



Safer Recruitment Policy

Orange Tree School

OTS Oakleigh Pk and Ridgeway Sites

Independent School Standards: Part 4 – Paragraphs 18–21

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1. Introduction

Orange Tree School is committed to safeguarding and promoting the welfare of children and young people. Creating a safe culture begins with recruiting adults who are suitable to work with children and who share the school's safeguarding values.

Safer recruitment is a vital part of the school's whole-school safeguarding approach. Effective recruitment processes help to deter, identify and reject unsuitable applicants while ensuring that those appointed demonstrate the knowledge, skills, attitudes and behaviours required to safeguard and promote the welfare of children.

This policy sets out the school's safer recruitment arrangements in accordance with Part Three of *Keeping Children Safe in Education (2026)*, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012 and other relevant legislation and statutory guidance.

This policy applies to all recruitment undertaken by the school, including employees, the Advisory Board, volunteers, agency staff, contractors, trainees and any other adults working on behalf of the school.

This policy should be read alongside the Child Protection and Safeguarding Policy, Staff Code of Conduct, Low-Level Concerns Policy, Allegations Against Staff Procedure, Whistleblowing Policy and other safeguarding procedures.

2. Policy Aims

The aims of this Safer Recruitment Policy are to:

- Recruit the best possible staff based on merit, ability and suitability.
- Ensure safeguarding and child protection underpin every stage of recruitment and selection.
- Deter, identify and reject individuals who may pose a risk to children.
- Promote a safe culture within the school.
- Ensure a professional, fair and transparent recruitment process.
- Comply with equality legislation and prevent discrimination on any protected grounds.
- Meet all statutory requirements, including those relating to pre-employment vetting and record keeping.
- Recruit individuals who demonstrate the professional values, attitudes and behaviours expected of adults working with children and who will positively contribute to the school's safeguarding culture.
- Ensure recruitment decisions are informed by professional judgement, safeguarding principles and the best interests of children, alongside the completion of statutory recruitment checks.

All staff involved in recruitment must understand and comply with this policy. At least one member of any interview panel will have completed accredited safer recruitment training.

2.1 Equal Opportunities

Fairness in how we recruit and select our staff plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the school is considered against criteria, which relates only to the requirements of the job.

3. Roles and Responsibilities

Effective safer recruitment depends upon clear accountability and shared responsibility. Everyone involved in the recruitment process has a duty to promote safeguarding, exercise professional judgement and ensure that recruitment decisions place the welfare and best interests of children at the centre of decision-making. The responsibilities set out below support the School's commitment to safer recruitment and compliance with statutory guidance.

3.1 Advisory Board

The Advisory Board will:

- Ensure the School has effective safer recruitment procedures.
- Ensure at least one person on every interview panel has completed accredited safer recruitment training.
- Monitor compliance with KCSIE.
- Ensure a Single Central Record (SCR) is maintained and reviewed.
- Seek assurance that safer recruitment arrangements are implemented consistently and effectively across the school.
- Receive appropriate assurance that recruitment processes comply with statutory safeguarding requirements and reflect the school's safeguarding culture.

3.2 Headteacher

The Headteacher will:

- Implement this policy.
- Ensure safeguarding considerations underpin all recruitment decisions.
- Ensure recruitment panels are appropriately constituted and include a member who has completed accredited safer recruitment training.
- Ensure recruitment decisions are evidence-based and that safeguarding concerns identified during recruitment are appropriately explored before appointments are confirmed.
- Ensure all required checks are completed.
- Maintain oversight of the Single Central Record.
- Make referrals to the Disclosure and Barring Service (DBS) where required.

3.3 Recruitment Panel Members

Staff involved in recruitment must:

- Complete safer recruitment training (where required).
- Scrutinise applications carefully.
- Identify and explore safeguarding concerns.
- Follow this policy consistently.
- Maintain professional curiosity throughout the recruitment process.
- Explore inconsistencies, gaps in employment, discrepancies and safeguarding concerns with applicants in a respectful but professionally challenging manner.
- Assess candidates against the professional standards, attitudes, behaviours and values expected of adults working with children.
- Make recruitment recommendations that place the welfare and best interests of children at the centre of decision-making.

3.4 Designated Safeguarding Lead (DSL)

- Provide safeguarding advice and guidance during recruitment processes where required.
- Support safeguarding risk assessments where concerns arise during recruitment or pre-employment checks.
- Contribute to the assessment of safeguarding information obtained through references, online searches or other recruitment checks where appropriate.
- Monitor recruitment practices to support compliance with statutory safeguarding requirements and the school's safeguarding culture.

4. Scope

This policy applies to:

- Teaching and support staff
- Leadership roles
- Advisory Board
- Volunteers
- Agency and supply staff
- Contractors/self-employed workers
- Trainee teachers
- Alternative provision staff where pupils are placed externally

5. Single Central Record (SCR)

The school maintains a Single Central Record (SCR) in accordance with Keeping Children Safe in Education (KCSIE). The SCR is an essential safeguarding document that provides evidence that appropriate recruitment and vetting checks have been completed for adults working in the school.

The SCR records all required safeguarding and pre-employment checks for:

- Employees
- Agency and supply staff
- Volunteers engaging in regulated activity
- Trainee teachers
- Advisory Board members

The SCR includes the date each check was completed. Where appropriate, copies of relevant documentation are retained on individual personnel files. The record will be monitored and audited regularly by the Designated Safeguarding Lead (DSL), the Headteacher, and the Advisory Board. Records are removed when individuals leave employment. The SCR will be monitored and audited regularly to ensure its accuracy, completeness and compliance with statutory requirements.

The school complies with statutory requirements and best practice guidance relating to the maintenance, security and retention of recruitment records and the Single Central Record.

6. Recruitment and Selection Procedure

Recruitment advertising plays an important role in promoting the school's commitment to safeguarding and deterring unsuitable applicants. All recruitment materials will clearly communicate the school's expectation that safeguarding and promoting the welfare of children is everyone's responsibility and that robust pre-employment checks will be undertaken.

7. Advertising

All Adverts for vacancies will clearly state:

- The school's commitment to safeguarding and promoting welfare
- the name of the school, post title, hours of work, salary (actual salary for part-time roles), whether the post is permanent or fixed term (including duration where applicable), brief details about what the job entails and the type of skills and experience required, contact details, closing date
- That safeguarding checks will be undertaken
- The safeguarding responsibilities of the role
- That the post is subject to an Enhanced DBS check (with barred list check where applicable)
- Whether the role is exempt from the Rehabilitation of Offenders Act 1974
- That it is a criminal offence to apply for the role if the applicant is barred from engaging in regulated activity with children (where the role involves regulated activity); and
- That a copy of, or link to, the School's Child Protection and Safeguarding Policy and the relevant section of this Safer Recruitment Policy relating to the recruitment of applicants with criminal records is available.

Adverts will be carefully worded to avoid discriminatory language and to promote safeguarding as a core responsibility.

Recruitment information provided to prospective applicants will accurately reflect the nature of the role, the expectations of professional conduct and the school's commitment to creating and maintaining a strong safeguarding culture.

8. Application Process

The application process forms an important part of the school's safer recruitment procedures. Information provided by applicants will be scrutinised carefully to help identify suitable candidates, deter unsuitable applicants and identify any matters requiring further exploration as part of the recruitment process. The school expects applicants to demonstrate honesty, integrity and openness throughout the recruitment process.

The school will not accept CVs alone. All applicants must complete the school's application form.

The application pack will include:

- Job description
- Person specification
- Safeguarding and child protection policy
- Statement regarding employment of ex-offenders

Application forms will:

- Require full employment history with explanations for gaps
- Include a declaration regarding criminal convictions and suitability
- State that it is a criminal offence to apply if barred from regulated activity
- Require applicants to explain any gaps, discrepancies or significant changes in employment history or qualifications.

Job descriptions and/or person specifications will define the purpose, duties and responsibilities of the post, as well as the qualifications, skills, abilities, attitude, behaviours and experience needed to perform the job, with particular attention to working with vulnerable groups. The Job Description and Person Specification will make reference to our commitment to the safeguarding of students and include the extent to which the role will involve contact with children and whether it engages in regulated activity.

Person specifications will identify the professional behaviours, attitudes and values expected of those working with children, including a commitment to safeguarding, maintaining professional boundaries, promoting inclusion and treating pupils with dignity and respect.

Information provided within the application form will be considered alongside references, online searches, interview evidence and statutory pre-employment checks when determining an applicant's overall suitability for appointment.

9. Shortlisting

Shortlisting is a critical stage of the safer recruitment process. Applications will be scrutinised carefully to identify evidence of suitability for the role and to determine whether any information requires further clarification or exploration during the recruitment process.

Shortlisting will be conducted by at least two staff members. The panel will:

- Scrutinise employment history
- Identify gaps or inconsistencies
- Review qualifications and experience
- Consider any safeguarding concerns
- Demonstrate professional curiosity when reviewing applications.
- Identify any discrepancies, omissions or patterns that may require further exploration.
- Consider whether the application demonstrates the professional values, attitudes and behaviours expected of adults working with children.
- Record any safeguarding-related questions or areas requiring clarification at interview.

Any concerns identified during shortlisting will not automatically prevent an applicant from progressing. However, they will be explored appropriately during subsequent stages of the recruitment process before any appointment decision is made.

10. Online Searches

In accordance with Keeping Children Safe in Education (KCSIE), the School will carry out an online search of shortlisted candidates to help identify any incidents or issues that are publicly available online which may be relevant to an applicant's suitability to work with children.

Online searches form one element of the school's wider safer recruitment process and are undertaken solely for safeguarding purposes. Searches will be limited to information that is publicly available and will be conducted in a fair, proportionate and consistent manner.

The school recognises that information available online may not always present a complete or accurate picture. Any information identified will therefore be considered carefully, objectively and in context before any conclusions are reached.

In addition to identifying potential safeguarding concerns, the school will consider whether an applicant's publicly available online presence demonstrates behaviours, attitudes or conduct that are consistent with the professional standards expected of adults working with children.

As a specialist setting for children and young people with special educational needs and disabilities, Orange Tree School expects all staff to demonstrate professionalism, respect, inclusion and a commitment to safeguarding and promoting the welfare of vulnerable children. Publicly available material that appears inconsistent with these expectations, or which may call into question an applicant's suitability to work within the school's safeguarding culture, may be explored further during the recruitment process.

Where relevant information is identified, applicants will normally be given an opportunity to discuss or clarify the information before any recruitment decision is made.

Information obtained through online searches will be considered alongside the application, references, interview evidence and all other recruitment checks when determining an applicant's overall suitability for appointment. Where the School concludes that an applicant does not meet the standards of professional conduct, safeguarding values or suitability required for the role, the school reserves the right not to proceed with, or to withdraw, an offer of employment.

11. References

References form an important part of the school's safer recruitment process. They are obtained to verify information provided by applicants, identify any safeguarding or suitability concerns, and support informed, evidence-based appointment decisions. References will be considered alongside all other recruitment information when assessing an applicant's overall suitability to work with children.

References will normally be requested for shortlisted candidates before interview, particularly for teaching roles and many support staff positions. This enables any issues identified within references to be explored further during the interview process. In exceptional circumstances, where there is a clear reason for doing so, references may be sought as soon as reasonably practicable following interview.

Any offer of employment will be conditional upon receipt of at least two references that the school considers satisfactory. One reference must be from the applicant's current or most recent employer. If the applicant's most recent employment did not involve working with children, an additional reference will be required from the employer with whom they most recently worked with children. Referees must not be family members or individuals who know the applicant only in a personal capacity.

Referees will be asked to confirm the reason for the applicant leaving their current or most recent role and to comment on their suitability for the position applied for, including whether they are aware of any concerns regarding the applicant's suitability to work with children. Referees will be provided with the relevant job description and person specification to support their response.

Where the referee is a current or former employer, they will also be asked to confirm:

- The applicant's dates of employment, job title, key duties, salary, reason for leaving, performance history and any disciplinary record;
- Whether the applicant has been subject to disciplinary procedures relating to the safeguarding or welfare of children (including where any sanctions have expired);
- For teaching roles, whether the applicant has been subject to formal capability procedures within the previous two years; and

- Details of any substantiated safeguarding allegations or concerns that meet the harm threshold.

The school will:

- Only accept references received directly from the referee and will not rely on references supplied by the applicant or on open testimonials;
- Take steps to verify that electronic references are authentic and originate from a legitimate source;
- Ensure that the referee is suitably senior and authorised to provide the reference;
- Follow up on any unclear, incomplete or ambiguous information; and
- Explore any safeguarding concerns, discrepancies or patterns identified through references before any appointment is confirmed; and
- Investigate and resolve any discrepancies or inconsistencies with the applicant before confirming an appointment.

References will not be considered in isolation. The school will evaluate information obtained through references alongside the application, online searches, interview evidence and statutory pre-employment checks when determining an applicant's overall suitability for appointment.

12. Interviews

The interview is a key stage of the safer recruitment process and provides an opportunity to assess each candidate's suitability to work with children, as well as their skills, experience and ability to fulfil the requirements of the role. Interviews will also enable the school to explore information obtained through the application process, references, online searches and any other recruitment checks where appropriate.

The interview panel will normally consist of at least two members, one of whom will have completed accredited safer recruitment training. Where appropriate, the panel will include the Headteacher or another senior leader.

The interview panel will use a range of selection techniques to identify the most suitable person for the post by asking structured questions covering the key areas as outlined in KCSIE, and will:

- Explore safeguarding knowledge, attitudes and behaviours
- Probe employment gaps and inconsistencies
- Assess motivation to work with children
- Assess candidates' understanding of safeguarding responsibilities and professional boundaries.
- Explore candidates' attitudes, values and behaviours in relation to working with children.

- Assess whether candidates demonstrate the professionalism, integrity and judgement expected of adults working within a specialist SEND setting.
- Clarify any concerns or inconsistencies identified during the recruitment process.

Candidates must provide photographic identification at interview.

12.1 Interview Records

Records relating to unsuccessful applicants will normally be retained securely for six months following completion of the recruitment process before being confidentially destroyed in accordance with the school's data retention arrangements, unless there is a legitimate reason to retain them for longer.

13. Determining Suitability for Appointment

The school recognises that safer recruitment is not solely about completing statutory checks, but about making informed, professional judgements regarding an applicant's overall suitability to work with children. Appointment decisions will be based on all information obtained throughout the recruitment process and will always place the welfare of children at the centre of decision-making.

When determining suitability, the school will consider information from the application form, references, online searches, interviews, pre-employment checks and any other relevant information obtained during the recruitment process. No single piece of information will necessarily determine the outcome. Instead, the School will assess all available evidence fairly, proportionately and in context, exercising professional judgement throughout.

The school expects all employees to demonstrate the highest standards of professional conduct, integrity, safeguarding awareness and respect for children and colleagues. Consideration will be given to whether applicants demonstrate the attitudes, values and behaviours required to work safely and effectively within a specialist SEND environment.

Where concerns arise at any stage of the recruitment process, these will be explored appropriately before any appointment is confirmed. Where the School concludes that an applicant does not meet the standards of safeguarding, professional conduct or suitability required for the role, it reserves the right not to make an appointment or to withdraw a conditional offer of employment.

14. Pre-Employment Checks

Any offer of employment made by the school will be conditional upon the satisfactory completion of all required pre-employment checks. These checks form an essential part of the school's safeguarding arrangements and help determine whether an individual is suitable to work with children. If any safeguarding concern or information affecting an applicant's

suitability arises during the checking process, the school reserves the right not to confirm the appointment or to withdraw the conditional offer of employment.

Before confirming any appointment, the school will complete all relevant statutory pre-employment and safeguarding checks to ensure that the successful applicant is suitable to work with children. These checks will normally include:

- the receipt of at least two satisfactory references;
- satisfactory Enhanced DBS check and where the appointee has lived outside the United Kingdom, a certificate of good conduct (or equivalent) if applicable;
- where applicable, satisfactory Children's and/or Adults' Barred List checks;
- confirmation of the candidate's medical fitness (through a pre-employment health check);
- verification of relevant qualifications through original certificates or other appropriate evidence;
- verification of professional status where required;
- verification that the candidate has not been prohibited from teaching or carrying out teaching work and has no sanctions or restrictions against them, by the Teaching Regulation Agency where relevant;
- verification that the candidate has not been prohibited from carrying out management work where relevant;
- a satisfactory self-declaration of criminal record and suitability to work with children in line with the requirements of Keeping Children Safe in Education;
- a satisfactory online search, including publicly available social media in line with the requirements of this policy and Keeping Children Safe in Education;
- letter of professional standing from the overseas professional regulating authority where relevant;
- verification of the candidate's identity;
- verification of the candidate's right to work in the UK.

The completion of all required pre-employment checks will be recorded on the School's Single Central Record (SCR) and, where appropriate, within individual personnel records.

14.1 Identity Verification

All offers of employment are conditional upon the prospective employee providing satisfactory evidence of their identity to enable the school to verify their name, date of birth and current address. Identity verification forms an essential part of the school's safer recruitment process and helps ensure that the individual is who they claim to be.

Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In all cases original documents (not photocopies) must be provided.

14.2 Enhanced DBS Check

Due to the nature of the school's work and its safeguarding responsibilities, all prospective staff are required to undergo the appropriate Disclosure and Barring Service (DBS) check. The level of check required will depend on the role. Positions involving regulated activity with children or vulnerable adults will require an Enhanced DBS check, including relevant Barred List information.

An Enhanced DBS check may disclose criminal record information and other relevant information held by the police, in accordance with current legislation, and will confirm whether an individual is barred from working with children.

The school will not retain DBS certificates or criminal record information for longer than six months, unless there is a lawful reason to do so.

In exceptional circumstances where employment commences before the DBS certificate has been received, the school will undertake a documented risk assessment, complete any required Barred List check and implement appropriate supervision arrangements until satisfactory clearance has been confirmed.

14.3 DBS Update Service

Where an applicant subscribes to the DBS Update Service, the School may rely on an online status check, provided the applicant's original DBS certificate has been seen, the appropriate identity checks have been completed, and the applicant has given their consent.

Where the applicant is not subscribed to the DBS Update Service, is unable to produce the original DBS certificate, or where the existing certificate is not appropriate for the role, the School will require a new enhanced DBS certificate before employment is confirmed.

The school will verify that the original DBS certificate matches the identity of the individual presenting it, by checking valid and approved forms of identification.

The original DBS certificate will be physically examined to confirm that:

- it is valid for employment within the children's workforce;
- the level of the check (i.e. Enhanced, including Child Barred List information, where applicable) is appropriate for the role being undertaken.

An online status check will only be accepted where the original DBS certificate meets the above criteria and there has been no change recorded on the DBS status.

The school retains the right to request a new DBS check if the certificate is not suitable or if the Update Service check indicates a change in status.

14.4 Prohibition from Teaching

Where applicable, the school will carry out a prohibition from teaching check to confirm that an individual is not prohibited from carrying out teaching work under section 141B of the Education Act 2002. This check will be completed before employment is confirmed.

The requirement to undertake a prohibition check is determined by the duties of the post rather than the employee's job title. Following a successful interview, the school will carry out a prohibition from teaching check for all teaching staff and for candidates appointed to classroom-based roles where the duties require such a check, in accordance with current statutory guidance.

These include:

- Teachers
- HLTAs
- Pastoral Lead

The check will be completed through the Teaching Regulation Agency (TRA) and will confirm whether the individual is subject to a prohibition order or any other relevant restriction preventing them from carrying out teaching work.

14.5 Section 128 Direction

Where required, the school will carry out a Section 128 direction check to confirm that an individual is not prohibited from taking part in the management of an independent school under the Education and Skills Act 2008.

The requirement for a Section 128 check is determined by the responsibilities of the role in accordance with current statutory guidance. This will normally include, but is not limited to:

- Headteacher;
- Assistant Headteacher;
- Teaching positions on the Senior Leadership Team;
- Non-teaching positions on the Senior Leadership Team (e.g. Business Manager);
- Proprietor; and
- Advisory Board Members.

14.6 Right to Work in the UK

Before employment commences, the school will verify that every successful applicant has the legal right to work in the United Kingdom in accordance with Home Office requirements.

Appropriate original documentation, or evidence obtained through an approved digital right to work check where permitted, will be examined and retained in accordance with current legislation. Where an individual's permission to work in the UK is time-limited, the school will carry out any required follow-up checks.

Copies of right to work documentation will be retained for the duration of employment and for two years after employment ends, in accordance with Home Office requirements.

14.7 Qualifications and Professional Status

The school will verify all qualifications and professional status that are relevant to the role before employment is confirmed. Original certificates or other appropriate documentary evidence must be provided for inspection.

Where Qualified Teacher Status (QTS) or another professional registration is a requirement of the role, this will also be verified with the relevant awarding or regulatory body where appropriate.

Where qualifications or professional status cannot be verified satisfactorily, the school will determine whether it is appropriate to proceed with the appointment.

14.8 Overseas Checks

Where a candidate has lived or worked overseas for a period determined by the school, additional checks will be undertaken, where appropriate, to help establish their suitability to work with children. These checks may include obtaining a certificate of good conduct or equivalent criminal record information from the relevant country or countries, as well as any other checks considered appropriate in accordance with current statutory guidance.

Where the role requires professional registration or teaching qualifications obtained overseas, the school will also seek verification of the applicant's professional standing where this information is available.

The school recognises that equivalent overseas information is not always available. Where it is not reasonably practicable to obtain satisfactory overseas checks, the School will undertake a documented risk assessment and consider all other available recruitment information before determining whether it is appropriate to proceed with the appointment.

14.9 Medical Fitness

Following a conditional offer of employment, the school will obtain confirmation that the successful applicant is medically fit to carry out the duties of the role. This will normally be established through a pre-employment health declaration and, where appropriate, advice from an occupational health professional.

The school will consider any reasonable adjustments in accordance with the Equality Act 2010 and will not discriminate unlawfully on the grounds of disability.

15. Specific Groups

15.1 Agency and Supply Staff

The school will obtain written confirmation from the supplying agency or organisation that all relevant safer recruitment and pre-employment checks have been completed in accordance with statutory requirements.

The school retains ultimate responsibility for satisfying itself that appropriate safeguarding and recruitment checks have been completed and reserves the right to undertake additional enquiries or repeat recruitment checks, including online searches where appropriate, before permitting an individual to commence or continue working at the school.

Before the individual commences work, the school will verify their identity and ensure that they are the person on whom the recruitment checks have been completed.

Agency and supply staff will receive appropriate safeguarding information and will be expected to comply with the school's safeguarding policies and procedures whilst working at Orange Tree School.

15.2 Contractors/Self-employed

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity, but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

The level of supervision provided will be determined through an appropriate risk assessment, taking account of the nature of the work and the likelihood of contact with pupils.

15.3 Volunteers

The school values the contribution made by volunteers but recognises that appropriate safeguarding arrangements must always be in place. The level of recruitment and vetting checks undertaken will be proportionate to the nature of the volunteer role and the level of contact with children, in accordance with current statutory guidance.

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

15.4 Advisory Board Members

All Advisory Board members will undergo the safeguarding checks required by current statutory guidance, including:

- Undertake an Enhanced DBS check (barred list check if engaging in regulated activity)
- Undergo a Section 128 check where required
- Have identity and right to work verified
- The Chair of the Board will have their DBS check countersigned by the Secretary of State.
- Other checks deemed necessary if they have lived or worked outside the UK

15.5 Alternative Provision

Where pupils attend alternative provision, the school will seek appropriate assurance that safeguarding arrangements, including safer recruitment checks where required, have been completed in accordance with Keeping Children Safe in Education (KCSIE). The school will remain satisfied that alternative providers have appropriate safeguarding arrangements in place to protect pupils.

16. Existing Staff

The school recognises that safeguarding is an ongoing responsibility and not limited to the recruitment process. In certain circumstances, the school will carry out relevant safeguarding checks on existing staff as if the individual were a new member of staff. These circumstances include:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more.

17. Staff Induction

All new staff will receive a comprehensive safeguarding induction before or as soon as reasonably practicable after commencing employment. The induction will ensure that staff

understand their safeguarding responsibilities and the school's expectations for professional conduct.

The induction will include:

- The School's Child Protection and Safeguarding Policy
- The Staff Code of Conduct
- The Relationship and Behaviour Policy
- The identity and role of the Designated Safeguarding Lead (DSL) and deputies
- A copy of Part 1 of Keeping Children Safe in Education
- Information about reporting safeguarding concerns, low-level concerns (as set out in the Child Protection and Safeguarding Policy) and the school's whistleblowing procedures.

Staff will be required to confirm that they have read and understood these documents.

18. Probationary Period

All new staff will be subject to a probationary period in accordance with their terms and conditions of employment. During this period, the school will monitor the individual's performance, professional conduct, safeguarding practice and ongoing suitability to work with children.

Any safeguarding concerns identified during the probationary period will be managed in accordance with the school's safeguarding and staff conduct procedures and may result in employment being terminated where appropriate.

19. Referral to the DBS

The school recognises its legal duty to make referrals to the Disclosure and Barring Service (DBS) where the statutory referral criteria are met. Where appropriate, the school will also consider whether a referral should be made to the Teaching Regulation Agency (TRA) in relation to teachers.

A referral to the DBS will be made where the school has a legal duty to do so, including where:

- The school believes the individual has engaged in relevant conduct; or
- The school believes the individual has received a caution or conviction for a relevant (automatic barring, with or without the right to make representations) offence under the *Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009*; or
- The school believes the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and

- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed had they not left.

Where appropriate, the school will also comply with its duties to consult or refer matters to the Local Authority Designated Officer (LADO), the Teaching Regulation Agency (TRA), Ofsted or any other relevant regulatory or professional body in accordance with statutory guidance.

20. Record Retention

Recruitment records will be retained securely in accordance with the School's Data Retention Schedule, data protection legislation and relevant statutory guidance. This includes, but is not limited to:

- Records relating to unsuccessful applicants will normally be retained for six months after the recruitment process has concluded.
- Personnel files for successful applicants will be retained for six years after employment ends.
- Copies of DBS certificates will not be retained for longer than six months, in line with guidance from the Disclosure and Barring Service.

21. Monitoring and Review

This policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance or the school's safeguarding arrangements.

The Headteacher is responsible for ensuring that the policy is implemented effectively and that safer recruitment practices are monitored to promote continuous improvement and compliance with current statutory requirements.