SALISBURY CATHEDRAL SCHOOL
18a Safer Recruitment Policy

Policy Lead and Reviewer (Position (and Initials)):	Head (SJM)
Overseen by:	Wellbeing Committee
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INTRODUCTION
Salisbury Cathedral 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 in the whole setting (including Early Years and out of hour clubs). The School is also committed to providing a supportive environment to all its members of staff, volunteers and visitors and to protect pupils including boarders. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

This policy has regard to:

- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)
- Disqualification under the Childcare Act 2006 (updated 2018)

AIMS
The aims of the School's Safer Recruitment Policy are:

- To deter, identify and reject individuals who are unsuited to work with children.
- 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 including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in Keeping Children Safe in Education (2024), Working Together to Safeguard Children (2023) and the code of practice published by the Disclosure and Barring Service (DBS).
- To 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.
- Employees involved in the recruitment and selection of staff are responsible for familiarising

themselves with and complying with the provisions of this policy.

- The Head, Deputy Head, DSL and IT Strategy Lead (and selected Governors and members of staff) have completed relevant safer recruitment training.

RESPONSIBILITIES

All staff appointments must adhere to the processes laid down in this policy.

- The Head oversees the work of the Operations Manager, who is responsible for coordinating all recruitment activities, for maintaining the Single Central Record of Staff and for ensuring that the Safer Recruitment Policy is adhered to.
- All staff appointments must be within the context of the Annual Budget and School Development Plan approved by the Governing Body.
- The Governing Body, with the prior consent of Chapter, appoints the Head.
- The Governing Body and the Head, appoints the Deputy Head.
- The Head has overall responsibility for the selection and appointment of all staff (teaching and non-teaching) of the school, but may delegate this responsibility to suitably qualified members of staff as they see fit. The appointment of key management staff will be made in consultation with the Governing Body. The Head may choose to involve members of the Governing Body with appointments.
- The responsibility for recruitment of staff under a contract for services staff lies with the school's appointed sub-contractors who will supply the school in writing (paper or email) that the precisely required checks have been carried out. A disclosure is only sent if it contains 'information' about an offence. The school notes the names, date of starting, identity check, and DBS number and date on the central register, and in the notes column records that the agency has confirmed that it has carried out all the appropriate checks.

RECRUITMENT AND SELECTION PROCEDURE

- All applicants for employment will be required to complete an SCS Standard Application Form containing questions about their identity, their qualifications (where relevant), their full employment history and their suitability for the role.
- Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.
- Curriculum Vitae will not be accepted in place of the completed application form.
- Applicants will receive a job description and a copy of the relevant safeguarding policies, and may receive a person specification for the role applied for.
- The Head, and/or anyone specifically delegated, will scrutinise the applications and draw up a list for interview.
- The successful applicants will then be invited to attend a formal interview process at which their relevant skills and experience will be discussed in more detail. All shortlisted applicants will be tested during their interview about their suitability to work with children. All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at the interview.
- Interviews will be conducted in person or live video link and will explore suitability to work with children. If the interview is conducted via video link, ID and right to work in the UK checks, certificates of professional qualifications, where relevant, are initiated on the basis of scanned images, and the original documentation being viewed during the interview. The original documents must be seen when the individual first attends in person.
- The interview panel will be a minimum of two people, with at least one person involved having current Safer Recruitment Training.
- In the interview process, candidates will be formally asked direct questions about any gaps in employment and about their suitability to work with children, including any relevant convictions,

cautions or bind-overs.

- If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:
    - The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.
    - The receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory.
    - The receipt of an enhanced disclosure from the DBS that the School considers to be satisfactory.
    - Candidates must disclose any issues 'In Confidence' to the Head prior to the formal interview.
    - Verification of the applicant's medical fitness for the role. We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the School's responsibility to be satisfied that employees of the School have the appropriate level of physical and mental fitness and this is part of the conditional offer above. Decide whether an applicant can carry out a function that is essential (intrinsic) to the job.
    - It is the School's practice to adhere to the new Equality Act, so in addition, the School will:
        - Monitor diversity among people making applications for jobs.
        - Take positive action to assist disabled people.
        - Only ask health-related questions prior to being offered the job to help us to decide whether we need to make any reasonable adjustments for the person to the selection process.
- The employment health questionnaire will be sent with the conditional offer of employment. The information contained in the questionnaire will then be held by the School in strictest confidence. If the School feels it is necessary, the questionnaire will be reviewed by the School Nurse, who will check to see if there are any areas of concern and who will obtain guidance from the School's medical advisor. This information will be reviewed against the Job Description and any Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e proposed timetable, extra-curricular activities, and layout of the School. If the School's medical advisor has any doubts about an applicant's fitness the School will seek a further medical opinion from a specialist or request that the applicant undertake a full medical assessment.
- The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.
- In accordance with Standard 19 and 20 of the National Minimum Standards for Boarding Schools, newly appointed staff who care for, train, supervise or are in charge of boarders, may not begin work (or residence) at the School until satisfactory completion of all checks and receipt of references. In certain exceptional circumstances, a member of staff may begin work if some references/checks are outstanding, but all DBS checks must have been completed. Appropriate supervision will be put in place until all checks have been received. A Risk Assessment, in agreement with the Head, would be put in place, which would be updated as required weekly until receipt of DBS. Alongside this, Safeguarding Training would be given before starting employment.
- It is not necessary for an enhanced criminal record check, further checks being carried out for a person having lived outside the UK, or to check that Standard 19 of the National minimum Standards is complied with, if the new member of staff has worked in a school and had regular contact with children or young persons (during a period which ended not more than three months before the new appointment).

PRE-EMPLOYMENT CHECKS

In accordance with the recommendations of the DfE in Keeping Children Safe in Education 2023, the School carries out a number of pre-employment checks in respect of all prospective employees (referral is made to the Government guidance 'ID checking guidelines for standard/enhanced DBS check applications

from 01/07/21' for information on checking the identity of those lacking the usual official documentation).

Verification of Identity, address, Right to work in the UK and Qualifications

- All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications.
- The School asks for this information at interview to ensure that the person attending interview is who they claim to be, that they are permitted to work for the School if appointed and that they hold appropriate qualifications.

Identity and address

- All applicants must bring with them to interview, original documents which evidence their identity and current address to comply with DBS identity checking guidelines: https://www.gov.uk/government/publications/dbs-identity-checking-guidelines
- Applicants must always provide their birth certificate as one form of identity unless there is good reason why this cannot be provided.
- 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. They will also be required to provide their birth certificate.
- The School asks for the date of birth of all applicants in order to verify identity and check for any unexplained discrepancies in the employment and education history. The School does not discriminate on the grounds of age.

Online Searches

- In compliance with KCSiE, the HR department may carry out an online search of shortlisted candidates prior to interview, to help identify any incidents or concerns relating to the candidate, which may be explored with the candidate at interview. Shortlisted candidates will be informed that online searches may be done as part of due diligence checks.

Right to work in the UK

- All applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': https://www.gov.uk/government/publications/right-to-work-checklist

Qualifications

- All applicants must also bring to interview original documents which evidence any educational and professional qualifications referred to in their application form and/or which the School requests.

References

- References will be taken up on short listed applicants prior to interview where possible.
- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does / does 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.
- 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 for which the applicant has applied. 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 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), except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious

- 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, except where the allegation or concerns were found to be unsubstantiated, unfounded, false or malicious

- 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
- 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 and the relevant referee before any appointment is confirmed
- If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed
- All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. References may be taken up on internal candidates as part of the application process and can be provided by colleagues as the School will be the most recent employer and will previously have taken up references from past employers

  Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigation
- the School makes telephone contact with each referee to verify the details of the written reference provided

Criminal Records Checks

Due to the nature of the work, the School applies for checks from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers. For all positions, the School requests an enhanced disclosure from the DBS. An enhanced disclosure will contain details of all convictions on record (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. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority. An enhanced disclosure 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.

- DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, as we consider appropriate, having regard to any guidance issued by the Secretary of State, including the equivalent of a disclosure, if one is available in the relevant jurisdiction(s) or a Certificate of Good Conduct from the local police force (see below for further details regarding overseas checks).

- The School expects supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account and to provide written confirmation

that all relevant checks have been carried out in respect of staff supplied to the School. Proof of registration will be required before the School will commission services from any such organisation. The School will independently verify the identity of staff supplied by such an agency.

DBS Filtering Rules

With effect from 29 May 2013, the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School during the recruitment process it must be disregarded when making a recruitment decision.

DISCLOSURE AND BARRING SERVICE

General Principles

- The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. This is as follows:
- As an organisation using the DBS service to help assess the suitability of applicants for positions of trust the School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Assessment Procedure

- All appointments to the School will be subject to a DBS check at the appropriate level.
- A check of the Children's Barred List, if an individual will be undertaking "regulated activity".
- 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 risk 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, he/she 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 disclosure information.

Storage and Access

- The enhanced criminal record certificate is obtained before or as soon as practicable after the appointment is made and the certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

- In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled

to receive it.

Usage

- Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

- Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

- Once the retention period has elapsed, we will ensure that any certificate information is immediately destroyed by secure means, i.e by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, and the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken. The School complies with the provisions of the DBS code of practice available from the following link: https://www.gov.uk/government/publications/dbs-code-of-practice
- 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. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Dealing with Candidates with Information that appears on their DBS

- 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 bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.
- 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 DBS 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
    - If the School has serious concerns about an applicant's suitability to work with children; it will report the matter to the Police, DBS and/or the Independent Safeguarding Authority. 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
        - Whether the applicant's circumstances have changed since the offending behaviour or other relevant matter
        - The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Overseas checks

For teaching and non-teaching staff:

For individuals who have lived or worked outside of the United Kingdom, and in respect of whom obtaining a disclosure from the DBS is not sufficient to establish their suitability to work with children, an overseas criminal records check or certificate of good conduct, may be required by the School (an overseas check for individuals who have lived outside the United Kingdom are not required by law if, within the three months prior to an individual commencing work at the School, that individual has worked in a school in England which brought him/her regularly into contact with children or young persons).

The School takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the School recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The School therefore assesses each applicant's situation on its individual facts.

Checks on applicants who have taught overseas:

With effect from 1st January 2021, schools are no longer able to carry out EEA teaching sanction checks and instead being advised to request applicants who have taught overseas to provide a letter of professional standing (to provide proof of their past conduct as a teacher). We are now required to:

- review the employment history of all shortlisted candidates for positions which will involve teaching work to ascertain whether an individual has worked as a teacher overseas.
- obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.
- applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.
- Where this information is not available the school seeks alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether

to proceed with the appointment.

Prohibition from teaching orders

Schools must check that anyone employed or engaged to carry out teaching work in a school has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)) which renders them unable or unsuitable to work at the School. It is irrelevant whether the person carrying out teaching work has Qualified Teacher Status, a Teacher Reference Number, is peripatetic or is charged by the school to the parents.

Prohibition from management of independent schools directions

With effect from 12th August 2015, schools must check whether staff appointed to management positions after this date have ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School. Management positions include (but are not limited to) Governors, Head, Deputy Head, Assistant Head and members of the Senior Leadership Team.

Section 142 of the Education Act

This requires checking against the DBS certificate, whether the individual has ever been the subject of a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the school. This is now referred to as the Barred List.

Disqualification from childcare (under the Childcare Act 2006)

Completion of a self-declaration form is required confirming whether the person is disqualified from working in connection with children under the age of eight in accordance with the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and DUCA (only applicable to individuals who will be providing childcare at the school to children under the age of eight).

Disqualification by Association

Until 31st August 2018, schools and nurseries had to ensure that they have undertaken checks to satisfy themselves that individuals seeking to be employed or work in these settings are not disqualified by being associated with another who would be disqualified. A change in the law effective from 31st August 2018 has resulted in the guidance being reviewed and updated to make the position clearer. This change has removed the requirement for schools and nurseries to check if an individual is disqualified by association and therefore this check is no longer made.

Contractors and agency staff

The School must complete the same checks for contractors and their employees undertaking regulated activity at the School as it does for its own employees. The School requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of individuals supplied by contractors or an agency and requires the provision of the original DBS disclosure certificate before those individuals can commence work at the School.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School.

The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care. Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates. In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers
- references
- an informal interview.

'One-off' volunteers, for day outings, school concerts and such would not require vetting checks, but should not be unsupervised and/or must not undertake any kind of personal care.

Visiting speakers and the Prevent Duty

The School often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that Visiting Speakers put in to their presentations. Where possible, the school selects visiting speakers in line with recommendations made by reputable organisations and professional bodies which the school is affiliated with, including the IAPS, BSA and CSA (Choir Schools' Association).

This section sets out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers and should be read in conjunction with the School's Safeguarding Policy.

The Prevent statutory guidance (https://www.gov.uk/government/publications/prevent-duty-guidance) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable and our own school policy on Visiting Speakers has regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

School Protocol

- All requests for outside speakers (be this from a pupil or school staff) must firstly be discussed with the Head.
- The School will undertake a risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on

the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

- The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speaker's visit. In some cases, the School may also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.
- A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and British values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to the Head as soon as reasonably practicable after the talk/visit.
- Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst pupils are present.
- On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign the visitor's book. The Visiting Speaker will also be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be briefed on the School's Safeguarding Policy and should confirm to the School that they have the appropriate DBS check (unless the Visiting Speaker's employers have already confirmed that their staff have had the appropriate checks). The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

The School will keep a formal register of visiting speakers, which will include their contact details and information on the subject matter of their presentations.

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate 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 individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

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

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS 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 also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

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. The School will report the matter to the Police and/or the DBS 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

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 DBS 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;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- 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;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; 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: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, 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.

Data Protection Obligations

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

An entry will be made on the Single Central Register for all current governors, members of staff at the school and all who work in regular contact with children, including volunteers, supply staff and those employed by third parties.

Induction Process

Once appointed, a new member of staff will be supported by a range of senior staff (according to the precise nature of the appointment), and a process of induction carried out. This process will involve meetings with the supervising member of staff and evaluation as appropriate.