



# MOUNT

ST MARY'S | BARLBOROUGH HALL

## Recruitment and Selection Safer Recruitment Policy ISI Regulatory Code – 18a

**Policy written by: HR Department**

**Policy Date: September 2021**

**This Policy is for: Barlborough Hall School and Mount St Mary's College**

**Linked Policies: Safeguarding, Whistleblowing, Behaviour, Health and Safety **Review**  
date: **September 2022****

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## **Recruitment & Selection, Safer Recruitment Policy**

### **1. Policy Statement**

- 1.1 Mount St Mary's College and Barlborough Hall School (referred to in this policy as 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.
- 1.2 The School recognises that it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share and understand this commitment.
- 1.3 In line with legislation and statutory guidance issued by the Department for Education (DfE) the School takes very seriously its duty of care for all its pupils. Therefore, in order to help safeguard and promote the welfare of all its pupils, the School is committed to a thorough and consistent Recruitment and Selection, Safer Recruitment Policy.
- 1.4 As part of its recruitment and selection commitment, the School will ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### **2. Scope**

- 2.1 This policy covers the School's rules and procedures on the recruitment and selection of all staff, Governors and volunteers. It applies to all permanent and temporary employees and people working at the School including agency staff, contractors, consultants and those working under self-employed arrangements (particularly when applying safeguarding checks).
- 2.2 If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant, they must declare this as soon as they become aware of the individual's application and avoid involvement in the recruitment and selection decision making process.
- 2.3 Staff involved in the recruitment and selection of employees must comply with and adhere to this policy.
- 2.4 This policy is non-contractual and does not form part of the contract of employment.

### **3. Aims**

3.1 The aim of this policy is to allow the School to:

- Operate a culture of safe recruitment and adopt recruitment procedures that help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them.
- Seek to recruit the best applicant for the job on the basis of their merits, abilities and suitability for the position as measured against the job description and person specification.
- Ensure job applicants are considered equitably and consistently, and that no job applicant is treated unfairly in relation to any of the protected characteristics as defined by the Equality Act 2010.
- Ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE Statutory guidance for schools and colleges) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- Ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- Ensure recruitment and selection of staff is conducted in a professional, timely and responsive manner.
- Provide those involved in the recruitment and selection of staff with guidance so they are clear of their responsibilities and that they comply with and adhere to this policy.

### **4. Identification of a vacancy**

4.1 All requests for recruitment, either as a result of someone leaving or through the identification of a new post, will be discussed by the Executive Team, with the Headmaster making the final decision in terms of approval. Vacancies may only be considered for approval if there is a strong business case as follows:

- Is the post still required
- Is the post a critical and essential replacement or new post
- Is the post intrinsically linked to growth of pupil numbers, retention and achievement

4.2 All requests for recruitment must be made using the School's Staff Recruitment/Extension of Fixed Term Contract Authorisation Form (Appendix 1 of this document).

4.2 Replacement posts are not automatically approved.

### **5. RECRUITMENT AND SELECTION PROCEDURE**

5.1 The aim is to provide applicants with comprehensive information about the School, the post, the qualifications and experience required, and terms of employment so that they can make an informed choice about whether the School is the place they want to work.

### **6. Job Description and Person Specification**

- 6.1 A job description and person specification must be produced or updated for any vacant post that is to be filled. It is the responsibility of the Head of Department, in conjunction with the line manager of the position, to prepare these documents. The job description must clearly and accurately reflect the duties and responsibilities of the job role. A standard template is available for managers.
- 6.2 The person specification is derived from the job description and forms the foundation of the recruitment and selection process. It details the skills, experience, abilities and expertise that are required to do the job. The person specification should state the criteria in terms of qualifications, skills, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.
- 6.3 The person specification will include a specific reference to suitability to work with children.

## **7. Advertising the Vacancy**

- 7.1 All vacancies will be advertised externally. Exceptions may exist when it would be inappropriate to advertise vacancies externally, for example, when there is a need for redeployment due to a redundancy situation, due to the ending of a fixed term contract or due to occupational health reasons. Exceptions may also apply in cases where there is an internal restructuring process resulting in new roles which are planned to be redistributed amongst internal staff offering career advancement opportunities or are fixed term and may be appropriate for internal secondment.
- 7.2 All vacancy adverts will have a clear statement regarding the School's commitment to Safeguarding and that the successful applicant will be required to undertake an Enhanced DBS check through the DBS service and other pre-employment checks.
- 7.3 All external vacancy advertising will direct applicants to the school's website where the following information is available to download:
- Job description and person specification
  - Application form
  - Equal Opportunities Form
  - Privacy Notice for Job Applicants/New Starters
- 7.4 Alternatively, applicants can contact the HR department to request details to be sent either through the post or by email.
- 7.5 When there are very specific key posts which requires the post holder to be a practicing Catholic to maintain the distinctive religious ethos of the school, the school will consider the application of the Occupational Requirement (O.R.) provisions of the Equality Act 2010 and other related legislation.

## **8. Applying for the Vacancy**

- 8.1 All applicants for employment will be required to complete an Application Form containing questions about their right to work in the UK, academic and employment history and their suitability for the role.

- 8.2 Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. To ensure consistency of information provided to recruiting managers, CVs will not be accepted in place of the completed application form.
- 8.3 In addition all applicants are required to account for any gaps or discrepancies in their employment history. The application form will also include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provision of the Rehabilitation of Offenders Act 1974.

## **9. Shortlisting**

- 9.1 The HR Department will collate submitted application forms. The recruiting Head of Department will receive anonymised copies of the applications within 3 working days of the closing date.
- 9.2 The Head of Department will then shortlist applicants against the criteria stipulated on the person specification.
- 9.3 On receipt of the short-list information from the Head of Department, the HR department will invite all short-listed applicants to attend a formal interview.

## **10. Interview Process**

- 10.1 Wherever possible an interview panel, appropriate to the role, will interview all the short-listed applicants.
- 10.2 There should be a minimum of two people on the recruiting panel with at least one member of the panel having undertaken safer recruitment training. Training will be provided for managers taking part in recruitment and selection of staff.
- 10.3 The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the Safer Recruitment Training).
- 10.4 Applicants must be prepared to:
- Provide a satisfactory explanation of any gaps in employment
  - Explain satisfactorily any anomalies or discrepancies in the information available
  - Declare any information that is likely to appear as part of an Enhanced DBS with Barred List Check
  - Demonstrate their capacity to safeguard and protect the welfare of children and young people
- 10.5 A task may form part of the interview assessment if appropriate, at which the candidate's relevant skills and experience will be assessed and discussed in more detail.

- 10.6 Applicants who have declared a disability and have been shortlisted for interview, will be asked if specific arrangements are required to support attendance to the interview and to be able to participate in any testing or assessments required.
- 10.7 At interview, there should be no general questions about disability. However, questions may need to be reworded, asked in a different way or a disabled candidate given longer to answer the questions, as a reasonable adjustment for the interview, if requested by the candidate.
- 10.8 All candidates will be questioned using the same set criteria and same questions, unless there is a question relating to specific information on the individual candidate's application form. The questions will be formulated from the essential criteria listed in the person specification and will include questions regarding safeguarding. Additional, supplementary questions may be asked dependent on the answer provided to a set question in the interview script.
- 10.9 Managers conducting recruitment interviews will ensure that the questions they ask applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. Records made by panel members for each candidate during the interview must be passed to HR.
- 10.10 Applicants will be asked on the school application form if they have ever been convicted of a criminal offence, cautioned for criminal charged or if they are the subject of a criminal charge at present. If an applicant answers yes to any of these questions they are to provide details in a sealed envelope marked confidential and submit this envelope alongside their application form. The envelope will only be opened by HR once an applicant has been shortlisted. The envelopes submitted by applicants that are not shortlisted will be destroyed. Any information disclosed regarding allegations, cautions or convictions will be discussed by the HR team initially and if necessary considered in the circumstances of the individual case during the interview process.

## 11. Verification of Identity and Address

- 11.1 All applicants who are invited to an interview will be required to bring the following evidence of their identity and their proof of the right to work in the United Kingdom. **Original** documents will only be accepted and photocopies will be taken:
- Current passport
  - Current photo driving licence, and paper based licence if applicable
  - A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the applicant's parents or adoptive parents.
  - Marriage Certificate (if applicable)
  - An official document giving the applicants permanent National Insurance number and name. This could be a P45, P60 or a letter from a Government agency
  - A utility bill or financial statement (from different sources) showing their name and current home address, presented within three months of the date of issue.
  - Where the applicant is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK
- ☐ Relevant qualification certificates

- 11.2 Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.
- 11.3 With the exception of utility bills and financial statements which are destroyed, copies of the documents used to verify the applicants identity and right to work in the UK will be kept on the successful applicants personnel file in the HR Department. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

## **12. Conditional Offer of Employment**

In accordance with the DfE statutory guidance and best practice, the following pre-employment checks will be carried out:

- 12.1 All offers of appointment made to the successful candidate must be conditional on satisfactory completion of the following pre-employment checks:
- The receipt of at least two references which the school considers to be satisfactory (one of which must be from the applicant's most recent employer, or Headteacher in the case of a school leaver)
  - The receipt of an Enhanced DBS check from the DBS (Disclosure and Barring Service) which the school considers to be satisfactory
  - Confirmation that the applicant is not named on the Children's Barred List administered by the DBS (formerly by the Independent Safeguarding Authority)
  - The receipt of a satisfactory Pre-Employment Health Questionnaire confirming the applicants medical fitness for the role (see section 15 below)
  - For applicants to be employed as a teacher or who will be taking part in the management of the school, a check to ensure that they are not subject to a prohibition order issued by the Secretary of State
  - Verification of professional qualifications where appropriate
  - Successful completion of teaching probation which can be verified through the Department for Education
  - Where the successful applicant has worked or been resident overseas within the last 5 years, a National Police Check will be required for each country of residence
  - The agreement of a mutually acceptable start date and the signing of an offer letter incorporating the School's standard terms and conditions of employment
  - Verification of identity and evidence of the right to work in the UK
  - For candidates who will be working within early years provision (education and any supervised activity for a child from birth until the 1<sup>st</sup> of September following their fifth birthday), candidates working in outside of school hours provision (including before and after school provision) with children who have not reached the age of 8, and for candidates who are directly concerned with the management of early years provision and outside of school hours provision; a signed Staff Suitability Self-Declaration form is required from the successful candidate confirming that they are not disqualified from childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and the Childcare Act 2006.

### **13. Pre-employment checks**

13.1 New employees will not commence work before all the necessary pre-employment checks have been satisfactorily completed. The exception will only be when there is an immediate or urgent need to fill a critical position, in which case a short period of work is allowed under controlled conditions at the discretion of the Headmaster/Headteacher. The Headmaster/Headteacher may allow employment to commence:

- Without confirming the appointment
- After a satisfactory check of the Barred List
- Provided that the DBS application has been made in advance of the agreed start date
- With appropriate safeguards taken, for example, with supervision arrangements reflecting the greater potential for access to children and ensuring the applicant understands what the safeguards are, and that a review of the safeguards is undertaken every two weeks

13.2 In such instances a Headmaster's Single Central Register Risk Assessment (Appendix 2 of this document) will be undertaken and in addition when a DBS application has been made but is still in progress a DBS Risk Assessment Checklist (Appendix 3 of this document) will be completed. The Headmaster will review the risk assessment/s with HR fortnightly and a written record will be kept. The risk assessment/s will be placed on the successful applicants personnel file once all checks are satisfactorily complete.

13.3 In accordance with Safer Recruitment and Boarding Schools National Minimum Standards a successful applicant who is to be involved in boarding will not be permitted, under any circumstances, to commence employment at the school until the school is in receipt of the successful applicant's Enhanced DBS check which the School considers satisfactory.

### **14. References**

14.1 References will be taken up on all short-listed candidates prior to interview unless the applicant has indicated on the application form that they do not give permission to obtain references prior to interview.

14.2 In all instances, 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. If the applicant has not previously been employed, then references from Headteachers, College/University Lecturers, or other persons who are able to comment on their educational background and/or personal qualities, will be accepted. References should not be accepted from a relative or someone known to the applicant solely as a friend.

14.3 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 be sent a copy of the job description and person specification for the role which the applicant has applied for.

- 14.4 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.
- 14.5 Telephone references can be taken as an interim measure whilst waiting for receipt of a written reference. In this situation detailed notes will be taken of the telephone conversation, dated, signed and retained on the individual personnel file.
- 14.6 All references should be received before the successful applicant commences employment. Any concerns or discrepancies in the reference information will be taken up with the applicant before any appointment is confirmed.

## **15. Medical Fitness**

- 15.1 The school is legally required to verify the medical fitness of anyone to be appointed to a post at the school, **after** an offer of employment has been made but **before** the appointment can be confirmed.
- 15.2 It is the School's practice that all applicants to whom an offer of employment is made must complete a Pre-Employment Health Questionnaire. If on return of this documentation any concerns are raised, HR will arrange to meet with the applicant to gather further information. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extracurricular activities and layout of the School, etc. If upon completion of this exercise uncertainties remain regarding the candidates medical fitness, the School will consult with a medical advisor to obtain advice. The School will consider reasonable adjustments in consultation with the applicant. The School may also request that the applicant undertakes a full medical assessment.
- 15.3 The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn on capability grounds without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

## **16. Disclosure and Barring Service (DBS) Checks**

- 16.1 Due to the nature of the work, and the opportunity for contact with children, it is the School policy to apply for Enhanced DBS checks from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members, Governors and volunteers.
- 16.2 An Enhanced DBS check will contain the same details as a Standard DBS check, namely 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 Enhanced DBS check will also reveal whether they are barred from working with children or vulnerable adults by virtue of their inclusion on the list of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and

Department of Health. An Enhanced DBS check may also contain non-conviction information from local police records that a Chief Police Officer thinks may be relevant.

- 16.3 If there is a delay in receiving an Enhanced DBS certificate, the Headmaster/Headteacher has the discretion to allow an individual to begin work pending receipt of the certificate. In this instance, a separate Barred List check will be carried out and appropriate supervision put in place.
- 16.4 If an applicant has not previously lived in the UK, no purpose will be served by seeking a DBS check on their arrival. The person will not have a criminal record in this country, nor will they appear on the Barred List. However, the applicant must provide a satisfactory national police check from each country of residence spanning the last 5 years.
- 16.5 Enhanced DBS checks will be requested for UK applicants with recent periods of overseas residence within the last 5 years. A UK national returning to the UK after working in a foreign country will be asked to provide a satisfactory national police check from each country of residence spanning the last 5 years.
- 16.6 Where an applicant has worked in a similar position without a break in service of more than 3 months and is able to produce their last Enhanced DBS certificate, the school will only make an application to the DBS if the date of the applicant's last certificate is more than 12 months old. In these instances the school will still need to undertake a check of the Barred List. However in these circumstances the School chooses to undertake its own, additional DBS check upon making a conditional offer.
- 16.7 Applicants may now subscribe to the DBS Update Service. This enables other employers to check that there have not been changes since the issue of a DBS certificate. It is not a requirement for applicants to take out such a subscription but there are clear benefits for staff that work in a number of schools such a music tutors and exam invigilators for example. In these instances the school should examine the original certificate, check it matches the applicant's identity and run an on-line Update check, which will provide information about any changes since the certificate was issued. If the check indicates there has been a change then the school must apply for a new certificate. If the original check did not include barring information for the children's workforce (and this is necessary for the role) a separate barred list check must be obtained. If the original DBS certificate was not undertaken at enhanced level the school will apply for an Enhanced DBS certificate.

## **17. Prohibition Order Checks for Teachers and Management Positions**

17.1 The Independent School Standards 2014, requires independent schools to undertake checks of prohibition orders issued by the Secretary of State, for any new appointments of staff as follows:

- Teachers
- Head teacher
- Any teaching position on the senior leadership team
- Any teaching positions which carry a department headship
- Non-teaching positions only when they are part of the senior leadership team

17.2 Schools must now check that anyone employed to carry out teaching work is not prohibited from 'teaching work'. 'Teaching work' is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

- planning and preparing lessons and courses for pupils
- delivering and preparing lessons to pupils
- assessing the development, progress and attainment of pupils
- reporting on the development, progress and attainment of pupils

However, none of these activities is "teaching work" if the person is carrying out the activity under the direction and supervision of a qualified teacher or other person nominated by the Headmaster.

17.3 These checks will be carried out to ensure there are no sanctions against the above staff group as follows:

- Has been prohibited from teaching
- Has a restriction imposed by the Disclosure and Barring Service (DBS)
- May be the subject of a suspension or conditional order imposed by the General Teaching Council (prior to its abolition) that is still current
- Has failed to successfully complete their teaching probation period
- Has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence

## **18. Disqualification from Childcare**

18.1 This section relates to those who work in or manage early years provision and to those who work in later years provision for children who have not yet attained the age of 8. Early years provision includes education and any supervised activity for a child from birth until the 1<sup>st</sup> of September following their fifth birthday. It applies to all provision for children in that age range during and outside of school hours, including in school nursery and reception classes. Later years provision covers childcare that is provided outside of school hours including breakfast clubs and after school care.

18.2 The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, in summary, that:

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

18.3 Applicants who are conditionally offered positions stated in Section 18.1 will be required to complete a

Staff Suitability Self-Declaration Form to confirm that they are not disqualified from childcare under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and the Childcare Act 2006.

## **19. Qualifications**

19.1 Where an applicant claims qualifications as part of an application for a position, these will be checked in advance of appointment.

## **20. Retention of Records**

20.1 The School is legally required to undertake the above pre-employment checks. Therefore if an applicant is successful in their application, the school will retain any relevant information provided as part of the recruitment process on their personnel file. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School exercise its obligations as an employer, for example so that the School can consider reasonable adjustments if an employee declares they have a disability.

20.2 If an application for employment is successful, personal data gathered during the recruitment process will be transferred to the successful candidate's personnel file and retained during their employment in line with the School's Privacy Notice for Job Applicants/New Starters.

20.3 If an application for employment is unsuccessful, the School will hold the data gathered on file for 12 months after the end of the relevant recruitment process. At the end of that period, or once a candidate has withdrawn their consent, their data will be deleted or destroyed in line with the School's Privacy Notice for Job Applicants/New Starters.

## **21. Single Central Register**

20.1 The School maintains a Single Central Register (SCR) of recruitment and pre-employment checks. This is maintained and retained by the Human Resources Department based at Mount St Mary's College.

20.2 The SCR contains an entry for all current members of staff at the School, including volunteers, agency staff and governors, in relation to all of the checks set out above.

## **22. Agency and third-party staff**

21.1 Prior to an individual commencing work at the School the supply agency will confirm in writing that they have completed the same checks (previous employment history, identity, medical fitness, Enhanced DBS check, barred list check, right to work in the UK, overseas checks, references, qualification and prohibition) for their employees that the school is required to complete for its staff.

22.2 The school requires written confirmation that the checks have been completed, the date the check was made and sight of the original enhanced DBS check on or before the day that agency/third-party staff commence work at the school. A teacher working for an agency should have a fresh DBS check every three years.

- 20.4 The school will check the identity of the individual on or before their first day at the School, by reviewing their original passport or photo-card driving licence. A copy of the document used to verify the individual's identity will be placed on their temporary file in the HR Department.
- 22.3 In the event that the agency or third-party has no mechanisms for applying for an Enhanced DBS check, the School will undertake the check on their behalf so long as this has been approved by the individual.
- 22.4 Details of agency and third-party staff will be recorded in the School's Single Central Register.

### **23. Volunteers**

- 23.1 There is no set formula for the vetting of volunteers, unless they are in regulated activity. The arrangements for volunteers will vary by individual and activity. The school must, therefore, assess whether the individual will be in regulated activity.
- 23.2 When volunteers are supervised, they do not fall within the definition of regulated activity and so barred list checks would not be available or required. This is the case no matter how frequently or regularly an individual volunteers. The exception would be for volunteers doing personal care; personal care is always regulated activity.
- 23.3 An unsupervised volunteer, whose presence is frequent and regular, is in regulated activity and the school will obtain an enhanced DBS certificate with barred list information. For supervised volunteers the school will obtain an enhanced DBS certificate without a barred list check.
- 23.4 Appendix 4 of this document sets out the requirements for new volunteers.
- 23.5 Where an individual is to volunteer on a regular basis at the School they will meet with an appropriate member of the School for an informal interview. They will be asked to complete an application form and supply details of two referees. They will not commence volunteering at the School until the School has confirmed their identity, received two satisfactory references and an Enhanced DBS check.
- 23.6 'One-off' volunteers, for day outings, school concerts and such activities do not require checks but they will be supervised and will not undertake any kind of personal care.
- 23.7 There is no requirement under the ISI Commentary on the Regulatory Requirements (September 2018) for details relating to volunteers and the checks undertaken to be maintained within the School's Single Central Register. However the School has made the decision to continue to maintain these details within the Single Central Register.

### **24. Contractors**

- 24.1 Where the employees of contractors, such as builders, will have access to areas where unsupervised contact with children is possible, the contractor will ensure that Enhanced DBS checks have been undertaken and supply written confirmation to the school that the required checks have been undertaken prior to the individual commencing work on the schools site.

- 24.2 In the event the Enhanced DBS check is not available but has been submitted to the DBS the contractor will supply the School with the full name and date of birth of the individual and the School will carry out a separate Barred List check prior to their arrival. The Facilities Manager will check the identity of the individual, on arrival at the School, by reviewing their passport or photo-card driving licence. A copy of the document used to verify the individual's identity will be copied and placed on their file in the Facilities Department.
- 24.3 Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires written confirmation that these checks have been completed before employees of the contractor can commence work at the School.

## **25. Governors**

- 25.1 School Governors are treated on the same basis as a volunteer in respect of the DBS check and the School will therefore apply for an Enhance Disclosure, without a Barred List check, as part of the appointment process for Governors.
- 25.2 As School Governors are treated on the same basis as volunteers, there is no requirement under the ISI Commentary on the Regulatory Requirements (September 2018) for details relating to School Governors and the checks undertaken to be maintained within the School's Single Central Register. However the School has made the decision to continue to maintain these details within the Single Central Register.

## **26. Review**

- 26.1 The Head of HR. will review this policy annually, and as required, in line with regulatory changes. The School's Executive Team will then ratify the policy changes.

**Appendix 1**

**Staff Recruitment/Extension of Fixed Term Contract Authorisation Form**

Department	School
	<b>MSM/BHS</b>

**Post Details**

Title of the post								
Is the post specified in the budget? If so what is the current salary?								
If yes, current/previous postholder (where applicable)								
If yes, expiry date of current contract (where applicable)								
Anticipated start date for the appointment								
Anticipated end date for the appointment (for fixed-term staff)								
Salary range	Min			Max				
Will the postholder be responsible for managing staff?		<input type="checkbox"/> Yes / <input type="checkbox"/> No						
Tick all boxes that apply to the position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Full-year <input type="checkbox"/> Part-year								
Number of working hours per week								
<b>If part year</b> , number of working weeks per year								
<b>Working Pattern:</b>								
<b>Hours of Work</b> (24hr clock)	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	
	Start:	:	:	:	:	:	:	
	Finish:	:	:	:	:	:	:	
Details of your request – what are you requesting authorisation to do?							tick	
		Recruit to an existing permanent post?						
		Recruit to a new permanent post?						



<b>Successful candidate</b>	
Name	
Salary:	£
Start date	

**Appendix 2****Headmasters Single Central Register Risk Assessment**

To be completed when an employee commences work at MSM or BHS prior to all safeguarding checks being complete. This risk assessment will be reviewed every 2 weeks until all checks are satisfactorily completed.

<b>Name of Applicant:</b>	<b>Position:</b>	<b>Start date:</b>
	<b>Considerations</b>	
<i>Reason for Risk Assessment</i>	Checks and documentation are still outstanding:	
<i>Date of Barred List &amp; Prohibition Checks</i>		
<i>Date DBS Application submitted and reference number</i>		
<i>DBS disclosures if any</i>		
<i>Date of Overseas Check if applicable</i>		
<i>Dates of when references issued and received</i>		

*Date Medical Fitness issued and received*

Recruitment and Selection  
Safer Recruitment Policy May 2019

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**Decision:**

**The Applicant cannot commence work**

**The Applicant can commence work subject to the following conditions**

*Risk Mitigation Controls:*

Date

Date to be reviewed

	Date	Date to be reviewed
--	------	---------------------

Recruitment and Selection  
Safer Recruitment Policy May 2019

**Appendix 3**

**DBS Risk Assessment Checklist - Starting work prior to DBS Certificate being seen**

This risk assessment should be completed in addition to the Headmasters Single Central Register Risk Assessment (Appendix 2) when considering whether to allow a new member of staff to start work before the details of a new DBS certificate has been seen by the school.

Name of Person .....

Role .....

Interview Date .....

Proposed Start Date .....

DBS Check application date .....

[The person must not start without an application being made]

Is the person in 'Regulated' Activity? Yes  No

**Reason for starting without seeing a new DBS Check**

- Continuity of the school's provision to pupils
- Other (please state) .....

**Known Information**

Have all the following checks been satisfactorily completed?

- Identity check (photographic) [Essential]
- Verification of current address [Essential]
- Barred list check (if legally appropriate) [Essential]
- Prohibition check (for teachers) [Essential]
- Overseas checks (where relevant)
- Right to Work in the UK [Essential]

Confirmation of qualifications [Essential]

Two references [Essential]

Any other information (please state) .....

.....

.....

**Previous DBS Certificate**

If the person has a previous DBS, on what date was it issued? .....

When was the person's last day at work in their previous school or college? .....

.....

*If the person's proposed start date and their last day at their previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most schools will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.*

**Decision**

**High Risk** – Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.

**Medium Risk** – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised\* at all times and **should not** undertake 1:1 work, personal care activities or residential visits. (\* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).

- Low Risk** – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

**Authorisation**

Headteacher (Print Name) .....

Headteacher (Signature) .....

Date .....

Designated Safeguarding Lead (Print Name) .....

Designated Safeguarding Lead (Signature) .....

Date .....

**Appendix 4**

**Vetting Checks on Volunteers**



