

SAFER RECRUITMENT AND SELECTION POLICY

THIS POLICY INCLUDES THE EARLY YEARS FOUNDATION STAGE

ISI Code:	Safer Recruitment and Selection Policy
Policy Author:	Head of Recruitment Tilly Strong
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1. POLICY AIMS:

Recruiting people who are wrong for the School can lead to increased staff turnover, increased costs and lowering of morale in the existing workforce. Such people are likely to be discontented, unlikely to give of their best, and end up leaving voluntarily or involuntarily when their unsuitability becomes evident. They will not offer the flexibility and commitment that the School requires and seeks.

Adherence to this policy will ensure that the School recruits and selects the best applicants for employment who are engaged and are committed to the education and welfare of the children and are sympathetic and believe in the values and ethos of the School.

Pennthorpe aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people and creating a safe environment for them are integral factors in recruitment and selection.

2. SCOPE OF THE POLICY:

The Safer Recruitment and Selection Policy applies to any individual working at the school whether:

- Under a contract of employment (this covers every employee regardless of role).
- Under a contract for services (this covers self-employed people arranged and paid by the school. It does not include those in contract for services with others).
- Under a contract (this covers self-employed people who are arranged by the school for the purposes of the school but paid directly by parents e.g. peripatetic staff).

The school recognises its commitments under:

- The Independent School Standard regulations
- The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedom Act (2012)
- Working Together to Safeguard Children (2018) (WTSC)
- *Keeping Children Safe in Education (September 2023)* (KCSIE) and will comply with these regulations and statutory guidance.

- *The Prevent Order 2015.*
- Prohibition from management of independent schools: checking for directions, (2015).

3. LEGAL RESPONSIBILITIES AND EQUAL OPPORTUNITIES:

The School and its representatives have a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation, pregnancy, maternity, marriage and civil partnership, gender reassignment and religion or belief.

The Safer Recruitment and Selection Policy is aimed at ensuring that the experience for all candidates is fair, non-discriminatory and that the chosen candidate is recruited on merit, ability and suitability for the post.

Selection decisions will be made in accordance with equality principles and the School will comply at all stages of the recruitment experience with its responsibilities under:

- The Sex Discrimination Act 1975.
- The Race Relations Act 1976.
- The Rehabilitation of Offenders Act 1974
- The Employment Equality Regulations (covering sexual orientation, religion or belief, and age).
- The Equality Act (2010) including the School's responsibility for making reasonable adjustment for a successful candidate with a disability to take up their appointment.

This policy will be reviewed annually and when required and updated to adhere to appropriate legislative changes and/ or statutory requirements regarding recruiting and safer recruitment.

4. THE RECRUITMENT PERSONNEL:

Pennthorpe recognises that its staff are its single most important resource. Therefore, recruitment and selection of all levels of staff are activities of major importance.

Recruitment is not an isolated task but rather the beginning of the employment relationship.

All Staff involved in any level of recruitment or any stage of the process should ensure that:

- They act in accordance with the School's Safer Recruitment and Selection Policy.
- All appointments are made on merit, against objective criteria, which are applied consistently across all candidates.
- Confidentiality is maintained at all times regarding candidates' details.
- The School attracts and retains a high calibre of staff.
- The highest quality of teaching and support is provided to all children and young people.
- A favourable and positive image of the School is promoted through its Safer Recruitment and Selection activities.

Pennthorpe prioritises the safeguarding and promotion of the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. This commitment is embedded in all our procedures and pre-employment checks.

At least one person who is responsible for interviewing applicants must have completed the Safer Recruitment training. In addition, at least one member of the Governing Board must have Safer

Recruitment Training. This means a recruitment panel must have at least one member who has completed the training. In addition, the person responsible for the school's recruitment processes must have completed this training.

The Head has the final say on all appointments, except those specifically identified by the Governing Body. The Head may delegate responsibility for finding the right candidate, however they will normally meet the candidates when they attend for interview.

5. THE RECRUITMENT PROCESS:

5.1 DECISION TO RECRUIT:

The school makes a decision that the school requires a further member of staff. Consideration is given to the Safer Recruitment Checklist (**Appendix A**) which details the process to be followed.

5.2 ADVERTISING THE ROLE:

All posts will be appropriately advertised, including reference to the fact that Pennthorpe School is committed to equal opportunities, and a reference to safeguarding and promoting the welfare of children and young as well as the requirement for completion of an Enhanced Disclosure and Barring Service (DBS) check.

An advert will reflect the title of the role, requirements of the role, closing date and personnel to contact for further information.

Adverts and all recruitment materials will make clear the school's commitment to Safer Recruiting.

5.3 APPLICATION PACK:

On application, all candidates will receive an information pack consisting of the following:

- An Application Form.
- Self-disclosure Form.
- Safeguarding statement.
- The school's Safeguarding and Child Protection Policy.
- Job Description outlining the requirements of the role.
- Person Specification:

This should separate essential and desirable criteria, stressing that essential criteria must be met in full. These will include qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people.

- Terms and Conditions including working hours and holiday entitlement if relevant.
- Equal Opportunities monitoring form.
- Background information on Pennthorpe and the training and development available.

The School will consider both internal and external candidates for advertised roles and applicants will be treated fairly and equally through the recruitment stages in accordance with the principles of this policy.

The Safeguarding Statement will include the following:

- An explanation that if the candidate is shortlisted, the school will take up any discrepancies and anomalies in the information provided or issues arising from references at interview;
- How the school will test and assess that candidates meet the criteria during the selection process, including their suitability to work with children;

5.4 APPLICATION PROCESS:

All candidates are required to complete an application form and C.Vs will not be accepted as a replacement document. The schools Application Form will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK.
- Full details of qualifications relevant to the position applied for including awarding body and date of award.
- Teachers will need to provide DfE number
- Full employment history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationship to existing or potential employees or employers.
- Details of at least two referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted.
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.
- A self-disclosure form which outlines, confidentially, the need to disclose all cautions and convictions which are not deemed to be 'protected' This means that these do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a caution or conviction should be disclosed can be found on the Ministry of Justice website.
<https://www.gov.uk/government/organisations/ministry-of-justice>
- There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on the barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body. There will also be an explanation of the DBS checking requirements.
- There will be statement outlining the school's responsibility to conduct online searches on short listed candidates.

Applications 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 gaps in service or mid-career moves from permanent to supply or temporary work. These will be documented on a covering sheet and discussed by all recruitment personnel to create the interview shortlist.

Shortlisted candidates will undergo a selection process to determine their suitability for employment, against objective criteria.

5.5 SHORTLISTING OF CANDIDATES:

- All shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would deem them unsuitable to work with children, if this was not completed at the application stage.
- All formal interviews will have a panel of at least two people chaired.
- At least one person on the appointment panel will have undertaken safer recruitment training.
- A nominated Governor should chair or be part of the panel for the Bursar's/Head's appointment.
- The panel will meet to short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. They will refer to the Person Specification outlined in the application pack and keep notes pertaining to their decisions.

- These will be passed to the Chair at the end of the shortlisting meeting and added to the successful candidate's file.
- The agenda of the interview and the roles each member of the panel and the school's staff will play should be discussed at this stage and the interview feedback forms prepared.
- Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

5.6 REFERENCES:

An attempt will be made to take up at least two written references before interview for shortlisted candidates (unless the candidate withholds permission on the application form) so that any issues of concern can be explored further with the referee and taken up with the candidate at interview. References will be sought on all short-listed candidates before interview, directly from the referee and must be supplied on the school's standard reference form which requires answers to specific questions. References should be from a senior person with appropriate authority, not a colleague. Open references, for example in the form of 'to whom it may concern' testimonials are not acceptable but are becoming standard. These will be verified by the Head. To start in post, at least two satisfactory references will need to be received.

Referees will be advised that:

- They have a legal liability for references and the reference should contain no material misstatement or omission;
- The content of the references may be discussed with the applicant;
- The referee may be contacted later for clarification on any part of the reference.

If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying and space is given on the application to do this.

If a candidate withholds permission without a valid reason, the invite to interview is withdrawn and a further candidate invited to attend the shortlist process.

All written references should be checked by the Head to ensure that all specific questions have been answered satisfactorily. Information provided directly by the candidate should be verified and electronic references should be checked to ensure they originate from legitimate sources. The referee will be contacted to provide further clarification where applicable and as deemed appropriate and notes documented on the verbal reference form. They will also be compared for consistency with the information provided by the candidate on their application form and any discrepancies will be taken up with the candidate.

Contact will always be made with the current employer in order to obtain written information which confirms employment details, explanations for any discrepancies and reasons for leaving. Where there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained.

References will specifically request any reasons why the applicant should not be working with children. Suitability will be verified by the Head (or a person appointed to do so by the Head) by telephone.

Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).

All notes written by interviewers will be kept with all paperwork for each recruitment exercise and feedback where agreed will be provided to unsuccessful candidates.

For internal candidates, confirmation of suitability will be sought, ideally from previous employers, but where they are un-contactable, from appropriate, senior colleagues internally.

5.7 ASSESSING SELF-DISCLOSURES:

Self-disclosures should be considered only after a successful candidate has accepted a conditional offer and should be conducted by two personnel involved in the recruitment process. Self-disclosures should not be opened for any unsuccessful candidates and these should be disposed of securely.

When assessing the self-disclosures, the following should be considered:

- The relevance, nature and seriousness of the offence
- Timescale: when was the offence(s) committed
- Repetition: did they occur more than once?
- Any mitigating circumstances
- Changes and remorse
- Country of conviction
- De-criminalisation

Certain cautions and convictions are considered to be 'protected.' This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or cautions should be disclosed can be found on the Ministry of Justice website. <https://www.gov.uk/government/organisations/ministry-of-justice>

5.8 INTERVIEWS:

The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made as to whether or not an interviewer should withdraw from the panel. Should the chair have a conflict of interest, an appointed vice chair should decide whether the chair should withdraw from the panel.

TEACHING POSTS:

- For Bursar and Deputy Head Leadership posts, the panel will include the Head and at least one member of the Board of Governors.
- For all Academic staff it would be usual for the Head and at least one other senior member of staff to be involved in the selection process, at least one of whom will have undergone accredited Safer Recruitment training.
- In most cases candidates will be required to teach one or two lessons, one pre-planned and a further 'on the spot' lesson.
- All candidates will have an opportunity to tour the school, meet other members of staff and ask questions of their choice. Candidates will be informed in advance of what will be required and at what stage during the interview process this will take place.

NON-TEACHING POSTS:

- The interview panel will comprise of the Head and appropriate Line Manager, one of whom has undergone accredited Safer Recruitment training.
- Dependent on the post, there may be a separate assessment of ability/skills required for the role.
- All candidates will have an opportunity to tour the school, meet other members of staff and ask questions of their choice. Candidates will be informed in advance of what will be required and at what stage during the interview process this will take place.

- In addition to assessing and evaluating the applicant's suitability for the post, the interview panel will also explore:
 - Safeguarding and suitability to work with children.
 - Previous working experience and motivation for applying for the role.
 - The candidate's attitude towards children and young people.
 - His/her ability to support the School's agenda for Safeguarding and promoting the welfare of children.
 - Any gaps in the candidate's employment history.
 - Concerns or discrepancies arising from the information provided by the candidate and/or a referee; and
 - Whether the candidate wishes to declare anything in the light of the requirement for a DBS check e.g. their being subject to a prohibition order.

Travel expenses and costs incurred during the recruitment process will not be refunded by the school.

A written record of the interview will be kept on the staff member's file if successful. If the applicant is not successful they will be kept for 6 months and then destroyed.

- Where possible, the successful candidate will be informed by telephone within 48 hours of the interview.
- The Head (or someone delegated by them) will telephone the successful candidate to offer them the job.
- After verbal acceptance of the post, a conditional letter of appointment is sent to the chosen candidate, along with a statement of the Terms and Conditions of Employment. The applicant will be required to accept the post and the related conditions in writing.
- Wherever possible, the chair of the interview panel will contact all shortlisted applicants in person regardless of the success of their application, giving each an opportunity to request feedback.
- Non-shortlisted candidates are normally contacted by email.

6. CONDITIONS OF APPOINTMENT:

6.1 'REGULATED ACTIVITY':

The appointment of the successful candidate will be provisional and subject to completion of pre-employment checks. The level of checks required will depend on the role and duties of an applicant to work in the school.

For most appointments, the applicant will be engaged in a 'regulated activity' – that is if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- Will work regularly in a school or college at times when children are on school or college premises (where the person's work requires interaction with children whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed by a contractor).

Regulated activity includes:

- Regular teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

- work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;
- work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not.

This includes:

- relevant personal care, or health care provided by or provided under the supervision of a health care professional:
- personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

6.2 PRE-EMPLOYMENT CHECKS:

The range of checks the school will carry out is listed below though some categories do not apply to supervised volunteers and others not engaged in a regulated activity. Written and clear evidence of required and/or relevant qualifications.

IDENTIFICATION CHECKS AND REFERENCES

- Proof of identification i.e. the school will, where possible, check the candidate's birth certificate and cross-reference this to other identification provided. If a candidate has changed his/her name by deed poll or any other mechanism – marriage, adoption, statutory declaration – he/she must provide documentary evidence of the change.
- Where relevant, proof of qualifications.
- The receipt of at least two satisfactory references. If a reference is taken over the phone, detailed notes will be taken by the Head, dated and signed on the appropriate form. A written reference will be taken immediately following the verbal reference.
- Evidence of name, address and date of birth and proof of identity.
- Proof of the right to work in the UK.
- Evidence of checks provided by another country for an applicant who has worked abroad (if applicable).
- For teaching posts, verification of successful completion of statutory induction period (for those who obtained QTS after 7 May 1999).

OVERSEAS CHECKS

For those individuals who have lived or worked outside of the UK, further checks may be undertaken so that relevant events that occurred outside the UK can be fully considered including obtaining an enhanced DBS check with barred list information. Additional checks will be obtained where a candidate has lived overseas for three months or more in the last five years. Where a member of staff has worked in a school in the UK since moving from overseas, without going back overseas, it is not necessary to repeat the overseas checks.

Teachers will be required to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. This evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.

Where a DBS check is not considered sufficient or is not available, the school will have regard for the Home Office guidance on what checks are available from different countries and foreign

embassies. This will be done prior to the person starting work, including an appropriate risk assessment.

DBS AND BARRED LIST CHECKS

A check of the Barred List and a satisfactory DBS enhanced disclosure, must be obtained from the candidate before, or as soon as practicable after the person's appointment, including when using the DBS update service. This should be completed no earlier than three months of the start date.

The candidate must show the original DBS certificate to the school before they take up their post or as soon as practicable afterwards. The school will compare any information disclosed on the certificate with any information shared by the applicant during the recruitment process. The school does not retain copies of DBS certificates on file.

Barred list checks will not be requested on any person who is not engaging in or seeking to engage in regulated activity.

Separate Barred List checks will be carried out if:

- a new disclosure is required but is not received in advance of a member of staff starting work in regulated activity (see below).
- a pre-existing enhanced DBS check is accepted under the 3-month rule.
- a pre-existing enhanced DBS check without barring information is accepted from a candidate who subscribes to the update service.

The School reserves the right to withdraw the offer of employment in cases where the DBS disclosure response is either not presented to the School by the successful candidate, or where there is an unresolved dispute with the DBS disclosure findings following DBS confirmation of its original findings.

Members of staff may move between schools without requirement of subsequent schools to carry out further DBS checks unless they leave the school's workforce for three months or more. However, a check of the barred list must be done separately.

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

SECTION 128 MANAGEMENT CHECKS

For any staff who are to be involved in management, a Section 128 check to ensure the applicant is not barred from taking part in the management of an independent school. The following staff are considered to be in management positions for the purpose of these checks:

- The Head;
- All staff on the Senior Leadership Team (including non-teaching staff)
- Teaching positions with departmental headship
- Governors/Proprietors

S.128 check also applies to any staff who are promoted internally.

When applying for a DBS in application box 61, the position applied for is to be 'Child Workforce Management of Independent School'. Where a person is not eligible for a children's barred list check but will be working in a management position, a section 128 check should be carried out using the TRA's Employer Access service.

For those not in regulated activity e.g. Governors, the prohibited list can be accessed via the NCTL using Secure Access.

Any concerns raised during the employment checks will be investigated and a written note kept on the employment file of the further investigation conducted and its conclusion.

All documentary evidence must be original and not a photocopy. Evidence of all checks is sought from supply agencies before any temporary member of staff commences employment.

PROHIBITION FROM TEACHING:

Any member of staff employed to carry out teaching work, requires a Prohibition from Teaching check. This includes all staff who engage with children including teaching Assistants, Librarians and other support staff.

These can be conducted via the TRA website.

A person who is prohibited must not be appointed to a role that involves teaching work

DELAYED PRE-EMPLOYMENT CHECKS:

Normally the successful candidate will not commence employment until all pre- employment checks have been completed and are satisfactory. In exceptional circumstances, employment may commence for a short period 'under supervision' based on business need and the completion of a risk assessment conducted by the Head and Head of Recruitment – in conjunction with their line manager.

The following conditions must be met for this to be permitted:

- The appointment is not confirmed.
- The DBS application has been made in advance.
- All other checks have been completed satisfactorily.
- A barred list check has been undertaken before the employee starts work or where a portable disclosure is used.
- A prohibition check or s.128 check if applicable.
- Appropriate safeguarding and supervision arrangements have been implemented and documented and the person in questions has signed to confirm their understanding of these (evidence of this will be retained).
- The safeguarding and supervision arrangements are reviewed at least every two weeks.
- A note is added to the SCR and evidence is retained of measures put in place.

Unsuccessful candidates will be informed by telephone or email as soon as possible but in any case, within 7 working days after interviews have taken place.

INTERNAL APPOINTMENTS:

Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the School, the appointments procedure follows a similar pattern to that for external recruitment but minor internal appointments may be made without recourse to the interview procedure. Candidates successful in achieving an internal promotion to management level will be subject to a Section128 check.

7. CONFIRMATION OF APPOINTMENT:

When all pre-employment checks have been completed satisfactorily, the offer of employment will be confirmed in writing.

Copies of identity documents, right to work in the UK, references and qualifications will be retained on the employee's file.

Candidates who are not able to satisfy the pre-employment checks will have their conditional offer of employment to the School withdrawn or will be subject to disciplinary action and potential dismissal for Gross Misconduct.

Any candidate who applies for a role in the school despite being on the Barred or Prohibited lists must be reported to the appropriate authorities at once.

8. OTHER APPOINTMENTS:

AGENCY AND THIRD-PARTY STAFF, VISITING PROFESSIONALS:

Pennthorpe will obtain written notification from any agency or third party organisation that supplies staff to the school that the organisation has carried out all the checks on an individual who will be working at the school that the school would otherwise perform.

This must include: identity, enhanced disclosure, right to work in the UK, qualifications, overseas checks, a barred list check and, if applicable a check on prohibition orders and prohibition from management, prior to appointing that individual.

The agency should take up references, obtain a declaration of medical fitness, check previous employment history and of applicable, check whether the person is disqualified from childcare, including by association.

The identity of the supply staff will be checked on arrival at the school to ensure that they are the same person on whom checks have been carried out.

Details of third party or supply agency notification are to be kept on the SCR.

CONTRACTORS' STAFF:

Where the school uses contractor services, the school will set out the safeguarding requirements in the contract between the organisation and the school.

Contractors working at the school on a long-term basis will be subject to the same checks as school staff with written confirmation supplied by the employing organisation. The school will carry out an identity check of such staff on arrival.

Where employees of contractors will have access to areas of the school where regular unsupervised contact with children is possible, the school will require written confirmation that DBS checks have been undertaken by the contractor and will also carry out identity checks on arrival.

Where a contractor working regularly at the school is self-employed, the school will obtain the appropriate level of DBS check. Self-employed contractors can obtain their own 'basic' check which, is acceptable for ad hoc workmen who will have **NO** contact with children.

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

VOLUNTEERS:

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The arrangements for volunteers will depend upon whether the volunteer is in regulated or unregulated activity.

Volunteers in a regulated activity must undergo the same checks as staff employed at the school. Volunteers in regulated activity will be required to complete an Application Form. If deemed necessary, professional and/or character references may be taken. A DBS check will be completed but not a Barred List check. A full induction will be completed with specific focus on safeguarding.

Regular volunteers not engaged in a regulated activity, including those who are supervised at all times, will not require an enhanced DBS check. They will however, require additional discretionary checks on the basis of a risk assessment in relation to the person, the work, the vulnerability of the children, other information known and the situation. The checks could include, references, an informal interview and checking the school community for concerns. Details of the risk assessment will be recorded.

'One-off' volunteers for day outings concerts etc. do not require vetting checks but must be supervised at all times by a suitably checked member of staff and may not undertake any kind of personal care of pupils.

GOVERNORS:

Governors are volunteers and will be treated on the same basis as outlined above for other volunteers who are not participating in regulated activity. The Chair of Governors will ensure that all governors are subject to the following checks:

- Enhanced DBS
- Confirmation of identity
- Check on the right to work in the UK
- Overseas and other checks as appropriate
- Prohibition from Leadership and Management
- Disqualification from childcare
- If a governor will be engaged in a regulated activity a barred list check will also be requested.
- All checks will be completed in advance of the appointment or as soon as practicable after appointment.

THE CHAIRMAN OF GOVERNORS:

The Chairman of Governors will not be undertaking regulated activity. They will therefore be subject to the following checks by the Secretary of State for Education:

- Enhanced DBS check
- Confirmation of identity
- Check on the right to work in the UK
- Overseas and other checks as appropriate

It is the school's responsibility to inform the DfE of a change to the Chair so that checks can be made in advance of the appointment or as soon as practicable after the appointment.

STAFF NOT IN A REGULATED ACTIVITY:

Some staff may come onto the school staff on an infrequent basis to work under supervision – for example a visiting specialist running a workshop. Identity checks will be carried out when such staff arrive at the school.

WORK EXPERIENCE:

A person supervising a child under 16 on a Work Experience placement may require barred list checks if the conditions for regulated activity are met. The duty here will be on the employer to complete these checks. A risk assessment, within the same precis as a Volunteer not in regulated activity will be undertaken.

VISITING SPEAKERS AND VISITORS TO SCHOOL:

The school will act in accordance with The Prevent Duty 2015 and be mindful of the vulnerability of young people in relation to radicalization. All visiting speakers will be checked for suitability and appropriately supervised. All details of visiting speakers, risk assessments and background checks are recorded on a visitor register and stored by the Head.

For visitors who are in school in a professional capacity, ID will be checked along with a view of the visitors DBS check.

See 'Visitors in School' Policy.

9. SINGLE CENTRAL REGISTER:

The school will maintain a Single Central Register which records whether or not the following checks have been carried out and the dates on which these were completed:

- Identity check
- Barred list check
- Enhanced DBS check – see above for additional requirement for supply staff
- Prohibition from teaching check
- Prohibition from management check
- Disqualification from Childcare Form
- Further overseas checks as appropriate (e.g. professional letter of standing)
- Check of professional qualifications as appropriate
- Check on the right to work in the UK
- Employment history – application form/CV
- References
- Medical fitness declaration

The Single Central Register will include the following people:

- All staff including supply staff who work in the school; this means those providing education to children
- All others who work in regular contact with children in the school, including volunteers
- All members of the governing body

10. APPENDIX A RECRUITMENT CHECKLIST:

PENNTHORPE SCHOOL: Safer Recruitment Checklist

Candidate Name:

Role:

Part A: Application Stage	Date	Initials
Application pack advertised (<i>Application Form, School Information, Equal Opportunities, Safeguarding Statement, Person Specification, Job Description, Safeguarding Policy, Safer Recruitment & Selection Policy</i>)		
Application received and complete (Head of Recruitment): (<i>Equal Opportunities and Self-Disclosure sections complete;</i>)		
Employment history checked (Head/Deputy Head)		
Date of Shortlist meeting (Where Applicable):		
Scrutiny spreadsheet Completed (Head/ Deputy Head and/or Line Manager):		
Proceed with Recruitment? Yes / No:		
Part B: Recruitment Stage		
Invitation to Interview sent (Head of Recruitment):		
Candidate confirmed attendance:		
No: Rejection email sent / Application rejected and filed:		
Yes: References Requested prior to Interview (Head of Recruitment):		
First Reference received and accepted (Head of Recruitment):		
Follow up verbal reference obtained (Head of Recruitment):		
Second reference received and accepted (Head of Recruitment):		
Follow up verbal reference received (Head of Recruitment):		
Original identity, NI number & proof of address checked and copied at interview (Head of Recruitment):		
Relevant Qualifications checked and copied on interview day (Head of Recruitment):		
Right to work in the UK Checked (Head of Recruitment):		
Proceed with Recruitment? Yes / No:		
Part C: Pre-Appointment Check Stage		
No: Rejection communicated & Application stored for 6 months (Head of Recruitment):		
Yes: Conditional offer of employment made and sent (Head of Recruitment): (<i>Letter, DBS Details, Statement of Medical Fitness, Contract, Job Description, Disclosure Declaration</i>)		
Barred List check completed (Head of Recruitment):		
DBS ID checked (Head of Recruitment):		
DBS update service check completed if subscribed (Head of Recruitment):		
DBS applicant section completed (Head of Recruitment):		
DBS reference number received and recorded (Head of Recruitment):		
Original DBS certificate seen (Head of Recruitment):		
Certificate Number (Head of Recruitment):		
Certificate Date (Head of Recruitment):		
Prohibition Order completed if required (Head of Recruitment):		
S128 Check complete if required (Head of Recruitment):		

Disqualification Declaration received (Head of Recruitment)		
Additional oversees checks complete if required (Head of Recruitment):		
Letter of professional standing if required (Head of Recruitment)		
Signed Medical Statement received (Head of Recruitment):		
Risk assessment completed if required (Head):		
Proceed with Recruitment? Yes/No:		
Signed Contract & Job Description received (Head of Recruitment):		
Single Central Register completed (Head of Recruitment):		

Part D: Induction Stage		
Start Date (Head of Recruitment):		
Pre-Employment Induction Completed (Head of Recruitment): <i>(Head/Head of Pre-Prep, Safeguarding, Matron, IT, Academic, Bursary, Health & Safety)</i>		