

RECRUITMENT POLICY



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RECRUITMENT POLICY



POLICY STATEMENT

The Grange School ("the School") is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff and volunteers of the highest calibre who share this commitment.

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. The school carries out all recruitment activity in line with the following guidance and regulations:

- ISI Regulatory Handbook Section 4 – Suitability of Staff, Supply Staff and Proprietors
- ISI Regulatory Handbook Section 8 – Quality of Leadership and Management in Schools
- Keeping Children Safe in Education (KCSIE) September 2022
- Working Together to Safeguard Children August 2018
- Prevent Duty Guidance: England and Wales updated October 2022
- Education (Independent Schools Standards) (England) Regulations 2014

All queries on the School's Application Form and recruitment process must be directed to the Director of Finance & Operations or the Head

This policy applies to all employees and governors responsible for and involved in the recruitment and selection of all school-based staff including EYFS staff.

AIMS OF THE POLICY

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

- to ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds of a protected characteristic, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age; and
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in "Keeping Children Safe in Education" (September 2020) and guidance published by the Disclosure and Barring Service.

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OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following:

- the Welfare and Safeguarding Policy
- the Employee Handbook
- Data Protection Policy
- Equal Opportunities Policy
- Remuneration Policy

REVIEW DATES AND APPROVAL

This policy is reviewed by the Nominations & Committee and then approved by the Full Board of Governors (including the Chair of Governors and the Head(s)).

Last reviewed: February 2023

Next review: February 2025

Person responsible for review: Director of Finance & Operations

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The Recruitment, Selection and Disclosures Policy and Procedure 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.

The above definition includes teachers, paid coaches, part-time staff, teaching assistants, administrative staff, caretakers and other ancillary staff directly employed by the school. Any staff who TUPE transfer into the school's staff, will also fall under this category and will be required to undertake the statutory requirements with regard to safer recruitment checks.

There is a separate section in the Appendix of this policy relating to volunteers, agency or contract workers and peripatetic teachers.

*All staff (including volunteers, visiting professionals and contractors if they are in regular contact with children) are included in the single central register.

PROCEDURES

Authority To Recruit

All recruitment activities will require the prior approval of the Head and the Director of Finance & Operations (DFO) and the acknowledgement of other key individuals via an "Approval to Recruit" form. This form will ensure that key managers are aware of the recruitment activity and starts an auditable process whereby key actions and pre-employment checks can be monitored.

Application Forms

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

As the position for which candidates are applying involves 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 may be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head if requested to do so. If candidates

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would like to discuss this beforehand, they are asked to please telephone in confidence to the Head for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School may still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

References – academic staff

References for academic staff will be taken up on all shortlisted candidates prior to interview (where time allows). All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. For academic staff if the candidate has previously worked with children but their current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend and in the case of applicants with only one professional reference a second reference may be sought from their university or school.

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References – support staff

In some instances, references for support staff will be taken up on all short listed candidates prior to interview (where the candidate gives permission – it is noted that sometimes candidates prefer for references to be taken up after receiving an offer as their current employer may not be aware they are looking for a new job).

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer.

For support staff who have worked in an education setting previously but their current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Where this is not possible usual professional references will be sought. Neither referee should be a relative or someone known to the applicant solely as a friend and in the case of applicants with only one professional reference a second reference may be sought from their university or school.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will normally be sent a copy of the Job Description and Person Specification for the role which the applicant has applied for.

If the referee is a current or previous employer, they will also be asked to confirm the following:-

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. References should usually be in writing (or email) unless there are exceptional circumstances when a telephone reference will be acceptable.

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

In exceptional circumstances, and if time does not allow for the references to be taken up before interview, it will be stipulated that the offer of employment is subject to satisfactory references. Under no circumstances must a contract be issued prior to such references being received, reviewed and approved. The School may call back a candidate for further interview if references are not available at the time of interview.

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Where a candidate has a genuine reason not to have a recent work based referee (for example if they are returning to work after an extended break after looking after children) then care must be taken to ensure any personal references are thoroughly considered and questioned, and additional references may be sought including contacts in the local community.

Interview

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role.

Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

On the day of the interview a Barred List check will be conducted for all interviewees.

Academic staff interviews will consist of a formal interview with at least 2 people on the panel chaired by the Head or a member of the SLT or another designated senior member of staff alongside a lesson observation.

Support staff interviews will consist of at least one panel interview with two or more people on the panel. It is at the discretion of the senior lead as to whether a task is required as part of the interview process.

It is essential that at least one person on the panel **must** have undertaken safer recruitment training or refresher training within the last 3 years.

The Chair of Governors should chair the panel for the Head's appointment. 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 by the Chair as to whether or not an interviewer should withdraw from the panel.

Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

Whenever possible the interview will be conducted in person and the areas which it will explore will include suitability to work with children, safeguarding and child protection.

All teaching staff candidates invited to interview are recommended to have available documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).

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Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview bring with them a passport, current photo driving licence or full birth certificate as proof of identity.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment – Pre Appointment Checks

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- Where possible, the receipt of two references (one of which must be from the applicant's most recent employer and one from the applicant's employer with whom they most recently worked with children (if applicable)) which the School considers satisfactory (see above);
- verification of the candidate's identity, qualifications and professional status (see above);
- the receipt of an Enhanced Disclosure from the Disclosure and Barring Service with which the School is satisfied (see below);
- if applicable, a check that a candidate to be employed at the School is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service (for the purposes of this "teaching" is defined using The Teachers' Disciplinary (England) Regulations 2012 and does not include teaching assistants);
- if the candidate will be working in either a EYFS setting or involved in the care of children before or after school who are under the age of 8 a Disqualification check will also be carried out under The Childcare (Disqualification) Regulations 2018.
- verification of the candidate's medical fitness for the role (with an occupational health provider); and
- the agreement of a mutually acceptable start date
- completion of the relevant online Safeguarding Training Course as provided by Educare.

If the candidate has not previously lived in the UK, the School must obtain confirmation of their right to work in the UK, confirmation of their qualifications and a certificate of good conduct from the candidate's home police force. Nearly all European Economic Area and Swiss nationals are free to live and work in the UK without restriction. A check will be carried out through the TRA on teachers sanctioned in other EEA member states.

All checks should be documented and retained on the employee's personnel file and our PASS system (subject to certain restrictions under the Data Protection Act and DBS regulations) and followed up where they are unsatisfactory or contain discrepancies.

The School must notify the Disclosure and Barring Service where:

- an applicant has provided false information in, or in support of, their application; or
- there are serious concerns that an applicant poses a risk of harm to children.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment as confirmation of employment.

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Medical Fitness

As part of the recruitment process the school may take up medical information to confirm that the candidate is medically fit to carry out the role. A self-declaration form is also used which requires the individual to confirm that they are not aware of any reasons – mental or physical – which would prevent them from discharging the responsibilities associated with the post in question.

Any individuals who have medical conditions that place potential barriers to enabling them to carry out the intended role may be referred to an occupational health provider and, where possible, reasonable adjustments will be put in place to enable individuals to carry out their duties effectively.

The school is committed to its obligations under the Equality Act 2010 to make any such reasonable adjustments as required and viable.

Disclosure and Barring Service

The School applies for a Disclosure and Barring Service (“DBS”) check in respect of all prospective staff members, governors and volunteers. This is an enhanced check with barred list information.

An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. If the individual is applying for a position working with children or young adults, the Disclosure will also reveal whether they are barred from working with children or vulnerable adults by virtue of their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Disclosure and Barring Service. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s) or confirmation from overseas authorities/police forces.

The School expects supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account (DBS updates service) and to follow their policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation. A separate Barred List check will also be taken up against such categories of workers. The School will independently verify the identity of staff supplied by such an agency by requiring such staff to bring their passport or (if not available) a photo driving licence into School before beginning work.

For intermittent workers employed directly by the School, e.g., Junior School supply staff and invigilators the School requires them to register with the DBS Update Service so that checks can be made quickly and at limited cost. Barred List checks would also be taken up against these intermittent workers.

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Since June 2013 the DBS has operated a single certificate service whereby only the individual and not the employer is sent a disclosure certificate. The job applicant is therefore required to present the school with the original DBS certificate for checking purposes. The certificate number will be recorded, but a copy of the DBS will not remain on file.

If a new member of staff is due to start work and the school has not yet received their enhanced DBS disclosure a separate barred list check (formerly list 99) will be taken up together with a risk assessment in any such instance. In such cases the individual would be fully supervised at all times until a satisfactory DBS disclosure is received and the additional safeguarding measures would be explained to the individual. Risk Assessments will be repeated on a two weekly basis until the enhanced DBS check is returned.

There is an outline of recruitment checks taken up against all categories of workers in the appendices to this policy.

Prohibition Order

Checks will be carried out on anyone employed to carry out “teaching work” (as defined in The Teachers’ Disciplinary (England) Regulations 2012) to verify that the individual is not subject to a prohibition order issued by the Secretary of State. These checks are done for all staff, volunteers etc. through TRA (Teaching Regulation Agency) on Teachers and Others prohibited from the profession.

Prohibition on participation in management section 128 checks are carried out for all persons appointed to a management role, this includes Governors, SLT, Support Managers, HoDs appointed since August 2015.

“Disqualification under the Childcare Act 2006”¹

The School is committed to ensuring that all members of staff are suitable to work with children and not disqualified from working in childcare.

All new members of teaching and non-teaching staff (including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches) responsible for children in the EYFS or responsible for children under the age of 8 attending before/after school clubs will also be asked to complete a “Disqualification” self-disclosure form prior to their appointment and thereafter annually. This is carried out under The Childcare (Disqualification) Regulations 2018. Examples of reasons for disqualification are (this list is not exhaustive):

- Inclusion on the Children’s Barred List
- Being cautioned for or convicted of certain violent and sexual criminal offences against children and adults
- Any offence involving death or injury to a child (even if not specifically listed in guidance)
- Being the subject of certain other orders relating to the care of children.

¹ The Grange School will follow the current ISI guidelines with regards DBA and will ask new employees only to complete a self-disclosure form at the point of their appointment. Existing employees will not be asked until such time as the guidelines are changed and explicitly require such action. Should the school be made aware, however, of any potential DBA of any existing employees then it will investigate such concerns.

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- Refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.

Any applicants who are affected by this restriction must apply to Ofsted for a waiver of the disqualification. This application must be made by the individual rather than the School and employment cannot be confirmed until this disqualification is formally waived. In the event of the disqualification being formally waived the School will then make a decision about the suitability of the applicant on a case by case basis. If no formal waiver is granted then the offer of employment will be automatically withdrawn.

The School obtains assurances (in writing) from third party organisations who employ staff who work with the School's pupils on another site that appropriate child protection checks and procedures apply to such staff.

Post Appointment Induction

All staff, governors and other volunteers newly appointed in the School will be offered and expected to undergo an induction programme, regardless of previous experience. Further information is contained in the Induction in Child Protection Policy.

Retention and Security of Disclosure Information

The School's policy is to observe best practice as regards use of disclosed information.

In particular, the School will

- store disclosed information and other confidential documents issued by the DBS in locked offices or electronically and access to which will be restricted to members of the HR Team and the Head and Director of Finance and Operations;
- not retain disclosed information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosed information is destroyed by suitably secure means such as shredding; and
- ensure the electronic copies of any information are stored as securely as the physical copies.

Retention of Records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file, in accordance with the requirements of the Data Protection Act 2018. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months unless the applicant specifically requests the School to keep their details on file.

For general personnel file information these records will be retained (under DPA Guidelines) for 6 years following the exit of an employee.

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Single Central Register of Appointments (SCR)

In line with KCSIE The Grange School maintains a live SCR which includes all individuals who work in regular contact with pupils – including volunteers and those employed by third parties. Please note that the SCR is a live document so does not contain the details of past staff. All staff leavers remain on PASS and so their information can be drawn down at any time. The following information is contained on the SCR:

- Name
- Address
- Date of birth
- Employment start date
- Category
- Qualifications
- DBS
- Barred List (if appropriate)
- Overseas check (if appropriate)
- EEA Check
- Prohibition order (if appropriate)
- Prohibition of participation in management (if appropriate)
- Disqualification under the Childcare Act (if appropriate)
- Right to work
- References x 2
- Application Form
- Pre-employment medical fitness

Please note that for longer serving employees some of the information may not be available but this is noted on the register.

For the Governing Body the following information should be contained on the SCR:

- Name
- Address
- Date of birth
- Start date
- DBS
- Barred List
- Right to work
- Prohibition order
- Prohibition of participation in management
- References

Appendix 1

Policy on Recruitment of Ex-offenders

1. Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set.

In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the Disclosure and Barring Service of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. If:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children,

it will report the matter to the Police, and the Disclosure and Barring Service.

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;

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- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

Assessment Procedure

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

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

Appendix 2

Policy on the Recruitment of Volunteers

Volunteers fall *outside* the definition of staff contained within The Education (Independent School Standards) (England) Regulations 2014. As a result the same extensive range of recruitment checks which must be undertaken when recruiting paid staff do not need to be completed for volunteers. This has been the case since 1 September 2010.

The extent of the checks the School is required to undertake on a volunteer, or that it is permitted to undertake, are set out in the DfE statutory guidance "Keeping Children Safe in Education" (**KCSIE**), and also depend on *whether a particular volunteer will be carrying out regulated activity* for the School.

Regulated activity is defined by the Safeguarding Vulnerable Groups Act 2006 (**SVGA**). The SVGA states that a person **will be** carrying out regulated activity if:

- the work is fully unsupervised and undertaken at a school;
- on a partly unsupervised basis at a school;
- the work is carried out "frequently" by the same person or the "period condition" is satisfied;
- the role is carried out in connection with the purposes of the school; and
- gives that person the opportunity to have face to face contact with children.
- the work involves personal/health/intimate care (for example helping an EYFS child to use the toilet)
- driving a vehicle only for children

For these purposes "**frequently**" amounts to once a week. The "period condition" covers activity carried out four times or more in a 30 day period, or overnight i.e. between 2am and 6am.

Most positions at The Grange School, whether paid or unpaid, carried out on a regular basis will fall within this definition.

The school will undertake an Enhanced DBS check and a Children's Barred List check on all individuals undertaking regulated activity with children. The School **will** carry out an Enhanced DBS check and Children's Barred List check for all newly appointed volunteers who **will** be undertaking regulated activity. Volunteers will be asked to sign up to the DBS update service and will be provided with the relevant details to assist with this.

The school will not undertake these checks for non-regulated volunteers (where the individual is fully supervised by a DBS enhanced checked individual). In respect of **volunteers who will not be engaging in regulated activity** (which will most likely be due to the frequency of their volunteering, because they are fully supervised or because there is no opportunity for contact with children) the School will conduct an internal risk assessment and use professional judgement and

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experience to determine whether it would be appropriate to carry out the non-statutory enhanced DBS check. The risk assessment process will consider:

- the nature of the work with children;
- what the School knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment, or undertakes voluntary work elsewhere, from where referees can advise on suitability; and
- whether the role is eligible for a DBS check (which it will be if it involves work with children).

In addition to the above risk assessment the School will carry out the following checks on all volunteers:

- references;
- an informal interview; and
- checking with the school community for any concerns about the proposed volunteer.

Where no DBS or Barring List Checks have been carried out a volunteer will not be left unsupervised with children or be allowed to work in regulated activity. This is in line with both KCSIE regulations and the Prevent Duty – England and Wales.

Risk assessments will be carried out by the DFO and signed off by the Head prior to any volunteer carrying out work. The risk assessment will consider the type of volunteering planned and identify the checks deemed necessary. See Appendix 1 of this guidance note.

Supervision of volunteers

Whether a volunteer is supervised will be key in determining whether or not they are carrying out regulated activity. The School automatically asks all volunteers to subscribe to the DBS Update Service to cover for any breaks of service of more than three months. The KCSIE guidance states that there are three main strands to appropriate supervision, which are:

- the supervision must be by a fully vetted person who is undertaking regulated activity;
- the supervision must be regular and day to day; and
- the supervision must be "*reasonable in all the circumstances to ensure the protection of children*".

Within this definition there is some discretion for the School to decide what amounts to appropriate supervision (considering the following factors):

- the ages of the children, including whether they differ widely;
- the number of children that the individual is working with;
- whether other individuals are helping to look after children;

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- the opportunity for contact with children presented by the work or volunteering;
- how vulnerable the children are; and
- how many individuals will be supervised by the person carrying out the supervision.

Parents Group

In respect of parents who volunteer at functions or who are members of the GSPA we will assess how often they are volunteering and whether there is the potential for unsupervised access to children. If they satisfy the above definition of regulated activity, then an Enhanced DBS check and Children's Barred List check will be completed. If they do not, then the School will adopt the risk assessment approach.

It is unlikely that those parents, who volunteer at functions on a one off basis, and who the school are confident will be supervised for the most part, will be undertaking regulated activity. Therefore, the School will exercise its discretion in such cases.

For those on the Parents Group where the volunteering is more likely to be regular enough to satisfy the definition of regulated activity the school will consider whether they are supervised and the opportunity for contact with pupils each individual is afforded by their role on the Group (by carrying out the relevant risk assessment).

Supervision will be required of those volunteers who are not undertaking regulated activity but for whom the School has carried out an Enhanced DBS check. However, if we have received a satisfactory disclosure the level of supervision may be more relaxed than if we had undertaken no checks at all. The decision rests with the School in these circumstances.

Appendix 3

Policy on the Engagement of Third Party Workers/Agency Workers/Contractors/Peripatetic Teachers

Third Party workers are those individuals who work at the school from time to time but who are employed by another company/professional body. The Grange School will check with the relevant agency/company to confirm that the required checks have been carried out to the extent relevant to that person. These checks will be confirmed in writing by the employing agency/company and will be recorded on our school SCR. They will include:

- Name
- Address
- Date of birth
- Position
- Start Date
- Qualifications
- DBS
- Barred List (if appropriate)
- Right to work
- Overseas checks (if appropriate)
- Prohibition order (if appropriate)
- EEA check
- References x 2
- Application Form
- Disqualification under the Childcare Act 2006 (if appropriate)
- Pre-employment medical fitness

The employing agency/company will be required to send a copy of the disclosure form to the school pre-engagement and the school will take up an independent identity check.

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Appendix 4

Policy on Visiting Contractors (i.e. refuse collection, sanitary operatives)

There are contractors that visit the school for regular and adhoc service maintenance purposes. Only following the verification of the following information will contractors be permitted to be unaccompanied on site.

- Name
- Date of birth
- Service provision
- Allocation of responsible staff member
- DBS
- Explanation of need to wear visitor badge

The employing agency/company will be required to send a copy of the disclosure form to the school pre-engagement and the school will take up an independent identity check.

RECRUITMENT POLICY

Appendix 5 – Recruitment Checks	Academic Staff	Support Staff	Paid Coach eg Sports Coach	Peripatetic eg Music Teacher	Supply Teacher – Employed by school	Agency Worker eg Supply Agency Teacher	Contractor eg Cheeky Chefs	Unpaid Volunteer eg Rowing Coach	Paid volunteer eg D of E	Governor	Invigilator
Type of Check											
Approval to Recruit	✓	✓	✓	✓	✓	N/A	N/A	N/A	✓	N/A	N/A
Copy of Advert	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓
Job Pack/Description	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A	✓
Application Form	✓	✓	✓	✓	✓	N/A	N/A	N/A	✓	✓ (CV)	✓
Barred List Check	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reference 1	✓	✓	✓	✓	✓	N/A	N/A	N/A if known to school	✓	✓	✓
Reference 2	✓	✓	✓	✓	✓	N/A	N/A	N/A	✓	✓	✓
Qualifications	✓	✓	✓	✓	✓	N/A	N/A	N/A	✓	N/A	N/A
ID -Photographic	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ID -Address	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ID - Date of Birth	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
National Insurance Number	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Interview Notes	✓	✓	✓	N/A	✓	N/A	N/A	N/A	✓	N/A	✓
Copy of Signed Offer Letter	✓	✓	✓	✓	✓	N/A	N/A	N/A	✓	✓ (invite letter from Chair)	✓
DBS Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DBS Original Certificate seen	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Verification of QTS	✓	N/A	N/A	N/A	✓	N/A	N/A	N/A	N/A	N/A	N/A
Copy of signed Contract	✓	✓	✓	Consultancy Agreement	✓	N/A	N/A	N/A	N/A	N/A	✓ (signed letter of T&C)
Medical Declaration	✓	✓	✓	✓	✓	N/A	N/A	N/A	N/A	N/A	✓
OHU Confirmation	✓	✓	N/A	N/A	✓	N/A	N/A	N/A	N/A	N/A	✓
Acceptable Use of ICT	✓	✓	✓	N/A	✓	N/A	N/A	N/A	N/A	✓	N/A
Safeguarding Training	✓	✓	✓	✓	✓	N/A – agency under obligation to provide	N/A – will need to sign safeguarding checklist	N/A – will need to sign safeguarding checklist	✓	✓	✓