and checks. The ISI commentary on the regulations confirms that the check is not required if the candidate has worked in a UK school since returning to the UK. However, where a candidate has worked in several countries, and not worked in a UK school since returning, the checks must be undertaken with regard to each country.

- **Online Searches**

All shortlisted applicants will be subject to an online search via standard search engines, and will be informed of such in their invite to interview letter. The purpose of this is to help identify any incidents or issues that could either harm the reputation of the school or make the candidate unsuitable to work with children. We will ensure the following when doing online checks:

- Only look for information that is available to anyone through the usual search engines and do not delve into any private social media accounts.
- If anything is found online that is of a concern then we will contact our HR Consultant for support with next steps, with a view to discussing this with applicants at interview.

- **Further Notes**

These checks will be made clear to candidates at interview. Any offer of employment will be a conditional offer subject to satisfactory clearances being received and checked by the School. When a decision has been made and a successful candidate notified they will be encouraged to contact the staffing team as soon as possible to start their pre-employment checks.

Only when all of these checks are completed and returned can an offer of employment be confirmed. The candidate will not be given an unconditional offer at any point.

PLEASE NOTE: Appendix 4 (Recruitment and Selection Checklist) will be completed for each interviewed successful applicant. The checklist will be retained for the appointed member of staff.

14 Disclosure and Barring Services (DBS) Renewals or Re-checks

14.1 DBS Disclosures are only a record or a snapshot of the day they were issued. Since a Disclosure was issued, staff may have new convictions or warnings that they may or may not have made the School aware of. It is the School's policy that every member of staff should have the opportunity to disclose such offences to the Head as soon as they become aware of it.

14.2 If the School has concerns about an existing staff members suitability to work with the children, the School will carry out all the relevant checks as if they were a new member of staff. Similarly, if a person working at the School moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity must be carried out.

14.3 Schools can track the status of a DBS Application with the DBS online. To do this, the form reference number which starts in F and the applicant's date of birth is needed.

14.4 For instances when a candidate's DBS Disclosure is returned with a "Positive Trace", the Head will assess information recorded on the Disclosure, producing a risk assessment based on the candidate's post and then making an informed recruitment decision. This discussion will be annotated and kept in their employment file.

14.5 The School is entitled to see the DBS certificate obtained by another company. Approval that they can work in the School lies with the Head.

14.6 The School renews all DBS checks every 3 years as stipulated by insurers.

15 Referral to DBS

15.1 Schools and colleges have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual. Guidance on referrals can be found on gov.uk.

15.2 Where a teacher has been dismissed or in the case of an agency supply teacher where the School ceases to use the services of this teacher because of serious misconduct, or where the School might have dismissed this teacher had they not first left, then the School will consider whether to refer the case to the TRA as required by sections 141D and 141E of the Education Act 2002.

16 Retention and Security of Records

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its General Data Protection Regulation (GDPR). Copies of DBS certificates will not be retained for longer than 6 months, unless the applicant gives permission to do so.

17 Supply Staff

17.1 Supply Staff will be recruited and treated in the same way as any other member of staff in a school.

17.2 Recruiting Supply Staff should be managed in the same way as any other staff in schools, if directly employed by the School. This means that they should also have all the appropriate pre-employment checks carried out before their employment is confirmed.

17.3 For all Agency Supply Staff and Contractors, the School must receive evidence of ID before that person starts work at their School. The School must also see a copy of a DBS certificate for supply staff.

17.4 The School will obtain written notification from any agency, or third-party organisation that is used that the organisation has carried out the checks (in respect of the enhanced DBS certificate written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the School that the school or college would otherwise perform. Where the position requires a barred list check this must be obtained by the agency or third-party prior to appointing that individual.

18 Overseas Trained Teachers

The Department for Education has issued guidance on the employment of overseas-trained teacher. This gives information on the requirements for overseas trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

19 Peripatetic and Agency Staff (including Agency Supply Teachers)

19.1 As with outside contracted staff, providing services such as music tuition, specialist sports coaching, supply teaching or specific courses that requires staff to work on school premises whilst children are in school, it is important that schools have evidence of the necessary checks in relation to these staff. The School has a letter template that is sent to these providers (see Appendix 5).

19.2 In a school environment it is essential to carry out or have evidence of the same standard of checks for all staff working in schools and the extended provision even if they are not employed directly by the School. It is the Head's and Directors' responsibility to ensure that these checks are

being carried out. With this in mind, all outside providers will be requested to provide evidence of the same pre-employment checks that the School would complete if they were directly employing the staff themselves. This will be given in writing and in advance of the provider starting work at the School and will be agreed as part of any contract between the School and provider. **Schools have the right to view the original copy of the Disclosure from the agency in order to check whether or not it contains additional information. Evidence of checks from external providers should be recorded on the Central Register. The Head has the final decision on whether the DBS is appropriate, not the provider.**

19.3 If Agencies are to be used then the School only uses agencies who have been awarded the Quality Mark by the DfE. This mark is only given to agencies who demonstrate robust recruitment and selection procedures ensuring that their employees are DBS cleared, have a full face-to-face interview and all the appropriate pre-employment checks and child protection inductions are carried out. For more information on the Quality Mark please go to <http://www.education.gov.uk/a0077106/supply-teachers>

20 Trainee/Student Teachers

20.1 In the unlikely event that an applicant for initial teacher training is salaried by the School, the School will ensure that all necessary checks are carried out.

20.2 Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. The School will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the School to record details of fee-funded trainees on the Single Central Register. The School must check the individual's identity on or before their first day at the School.

21 Staff Not in Regulated Activity

Some staff, such as visiting speakers, artists and sports coaches, may come into School on an infrequent basis and therefore do not meet the definition of regulated activity – these staff must be supervised at all times. Checks, such as Google searches and presentation content checks, will also be carried out prior to their visit.

22 Volunteers

22.1 Volunteers may also fall into the same definition and as a School we must assess whether the individual will be in regulated activity. Appendix 6 sets out the requirements for assessing new volunteers.

22.2 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

22.3 The School will undertake a risk assessment and the Head will use their professional judgement when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity.

23 Induction of staff

All staff will undertake a formal induction process the first part of this induction will be signed off by the Head and includes:

- Level 1 safeguarding training
- the School's safeguarding policy
- the staff code of conduct/behaviour policy including the whistleblowing procedure
- the identity of the DSL, deputy DSL and safeguarding governor
- a copy of Part 1 and Annex A & B of KCSIE 2023 which they must read and understand
- a copy of the acceptable use of ICT policy
- a copy of the pupil behaviour policy
- a copy of the child missing in education (CME) policy

Appendix 1 – Reference Request Form

Reference Request

Name of Applicant: _____

Position Applied For : _____

Name of Referee: _____

If you are a representative of the Applicant's current or previous employer please complete both Part A and Part B below. If you are giving a reference in any other capacity, please complete only Part B. If necessary, please include further details on a separate sheet.

Part A					
What is the name of your organisation?					
What position do you hold?					
How long have you worked / did you work with the Applicant?					
Please confirm the Applicant's role and / or duties					
Please confirm the Applicant's dates of employment	Employment commenced:	Employment ended:			
If applicable, please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.					
Please confirm the Applicant's current salary (or their salary on termination).					
Please rate the Applicant against the following criteria: (please continue on separate sheet if required)					
	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to work					

Part A					
Attendance					
Reliability					
Working relationships with other staff					
Skills					
Experience					
Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings.					
Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If so, please provide details of the allegation(s) against the Applicant and the outcome of the proceedings except for those allegations which were found to be false, unsubstantiated, unfounded or malicious.					
Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant which relate to the safety and welfare of children or young people except for those allegations which were found to be false, unsubstantiated, unfounded or malicious.					
With reference to the attached job description, are you satisfied that the Applicant has the ability and is suitable to undertake this role?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If not, please give specific reasons for your concerns.					
Are you completely satisfied that the Applicant is suitable to work with children?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Part A

If, not please give specific reasons for your concerns.

Would you be willing to re-employ the Applicant?

Yes

No

If your answer is "No", please explain why.

How many days of sickness absence has the Applicant take in the last 12 months? Please do not include maternity or disability related absence.

Part B		
What is your relationship to the Applicant?		
How long have you known the Applicant?		
Based on your knowledge and experience of the Applicant, do you believe that she is suitable for the post applied for (as described in the job description)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Based on your knowledge and experience of the Applicant, do you have any reason to believe that he / she is unsuitable to work with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please include any other information which you consider may be relevant to the Applicant's application.		

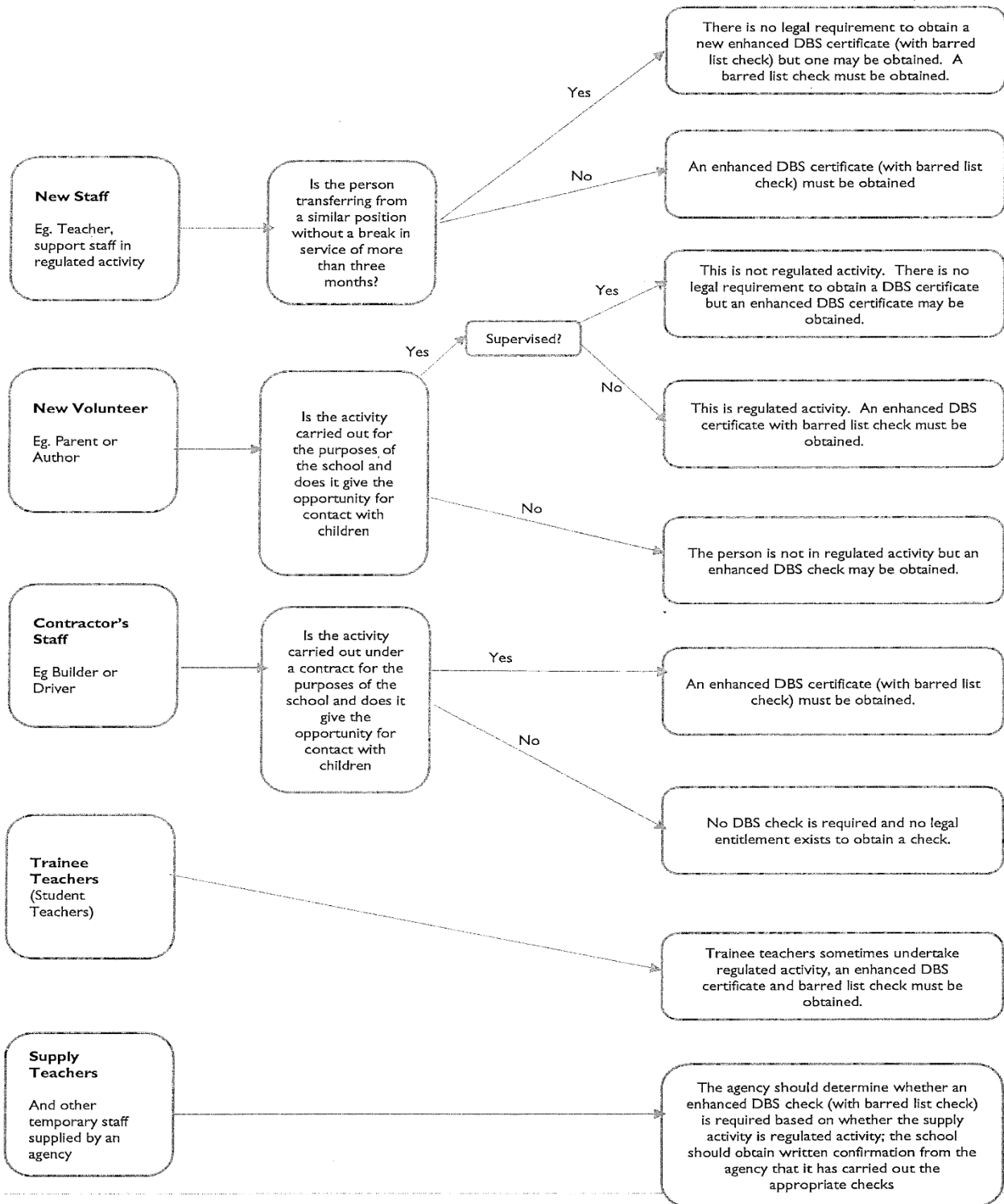
Signed	
Name and position	
Dated	
Contact Details for Verification*	

- Please provide contact details to enable us to comply with regulations and verify this reference

Appendix 2 – Single Central Register Template

Name of member of staff	Post and start date	Date of written notification from supply agency	Identity check (for example, address and DoB, passport)	Qualifications required (Yes/N/A)	DBS – date of receipt/sight of certificate, where relevant	Check of barred list/List 99	Right to work in UK	Overseas check, inc. EEA where appropriate	Prohibition from teaching	Prohibition from management	References	Employment history	Medical	Notes: including any acceptance of disclosure from another institution; arrangements with a supply agency; supervision while awaiting disclosure; whether the person is not in regulated activity.
Staff						Required for those in regulated activity								
Staff non-teaching							N/A							
Supply staff														
Proprietors / governors				N/A							N/A		N/A	
Volunteers (if checked)							N/A						N/A	

Appendix 3 – DBS Flowchart



Appendix 4 - Recruitment and Selection Checklist

Name:

Job Title(s):

Date of Start :

Employee Information Checklist

Documentation	Location	Date Received	Initials
Application Form inc employment history	Personnel Folder		
Reference 1	Personnel Folder		
Reference 2	Personnel Folder		
Reference 1 Verified	See Notes		
Reference 2 Verified	See Notes		
Qualification Certificates	Personnel Folder		
Photo ID	Personnel Folder		
Proof of Address	Personnel Folder		
Proof of right to work	Personnel Folder		
Enhanced DBS Certificate	Personnel Folder		
Barred List Check	Personnel Folder		
Overseas Check	Personnel Folder		
Disqualification from Childcare Declaration	Personnel Folder		
New Starter Form (HMRC/Payroll)	Personnel Folder		
Bank Details	Personnel Folder		
Social Media Consent Form	Personnel Folder		
Emergency Contact Form	Personnel Folder		
Signed Job Description	Personnel Folder		
Signed Contract	Personnel Folder		
KCSIE Acknowledgement	Personnel Folder		
Staff Handbook Acknowledgement	Personnel Folder		
Declaration of DCSF safer working practices	Personnel Folder		
Privacy Notice Acknowledgement	Personnel Folder		
Health Questionnaire	Personnel Folder		
Online Presence Review	See Notes		
SCR Requirements	Completed on	Updated SCR	Initials
Prohibition from teaching check			
Prohibition from management check			

Appendix 5 - Peripatetic and Agency Staff Letter Template

Date:

Dear Sirs,

Works at Branwood Prep School

Under Safeguarding Vulnerable Groups Act 2006, we have a duty to ensure that all Contractors engaged to work at Branwood School or with pupils from Branwood School have the necessary skills, knowledge and experience to undertake the works being commissioned and are appointed with the correct safer recruitment procedures in place. We therefore request that all Contractors complete the attached letter on their own letter headed paper to enable us to meet our statutory obligations.

We are required to ensure that no adults who work with our children are disqualified from working with children under the terms of the Childcare (Disqualification) Regulations 2009. The letter attached also contains a statement regarding this and by returning this on your letterhead you are agreeing that you have carried out the necessary checks. If you do have someone who intends to work with our children and who is disqualified by association, it is possible to apply to Ofsted for a waiver of the disqualification, but they cannot work until this is confirmed.

The letter, on your letterhead, also acts as confirmation that you will inform the school of any declared offences arising from DBS checks on your employees who may be due to work at the school. The Headmaster will need to decide whether it is appropriate for them to work with us. If you should require any further information or require assistance in completing the letter, please do not hesitate to contact the writer.

We must have a separate letter for each member of staff who will be working at Branwood School or with pupils from Branwood School. Please do not send a letter for a group of staff.

Yours faithfully,

Branwood School

Appendix 5 (cont.) - Peripatetic and Agency Staff Letter Template

Dear [name],

In line with Part 4 of the regulatory requirements for schools in England the following checks must be undertaken for each individual member of staff, with evidence provided to the school prior to work commencing.

Following the request in your letter dated [date of our letter]. I am writing to confirm that our employee [name of employee] who will work at Branwood Prep School or with children who attend the school was appointed in accordance with safer recruitment procedures, namely that the required checks as listed below were successfully undertaken.

- Proof of current address, date of birth and photo ID
- Have completed an enhanced DBS and are clear to work alongside children
- Have completed any overseas checks if required
- Completed Barred List/ list 99 (part of the enhanced DBS)
- Are medically fit to carry out their job
- Have a right to work in the UK
- Have submitted references and a comprehensive background history
- Have submitted qualifications as required
- Has been subjected to a prohibition of management and/or prohibition from teaching checks if applicable
- EEA Check
- Images and names of contractors working on site have been sent to the school
- All contractors will need to attend a Safeguarding briefing at Branwood Prep School & will need to sign to say they have read and understand our Safeguarding Policy, KCSIE (2023) Part 1 including Appendix A.

I also confirm that, in accordance with the Childcare (Disqualification) Regulations 2006, [name of employee] who will work at Branwood Prep School is not disqualified from working with children under the terms and regulations.

I understand that I must submit a letter giving information on these checks for each employee who will work at Branwood. I will advise all employees that they will need to provide evidence of identity (including photo ID and evidence home address) on first arrival at the school. I also understand that I must inform the Head at Branwood Prep School should any DBS check on an employee who is due to work at the school results in a criminal offence being declared. The Head will then decide whether it is appropriate for that person to work at the school. If you need any further information, please contact me.

Yours sincerely

[your signature]

For and on behalf of [your company]

Appendix 6 - Requirements for Assessing New Volunteers

