



Cothill House Policy Documents

Safer Recruitment Policy

Date: September 2023
Next review: September 2024

Policy Statement

As part of the Prep School's Trust, the school has commitment to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection

The recruitment process

A planned recruitment ensures that the school has a consistent approach every time a new staff member or volunteer is recruited.

Taking a planned and structured approach will help:

- minimise the risk of appointing someone unsuitable
- ensure the right person is selected for the role
- make sure the process is fair and with equal opportunities
- make sure there are records of the process for future reference.

Define the role

- For any role working with children and young people, both the job description and the person specification should highlight the importance of understanding safeguarding issues.
- Advertising the role
- Every advert for a role that includes work with children will include a statement about the school's commitment to keeping children safe.
- If the role requires a criminal records check, this will be included in the advert.

Applicant information pack

- The Prep School's Trust requires schools to use a common application form for all roles, whether paid or unpaid. This will include a full employment history and any gaps in employment must be explained. Applicants will also be advised that social media checks will be carried out.

Online Checks

- KCSIE requires that schools should consider carrying out an online search as part of the due diligence process on shortlisted candidates. The school will ensure that these checks are carried out on the shortlisted candidates, and any issues or discrepancies will be explored with the candidate.

References

- Applicants are required to provide the details of at least two referees (including current employer) and check references as part of the school's vetting checks. Referees will be asked about an applicant's suitability and ability to work with children and young people as well as their knowledge and understanding of child protection and safeguarding.
- Ideally, references will be taken up prior to interview where possible so that any discrepancies can be taken up with the candidate.
- The school will verify that electronic references originate from a legitimate source. Notes are recorded of any supplementary references taken over the telephone.

Interview

- All applicants will be assessed on their ability to carry out the role, based on justifiable and objective criteria.
- At least two people should be on the interview panel, one of which must have Safer Recruitment training. Any material connection between a candidate and a panel member must be declared.
- Interviews to recruit people to work with children should always be conducted face-to-face.
- Some form of practical test or assessment may be required to confirm an applicant's competency for the role.
- During the interview candidates should show that they are able to:
 - establish and maintain professional boundaries and professional integrity
 - establish and maintain relationships with children
 - take action to protect a child.

Checking identity

- Each candidate's identity will be checked during the recruitment process. The first opportunity to do this is usually when the candidate attends an assessment day and interview.

- From 1 September 2021, if not before, all candidates will be required to produce an original birth certificate in addition to other forms of identification, where this is possible. For successful candidates, copies will be retained on their HR file.

Qualifications, where appropriate

- The school will check qualifications where this has been stipulated as a requirement of the recruitment process. Such qualifications will be checked in advance of employment and original copies of certificates will be asked to be seen.

Vetting, disclosure and barring checks

Criminal records checks

- Criminal records checks enable the school to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.
- The school will apply to the [Disclosure and Barring Service \(DBS\)](#) for a check to help make safer recruitment decisions.
- A criminal records check is only valid on the date stated on the certificate.

Enhanced with barred list checks

- There are different types of criminal record checks depending on the nature of the work being carried out.
- If someone is doing "regulated activity" they need to undergo an "enhanced with barred list check".
- This provides information about police convictions, cautions, reprimands and warnings; information about whether the person has been barred from working with children; and any other relevant information.
- If a DBS certificate is unavailable before a person starts work in regulated activity the member of staff may be allowed to commence work provided all other relevant checks have been completed satisfactorily and a risk assessment is in place with appropriate safeguards taken including supervision.

Right to work checks

Even if the role is not paid, you may need to carry out a right to work check. The Home Office has published [guidance](#) on right to work checks and how to carry them out (Home Office, 2019).

Overseas checks

- If a candidate has been resident overseas for three months or more over the past ten years, the school will request a check of the candidate's criminal record in that country. The Home Office provides [guidance](#) on carrying out these overseas checks. The candidate is responsible for obtaining this check.
- The school may also require a letter via the applicant from the professional regulatory authority (usually the Department or Ministry of Education) in the countries in which

the applicant has worked confirming that they have not imposed any sanctions or restrictions, and that they are unaware of any reason why the applicant may not be suitable to teach.

Pre-employment checks for schools

- Teachers can be prohibited from teaching children and young people for various reasons, including unacceptable professional conduct or a conviction of a relevant criminal offence. The school will check that anyone employed or engaged to carry out teaching work in school is not subject to a prohibition order issued by the Secretary of State.
- The school will also check whether staff appointed to management positions are subject to a 128 direction, prohibiting them from this role. This also applies to staff who have been promoted internally.

Checking temporary or agency staff and visitors

- It's just as important to ensure you recruit temporary or agency staff who are suitable to work with children as it is with permanent staff.
- Any staff not directly employed by the school (e.g. supply staff) must have all the checks set out in paragraph 19 of the ISSR.
- If someone is visiting the school to run an activity with children, we will ensure that they have undergone the necessary checks.
- Furthermore, the school will only engage people to work with children if they come from an agency or organisation that has robust safer recruitment policies and procedures.

Supply teachers, student teachers and certain contractors in schools

- These staff are all in regulated activity.
- The school will ask the agency for written confirmation that the relevant disclosure and barring checks have been made for each temporary staff member or visitor. When supply staff arrive on site their ID will be checked.

Medical checks

The mental and physical fitness of all candidates will be verified via a confidential medical declaration form in order to check that they are able to carry out their work responsibilities.

Induction/probationary period

A probationary period is given to all new staff. Staff also receive induction and appropriate training in order to carry out their role. For further details, please refer to the Induction Policy

Checks on other adults, either visiting or residential

- For all persons over 16 who after April 2002 began to live on the same premises as the boarders, but are not employed by the school, an enhanced certificate with

barred list information will be obtained from the DBS as well as appropriate identity checks listed above.

- Any person over 16 not employed by the school, but living in the same premises as boarders will have a written agreement detailing the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise visits and notice that accommodation may cease to be provided if there is evidence they are unsuitable to have regular contact with children. They will be required to notify the Head if they are charged with, or convicted of any offence.
- All persons visiting boarding accommodation will be kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.
- Regular visitors to the school, including contractors will be subject to an enhanced certificate with barred list information will be obtained from the DBS.
- For spouses, partners and/or other adult members of staff households in boarding accommodation, the Head will clarify their role in writing, as well as carrying out the relevant checks.
- KCSIE requires that schools carry out a section 128 check for governors or trustees. People who are the subject of a Section 128 order are disqualified from being a governor or trustee.

Staff disqualification declaration

- Staff who work with children under 8 years of age are asked to complete a declaration from time to time, and not only pre-appointment.
- The declaration is renewed annually and the member of staff is obliged to inform the Head immediately on becoming aware of a reason/s that they may become disqualified.

Herewith some guidance:

The disqualification requirements apply to the following staff:

- Early years provision - any member of staff who provides any care for a child up to and including reception age. This includes breakfast clubs, lunchtime supervision and after school care provided by the school both during and outside of school hours for this early years age range.
- Later years provision, for children under 8 - please note however that the new DfE guidance states that the Regulations do not apply to education or supervised activity for children above reception age during school hours or in after school or co-curricular educational clubs. However, the regulations do apply to before school settings, such as breakfast clubs and after school provision that would constitute childcare.
- The regulations also apply to staff who are responsible for managing either the early or later years provision in that setting. The school will use its judgement to determine who is covered but this will include the Head, and may also include members of the senior management or leadership team responsible for the day-to-day management of the provision.
- Staff who are not employed directly to provide childcare are not covered by this legislation.

- For further information, please refer to [Disqualification under the Childcare Act 2006 – updated 31.8.18](#)

Annex A: The Prep Schools Trust – SCR Recruitment Checklist – Staff

Name:		Post:		
		Start date:		All recruitment checks are to be completed prior to this date and the person starting work at the school
Retain evidence of the following in the personnel file. Date or N/A ONLY required on SCR				
Recruitment requirement	Date checked by school	Record date on SCR (✓)	Evidence in file (✓)	Notes
Identity checks (includes birth certificate where possible, photo ID copies dated and signed)				
Qualifications				
Enhanced DBS (copy must not be retained)	Date DBS seen:		DBS Cert Number:	
Barred List (remember to check maiden name)				
Right to Work in UK				
Overseas Checks (where appropriate)				
Prohibition from Teaching (if teaching appointment)				
Prohibition from Leadership and Management (S128) (if management appointment)				
Reference 1 (to be verified)				
Reference 2 (to be verified)				
Application Form (Employment History)				
Medical Declaration				
Disqualification from childcare declaration				
Online social media checks				
New Starter Forms completed and passed to Trust Payroll Manager		Date:	Signature:	
Checks and Signatures				

All checks satisfactorily completed (HR signature)	Date:	Signature:
File checked and staff member may commence work at the school (Head's signature)	Date:	Signature:
Any scrutiny by Trustee	Date:	Signature:
When the staff member leaves the school's employment		
Date leaving		
Reason for leaving		
Notification to DfE?		
Referred to TRA/DBS?		

