

ST AMBROSE PREPARATORY SCHOOL



POLICY ON SAFER RECRUITMENT

**Autumn 2021
Reviewed: July 2023**

This policy has been written in consultation with staff and governors of St. Ambrose Preparatory School and with due regard to the school's mission statement:

At St Ambrose we aim to provide an independent Catholic education for boys and girls of all faiths aged 3 to 11; St Ambrose is an inclusive school where the Gospel teachings and our school values are at the centre of everything that happens in our school family. At St Ambrose we strive to develop happy, fulfilled, well educated, confident and caring children who know and understand the love, joy and peace of Jesus; and to show our Faith by the way we live, showing care and consideration for each other, those around us and the environment.

Our Vision

Our Vision is to be an exemplar Edmund Rice School, with an enviable reputation amongst our peers, both as an organisation and for the services and facilities we provide, making us first choice for parents and pupils in our geographic area.

Our Ethos & Values

At St Ambrose we provide a Catholic school community in which pupils feel welcome, safe, recognised for their individuality – supported by a community of love, and affection. We strive to live the Gospel in all aspects of school life and policy, following Blessed Edmund's footsteps.

Safer Recruitment Policy

The Governing Body of St. Ambrose Prep. School understands its regulatory responsibilities and will maintain an effective oversight of this policy, by evaluating its effectiveness, and reviewing and implementing change.

St Ambrose Prep School is committed to safeguarding and promoting the welfare of children and young people. This policy is produced with due regard to the Independent School Standards Regulations 2014 (ISSR) and Part 3 of Keeping Children Safe in Education 2023 (Statutory guidance for schools and colleges).

Aims

The Safer Recruitment policy aims to:

- Ensure that there are rigorous selection and appointment procedures, in order to deter, reject or identify people who may pose a risk to pupils or who are otherwise unsuited to working with children.
- Recruit staff that share and understand the school's commitment to safeguarding children
- Ensure that the recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- Ensure that no applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Roles and Responsibilities:

It is the responsibility of the Governing body to:

- Ensure the School has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with the statutory guidance in KCSIE and the ISSR.
- Monitor the School's compliance with these regulations.

It is the responsibility of the Head teacher, and other managers involved in recruitment, to:

- Ensure that the School operates safe recruitment procedures
- Ensure all appropriate checks are carried out on all staff and volunteers prior to them beginning work at the School.

- Ensure appropriate checks are made on all other staff, including self-employed staff, supply staff, contractors, employees of third parties and visiting speakers
- Ensure all recruitment checks are suitably recorded in the school's Single Central Register of appointments
- Promote the welfare of all children at every stage of the procedure.

STAGES OF THE RECRUITMENT PROCESS FOR ALL STAFF

Decision to Recruit

All short listing/interview panels will understand their role, and will include at least one member of staff and/or Governor who has been trained in Safer Recruitment Procedures.

The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the person specification will include suitability to work with children.

Advertising the Post

All advertisements will include:

- a reference to safeguarding and promoting the welfare of children and young people, and will highlight the requirement for an enhanced Disclosure and Barring Service (DBS) check, including Barred List information.
- the safeguarding responsibilities of the post as per the job description and personal specification
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

In the case of the post involving teaching work, the advertisement will also include reference to an additional check that will be made to ensure the individual is not prohibited from teaching. Prohibition orders are described in the Teaching Regulation Agency publication - Teacher misconduct: the prohibition of teachers

<https://www.gov.uk/government/publications/teacher-misconduct-the-prohibition-of-teachers--3>

This information is also included in the information pack sent to all applicants.

Application Process

The application process applies to all teaching and non-teaching roles.

As almost all roles in school are considered to be 'regulated activity', the School application form states that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

In the application pack, all candidates are made aware of the school's Safeguarding Policy and practices and the School's Policy on the Employment of Ex-offenders by reference to a link on the School's website.

Application forms are required from all applicants in order to provide a common set of core data as follows:

- Current and former names, current address, and NI number
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- details of their present (or last) employment and reason for leaving
- Proof of right to work in the UK
- Qualified teachers will need to provide their DfE number
- Full employment history in chronological order by month and year showing all periods of employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationships to any employees,

governors or Trustees of St Ambrose Preparatory School

- Details of at least two referees – one of whom must be the candidate's current or most recent employer. For an employee not currently working with children, but who has done so in the past, a referee must be provided who has knowledge of the candidate's work with children.
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

Note: Questions about medical issues/disability must not be asked prior to an offer of a job as this is against Equality Act and lays the school open to accusations of discrimination.

CVs are not accepted as a substitute for the School's application form although may be included along with the application form if a candidate wishes.

Application forms will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any unexplained gaps in service or mid-career moves from permanent to supply or temporary work.

All candidates should be aware that providing false information is a criminal offence and could result in an application being rejected, or if he or she has been appointed, in dismissal by the school and a possible referral to the police and/or DBS.

Shortlisting

Applicants will be shortlisted according to their professional attributes and personal qualities related to the role.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

For example:

- if they have a criminal history
- whether they are included on the barred list
- whether they are prohibited from teaching
- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law

as

- applicable in England and Wales, not the law in their country of origin or where they were
- convicted
- if they are known to the police and children's social care
- if have they been disqualified from providing childcare
- any relevant overseas information

Shortlisted Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

The School will:

- ensure that at least two people carry out the shortlisting exercise
- consider any inconsistencies and look for gaps in employment and reasons given for them
- explore all potential concerns.

Interview

1. Interviews will be on a face-to-face basis wherever possible, and the same panel will see all candidates for a post.
2. Candidates with a disability who are invited for an interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending.
3. The interview process will explore the applicant's ability to carry out the job description and meet the person specification.
4. The panel will explore any anomalies or gaps in the person's employment history which have been identified, in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above.
5. The interview will explore the candidate's suitability to work with children and his/her understanding of safeguarding issues.
6. Consideration including discussion with the candidate will be given to any information regarding previous records of cautions or convictions. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the school.

However, amendments to the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provide that certain spent convictions and cautions are 'protected' and these are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service ("DBS") website.

7. All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. This should include:-
 - a passport and a full birth certificate
 - a utility bill or bank/ statement issued within the previous three months showing the candidate's current name and postal address (mobile phone bills cannot be accepted)
 - original documents evidencing qualifications for the role
 - where appropriate, any documentation evidencing a change of name
 - where the candidate is not an EU citizen, proof of entitlement to work and reside in the UK is also required.

Original documents only will be accepted, photocopies will be taken and original documents returned immediately.

Photocopied documents belonging to unsuccessful applicants will be destroyed following the end of the recruitment process.

Note: Discussion regarding any periods of sickness absence must not be discussed during the interview, it is a contravention of the Equality Act.

References

1. References for short listed applicants will be requested immediately after short listing. The only exception is where applicants have indicated on their application form that they do not wish their current employers to be contacted. In such cases references will be taken up immediately after interview and prior to any formal offer of employment being made.
2. The names and contact details of at least two referees must be provided.

References will always be sought directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. The school will ask all referees whether the candidate is suitable to work with children and whether the referee has any hesitation in recommending her/him for the job described.

3. The School does not accept open references or testimonials e.g. 'To whom it may concern' or references from relatives.
4. The school will ensure any references have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the Head teacher as accurate in respect to disciplinary investigations)
5. All references received by the school are checked by the Headteacher. They will be scrutinised to identify any gaps or contradictions, which will then be explored at, or after, interview.
6. In an emergency, telephone references are acceptable; however, these must always be recorded in writing, signed and dated. In addition they must include responses to questions on the candidate's suitability to work with children. Telephone references must be followed up with a request for a written reference as soon as possible.
7. All offers of employment are subject to satisfactory pre-employment checks, which include the receipt of satisfactory references, criminal record checks, qualifications (where applicable), professional checks (where applicable), overseas checks (where applicable), a medical declaration and a declaration relating to disqualification.

Medical Declaration

When a post is offered the individual will be asked to complete a medical questionnaire, which will be held by the school in strictest confidence. The information will be reviewed against the job description for the role, together with details of any other requirements, e.g. extra-curricular activities, layout of the school. If a medical condition is disclosed which would affect the candidate's ability to discharge his or her duties the head will discuss the matter with the individual and, if appropriate, consider what reasonable adjustments might be made.

Single Central Register (SCR)

In addition to the various staff records kept in individual personnel files, the school is statutorily required to keep a single central record of all recruitment checks. This is kept up-to-date and retained by the Head teacher's Secretary. The SCR contains details of specific

recruitment checks which are required relating to the following personnel:

- All employees who are employed to work at the School
- All supply staff working at the School
- All staff working at the school who are employed by third parties or self employed
- All proprietors
- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members.

Pre-Employment Checks

The level and type of recruitment checks required are determined by the role and whether the person will be engaged in regulated activity. As the majority of personnel will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. In brief, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school or college) for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children;
- engage in intimate or personal care, or overnight activity, even if this happens only once.

Further information on regulated activity may be found in the latest version of KCSIE.

DBS disclosures (also see Appendix A)

All adults in school engaged in regulated activity are required to have an enhanced DBS disclosure, including Children's Barred List Information, prior to taking up their appointment. If a DBS disclosure is delayed an individual may still begin work as long as the following conditions are met

- the person will be supervised and not have unsupervised access to children
- the person will not undertake one-to-one work, personal care activities or residential visits

- other staff are aware that there should be no unsupervised contact
- all other pre-employment checks are satisfactory
- a separate Barred List check has been made
- a risk assessment has been completed and signed by the head (the risk assessment should be reviewed every two weeks until the DBS is received)

Three Months Rule

If an individual is recruited from a position working in a school in England without a break in service of more than three months, it is permissible for the school to 'port' the DBS and there is no requirement for the school to repeat the DBS check. If these circumstances pertain and the school relies on the three months rule, a separate Barred List check must be undertaken and the School must see the original of DBS disclosure certificate **before** the person takes up his/her appointment.

DBS Update Service

Individuals can join the DBS Update Service (by paying an annual fee) at the point when an application for a new DBS check is made, enabling future checks to be carried out to confirm that no new information has been added to the certificate of issue. This allows portability of a DBS certificate across employers.

For candidates registered with the update service their DBS status will be verified online in accordance with DBS requirements. This is the equivalent of a new DBS disclosure.

If the original DBS does not contain Barred List information, this will be obtained by the School separately.

Qualifications

Where a role requires specific qualifications, candidates must provide original certificates prior to taking up their position to verify their qualifications. The School reserves the right to also ask for verifications of any other qualifications stated on the application form or relied on upon appointment.

Prohibition from Teaching Check (Teaching Regulation Agency)

It is a statutory requirement that a Prohibition from Teaching check must be made for any individual in the school engaged in teaching duties. The prohibition check is made via the

Employer Access Online.

The following details will be checked:- teacher's personal details, initial teacher training qualifications, qualified teacher status, induction status, supplementary qualifications, details of any active sanctions, prohibition from teaching or a suspension or conditional order imposed by the TRA that is still current.

Prohibition from Management check

A prohibition from management check will be undertaken where the successful candidate will be taking part in the management of the school. This includes all members of the Senior Leadership Team, departmental heads and all proprietors.

Disqualification

All current staff, and every new member of staff appointed, must sign a Staff Disqualification Declaration Form, which will be reviewed annually, confirming that they are not disqualified from working in the school under the Childcare (Disqualification) Regulations 2018.

Overseas Criminal Records checks

Where a candidate has lived or worked outside the UK for three months or more within the last ten years they must undergo the same checks as all other staff in the school. This includes obtaining (via the candidate) an enhanced DBS certificate (including barred list information) for those who will be engaging in regulated activity even if the individual has never been to the UK. In addition, the school will make any further checks it thinks appropriate so that any relevant events that occurred outside the UK can be considered.

These checks will include:

- criminal records checks for applicants who have lived overseas - guidance can be found at <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

and for teaching positions

- obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why the person may be unsuitable to teach

Where this information is not available the School will seek alternative methods of checking suitability e.g. additional references and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Recruitment Process and List of Recruitment Checks

An outline of the recruitment process and a list of all recruitment checks listed above may be found in Appendices B and C

Agency and third-party staff (Supply Staff)

Before an individual begins work, the school must receive written confirmation from the agency / company that all the checks that would normally be carried out by the school, if it was employing the person directly, have been completed. Supply staff can be anybody supplied by an employment business – this includes supply teachers but also any other staff supplied by an agency e.g. cleaning, catering. The written confirmation must detail all the checks carried out and the date these were undertaken for the specific named individual who will begin work at the School.

Before beginning work, the individual must also present the original of their DBS certificate and identity documents to the School.

Self-employed teachers, coaches etc.

Other staff not directly employed by the school such as self-employed teachers, peripatetic teachers, and coaches are treated as employed staff as far as pre-employment vetting is concerned and the same checks will apply.

Contractors

The School will ensure that any contractor, or any employee of a contractor, who is to work at the school, has been subject to the appropriate level of DBS check. This will be determined on a case-by-case basis depending on the nature of their work.

Appointment of Volunteers

Checks are not required for volunteers for a one-off occasion. However, such occasional volunteers must not be involved in any personal care of pupils or involved in any overnight stays.

Volunteers assisting the school on a regular basis are subject to the following checks

- Enhanced DBS with Barred List Check
- References
- Informal interview and no contrary indications from anyone in the school

The details of regular volunteers are included on the school's SCR.

Governors

Chair of proprietors

St Ambrose Preparatory school is an Edmund Rice School (Christian Brother trusteeship) & the proprietor is checked by the Secretary of State.

Non-proprietor governors

St Ambrose Preparatory Schools policy is, however, to carry out checks on all School Governors, including the Chair of Governors. Governors are treated as volunteers and appropriate vetting is carried out as described above.

Visiting Speakers

Statutory guidance requires that the school ensures that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are suitable. [L]
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Staff must follow the procedure described in the "Visiting Speaker Policy" and obtain permission from the head for any visiting speakers.

Visitors will be supervised at all times and must not be left alone with pupils.

Induction

All members of staff/volunteers/governors will be given an induction programme which will clearly identify the school policies and procedures, including Safeguarding/child protection, and make clear the expectations and codes of conduct which will govern how staff/volunteers/governors should carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff/volunteers/governors are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti-bullying, anti-

discrimination, restraint, behaviour, discipline, Whistleblowing

- Discipline and grievance, capability, code of conduct
- Health, Safety & Welfare, Fire Risk Assessment and Staff Handbook

Copies of the following documents will be provided to all staff during induction:

- The school's Safeguarding Children Policy, including information about the identity and role of the DSL and any deputies
- The staff code of conduct and behaviour policies (including use of technology and social media)
- The whistleblowing procedure
- A copy of Part 1 of KCSIE
- the pupil behaviour policy
- KCSIE Annex A (leaders and those who work directly with children)
- Acceptable use of IT and online safety
- The school's safeguarding response to children who go missing from education (children missing education policy to be provided)

In addition, all staff/volunteers/governors will be made aware of the channels for raising any concerns.

Whistleblowing

(Also see School's Policy on Whistleblowing)

All staff/volunteers are encouraged to be confident about raising concerns and to question and act upon concerns about the school's practices.

The school is committed to providing appropriate avenues for staff/volunteers to raise concerns, for these to be treated confidentially, seriously and sensitively and for a response to be given and feedback on any action taken.

We also assure staff/volunteers that there will be support to protect them from possible reprisals.

Our discipline and grievance procedures cover many areas for concerns, but some aspects may fall out of their scope. These include:

- Possible fraud and corruption

- Unauthorised use of funds
- Failure to comply to financial regulations
- Failure to comply with codes of practice/conduct
- Conduct which is an offence
- A criminal offence being committed
- Disclosures
- Health and safety risks
- Damage to the environment
- Sexual or physical abuse
- Other unethical conduct

Concerns may be made verbally or in writing to the Head teacher. The matter will then be dealt with appropriately and objectively and staff/volunteers will be kept advised. The Head teacher may seek advice from Governors or from external experts on the way to proceed.

However, if a member of staff feels unable to raise an issue or feels that their genuine concerns are not being addressed, other whistleblowing channels include the NSPCC whistleblowing on 0800 028 0285 or email help@nspcc.org.uk and advice is available at www.gov.uk/whistleblowing.

Ongoing Employment (Also see St Ambrose Safeguarding Children Policy)

St Ambrose Prep School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear ethos to all employees, parents and pupils. We will monitor issues as they arise, and through the use of a range of strategies will seek to continually improve the school environment, for the benefit of both staff and pupils.

Referral to the DBS and the Teaching Regulation Agency (TRA)

The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had that person not left the school's employ. If the individual is engaged in teaching duties, a referral must also be made to the TRA.

Referrals may also be made to the TRA (irrespective of whether the DBS criteria for referral have been met) for unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, any time, for a relevant offence. Advice about whether an allegation against a teacher is sufficiently serious to warrant referral to the TRA can be found in Teacher misconduct: the prohibition of teachers (April 2018). Further guidance is also published on the TRA website.

Record Retention/Data Protection

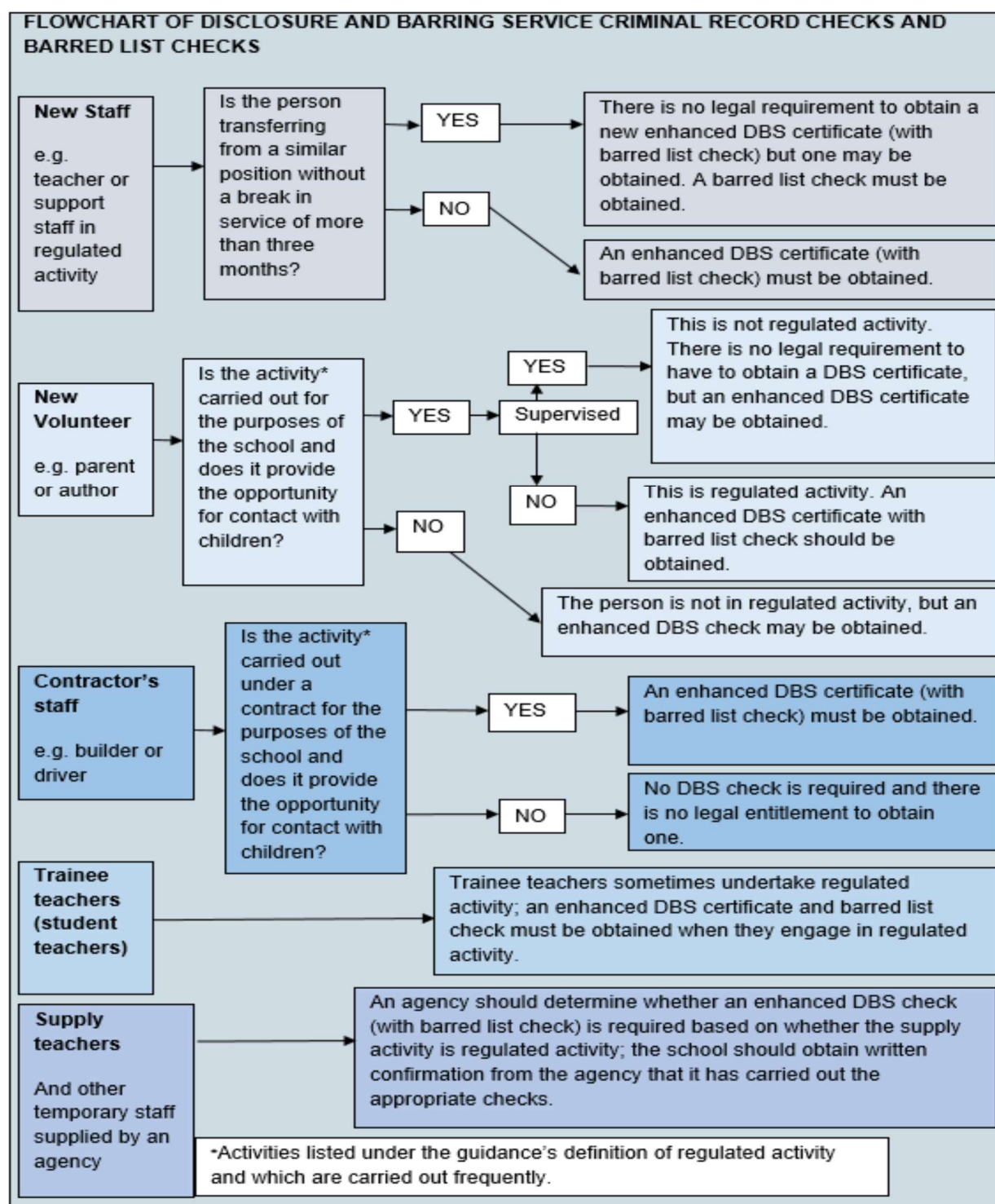
The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer, e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept in the school office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

The School may retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e. shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR).

The Head teacher and Designated Safeguarding Governor will be responsible for ensuring this policy is monitored and will be reviewed every three years or earlier if legislation requires.



Appendix B

Safer Recruitment Process

Process	✓
Planning • We have enough time to proceed properly through the process • Short listing and interviewing panel identified • Interview date set in advance and all panel members are available • At least one panel member has safer recruitment training • Administrative support is in place and a file for this recruitment process has been set up • Recruitment/advertising budget is agreed	☐ ☐ ☐ ☐ ☐ ☐
Advertising • School's safeguarding statement is in the advertisement • Requirement for enhanced DBS stated in the advertisement	☐ ☐
Job description and person specification • Safeguarding statement • Enhanced DBS registration requirements • Nature of contact with pupils • Level of responsibility for pupils • Any off-site or out-of-hours duties • Reference made to school's safeguarding portfolio, including child protection procedure and whistle blowing • Required competencies include commitment to safeguard and promote welfare	☐ ☐ ☐ ☐ ☐ ☐ ☐
Literature/application pack • Application form • Job description • Link to Safeguarding Policy, including staff concerns policy [DB is staff concerns policy on your website?] • Terms and conditions	☐ ☐ ☐ ☐
Application form – required information • Ensure full name and any previous names given • Full school, employment, voluntary and other history is provided, with no gaps • Reasons for leaving all previous posts, including voluntary ones • Two referees, including current or most recent employer, including voluntary agency/charity and most recent employer where applicant worked with children • Form makes clear that referees will be asked about applicant's suitability to work with children, child protection concerns and disciplinary offences • Implications of providing false information • DfE reference number • Rehabilitation of offenders form • Declaration that applicant is not disqualified from work with children • Supporting statement addressing commitment to safeguarding	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Short listing • Same panel available for short listing and interviewing • One member has safer recruitment training • Application forms properly completed • Gaps in history accounted for • Concerns or irregularities noted, for example, gaps in employment, frequent moves of work or address • Given referees comply with requirements – current/most recent employer/most recent work with children • Interview questions, including safeguarding and format agreed • Involvement of pupils in selection procedure agreed	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
References/Identity • Original identity documents match all other information provided • Photographic identity document provided • Referees have received the job description and person specification • References requested and received for shortlisted candidates • Referees have answered specific safeguarding/suitability questions • Any concerns, omissions or ambiguous comments are clarified with the referee • Missing reference followed up	☐ ☐ ☐ ☐ ☐ ☐ ☐
Interview • Confirm identity documents and qualifications seen and copies taken • References received • Interview follows agreed format • Commitment to safeguarding and requirement of DBS registration reiterated at start of interview • Gaps in history, ambiguous statements, irregularities are explored with candidate • Safeguarding questions • Additional safeguarding issues for vulnerable groups explored if relevant, for example, working with disabled/SEN pupils	☐ ☐ ☐ ☐ ☐ ☐ ☐
Conditional offer of appointment • Successful candidate's referees telephoned to confirm bona fide • Medical and physical ability to carry out the requirements of the job, confirmed • Verification of identity/qualifications/registrations/right to work in UK • Offer repeats school's commitment to safeguarding • DBS registration process explained/repeated • Emphasis offer is subject to satisfactory references, other pre-employment checks and DBS if not yet received	☐ ☐ ☐ ☐ ☐ ☐

Vetting and DBS - Enhanced DBS form completed - Confidentiality and safe storage requirements met	☐ ☐ ☐
Adverse DBS results - Post is regulated activity and bar is automatic without representation – applicant cannot work with children - Post is regulated and bar is automatic with representation – applicant cannot work with children until a decision is reached by DBS - Post is controlled – consider whether appropriate safeguards can be put in place	☐ ☐ ☐
Induction arrangements - Meet with designated person - Sign to confirm induction documents received, read and understood - Ascertain any training requirements - Evidence of previous child protection training seen	☐ ☐ ☐ ☐
Storage, retention and destruction of paperwork - All application forms and interview paperwork appropriately stored - DBS/ISA records appropriately stored in line with DBS guidance in single school record - Paperwork not required to be kept is securely destroyed	☐ ☐ ☐

Appendix C

Checklist of pre-employment checks which must be completed before a candidate begins working in school.

The personnel file must also evidence that the following required checks have been completed.

Keeping Children Safe in Education sets out the following pre-employment checks which must be carried out by schools:

1. Verification of a candidate's identity. Identification checking guidelines can be found on the GOV.UK website
2. A check of the candidate's employment history with any gaps explored and explained
3. An enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity). The original of the DBS certificate must be seen by the school.
4. A separate barred list check is required if
 - an individual will start work in regulated activity before the DBS certificate is available
 - the DBS update service is used
 - a DBS is accepted under the three-month rule
5. A declaration by the candidate of satisfactory mental and physical fitness to carry out their work responsibilities
6. Verification of the person's right to work in the UK.
7. If the person has lived or worked outside the UK, for three months or more in the last 10 years, make any further checks the school or college consider appropriate (see paragraph 262 of Keeping Children Safe in Education)
8. Receipt of at least two satisfactory references
9. Verification of professional qualifications, as appropriate;
10. TRA Check to ensure that any candidate with teaching duties is not prohibited from teaching
11. Sec 128 check to ensure that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State. A management position in this instance is defined as the head; all staff on the senior leadership team (including non-teaching staff); teaching positions with departmental headship; proprietors.

A self-declaration from an individual stating he/she is not Disqualified from Childcare