

Recruitment, Selection and Disclosure Policy and Procedures

This comprises:

- Disclosure and Barring Service (DBS) Policy (page 8)
- Host families in Homestay arrangements (page 8)
- Recruitment of Ex-Offenders Policy (page 10)
- Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information Policy (page 12)
- Supervision of Ancillary, Contract and Unchecked Staff (page 5)
- Visiting Speakers (page 7)

Introduction

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

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

- 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, consistently and lawfully
- to ensure that no job applicant is treated unfairly on any grounds, directly, indirectly or by association including race, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, pregnancy, marital or civil partner status, disability or age
- to ensure compliance the School's Child Protection Policy and with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) Keeping Children Safe in Education (KCSIE) 2016 and the ISI Handbook for the Inspection of Schools and 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

All employees, particularly those involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. Any potential conflict of interest should be declared at the outset of the process or as soon as it becomes apparent.

PART A –RECRUITMENT SELECTION AND DISCLOSURE POLICY & PROCEDURE

I Recruitment & selection procedure

All applicants will be required to complete an application form containing questions about their academic and 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. A

curriculum vitae will not normally be accepted in place of the completed application form however may be submitted as an additional document.

Applicants will receive a job description which includes a person specification for the role applied for.

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

The applicant may then be invited to attend an interview at which his/her relevant skills and experience will be discussed in more detail. It is strongly advised that one of the interviewers is trained in Safer Recruitment. If any interviewer has any prior relationship or knowledge of any of the candidates a judgement will be made as to whether or not the interviewer should withdraw from the panel.

If it is decided to make an appointment following an interview, any such offer will be conditional on the following pre-employment checks:

- verification of identity and relevant qualifications; (see 1a for further details)
- the receipt of an *enhanced* disclosure from the DBS which the School considers to be satisfactory and an appropriate equivalent overseas check where this is available for candidates who have lived abroad in any one country for three months or more in at least the last 5 years. 'Portable' enhanced DBS disclosures and those accepted from other schools, issued within the last 3 months, will require a separate Children's Barred List check; (see 1b for further details)
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; preceding employers involving work with vulnerable people may also be approached where staff work in boarding and/or an overseas criminal record check is not available; (see 1c for further details)
- verification of the applicant's medical fitness for the role ; (see 1d for further details)
- confirmation that the applicant is not named on either the Children's Barred List administered by the DBS also in the case of teaching staff, the DfE's Prohibition register;(see 1e for further details)
- all staff involved in Early Years and after school care are required to declare their suitability for this work both personally and by association (see 1f for further details)
- the agreement of a mutually acceptable start date and the signing of a contract (where appropriate) incorporating the School's standard terms and conditions of employment;

a. Verification of identity and qualifications

All applicants who are invited to an interview are requested to bring the following evidence of identity, right to work in the UK, address and relevant qualifications (original documents are required):

- Passport or other proof of entitlement to live and work in the UK;
- Two, recent utility bills or statements (from different sources) showing name and home address;
- Confirmation of any educational and professional qualifications referred to in their application form and where relevant to the post
- Where a passport is not provided, other photo identification such as a current driving licence

Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

If not seen at interview, any offer of employment is conditional, subject to the above and any other outstanding vetting checks.

The School asks for the date of birth of all applicants. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Original copies of all qualification certificates relevant to the role are required. Where these are lost the applicant must apply to the awarding body for duplicates or letters of confirmation.

b. Disclosure and Barring Service (DBS) Disclosure

Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.

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 DfE and the Department of Health. 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.

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending the receipt of the disclosure. This will only be allowed if all other checks including a check of the Children's Barred List have been completed and once appropriate supervision has been put in place. A risk assessment will be reviewed every two weeks until the certificate has been received.

Applicants with continuous periods of overseas residence of over 3 months in any one country in the last 5 years will be asked to apply for the equivalent of a disclosure, if one is available from the relevant jurisdiction(s). If an overseas check is not available additional references may be required.

See part C of this document for further information

c. References

Where possible, references will be taken up on short listed candidates, including internal applicants, prior to interview. If candidates do not wish the School to take up references in advance of the interview they should notify the School at the time of application.

All offers of appointment 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/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

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 (if relevant) which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, absence* and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people
- whether they are completely satisfied that the Applicant is not involved in "extremism" being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

(* only to be included in references requests made after the offer of employment has been made)

The School will only accept references obtained directly from the referee and 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.

The School makes direct inquiries with referees of applicants for all positions.

d. Medical Fitness

The School is 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.

It is the School's practice that all applicants to whom an offer of employment is made must complete a health questionnaire or self-declaration as appropriate to the role. The School will arrange for the information contained in the questionnaire to be reviewed by the School's medical advisor. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

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

e. Children's Barred List and Department for Education's Prohibition Register

Due to the fragmented and campus nature of the school site and the age of buildings where toilet and refreshment facilities are in different areas, the School has decided that in practice, regular volunteers are very likely to be unsupervised at times and so should be considered to be in regulated activity therefore a Children's Barred list check will be required.

All staff involved in teaching pupils will also be checked against the DfE's employer's portal to ensure that anyone employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State or EEA sanctions. A s.28 check will be undertaken for all those at Head of Department level upwards and the School Bursar.

f. Childcare Disqualification Regulations (2009)

Those employed in, or managing those who work with, Early Years and/or Later Years (Under 8's) childcare will be asked to declare whether they or by association, are disqualified from working with this age group under the Childcare (Disqualification) Regulations 2009.

See *Appendix 1* for a summary of the vetting checks.

PART B – SUPERVISION OF VOLUNTEERS, AGENCY, CONTRACT AND UNCHECKED STAFF

Contractors engaged by the School who have regular or unsupervised contact with pupils 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.

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 written confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by the contractor or agency.

Occasional visitors to the School must sign in at Reception (Senior, Pre-Prep. or Prep. School), wear a visitor's pass and be accompanied at all times.

All staff, volunteers, sports coaches, music and other peripatetic staff will be recruited via the Human Resources Department, subject to the relevant Senior Management Team approval and will undergo the following pre-engagement checks:

1. Completion of application form
2. Interview, it is recommended that at least one interviewer is trained in Safer Recruitment
3. Any gaps in employment are identified and discussed at interview
4. Names, addresses and contact details of two referees are provided, one of which should be current or most recent employer where applicable
5. Completion of medical self-declaration
6. Enhanced DBS check which includes a barred list check.
7. Presentation of all the original documents requested to support the DBS application
8. Addresses provided where candidate has lived in the last 5 years, overseas check where applicable (see Part A 1 b)
9. Presentation of original qualification certificate(s) where applicable
10. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)
11. Official photo identification provided (e.g. current passport or driving licence)
12. Department for Education Prohibition and EEA sanctions checks for teaching staff
13. Department for Education Prohibition from management of an independent school (for academic heads of department and above including the Bursar)
14. Self-declaration (personally and by association) for those working in Early Years and after school care.

In exceptional circumstances the member of staff may commence work prior to receipt of satisfactory DBS disclosure. Under these circumstances all of the above pre-engagement checks must be completed in addition to the following:

1. Barred List Check (previously known as List 99 Check)
2. DBS application has been applied for by the School

3. Risk Assessment put in place (see example in Appendix 2)

a. Volunteers

Regular volunteers at the School are generally considered to be in regulated activity due to the difficulties in ensuring constant supervision and therefore subject to similar checks to other members of staff. In particular individuals interested in volunteering at the School will need to complete the following:

1. Volunteer Application form including details of last employment
2. Names, addresses and contact details of two referees, one of which should be current or most recent employer where applicable
3. Completion and submission of DBS application form which will include a Children's Barred List check.
4. Informal interview with the person for whom they will volunteer
5. Addresses provided where candidate has lived in the last 5 years
6. Documentary evidence provided of right to live and work in the United Kingdom (e.g. current passport or birth certificate)
7. Official photo identification provided (e.g. current passport or driving licence)
8. Department for Education Prohibition checks where necessary

See *vetting checks summary – appendix 1*.

Volunteers will not be able to work at the School until all the above checks have been carried out. All volunteers will be inducted in relation to behavioural conduct, health and safety and child protection.

Where volunteers are considered *not* to be in regulated activity a risk assessment must be undertaken to support this decision.

b. Contractors

The majority of contractors work at the School in secured sites or outside term-time and therefore have no direct contact with pupils. Pupils are not allowed in areas where builders are working for safeguarding, health and safety reasons. Any regular contractor working during term time who may have unsupervised contact with the pupils is subject to the recruitment procedure described on page 1 of the document (with the exception of a barred list check if not engaged in regulated activity); they are also required to sign in each day at Reception and to wear an identification badge. Contractors who are on site during term time, are occasional visitors and do not meet the definition of regulated activity (and therefore will have not completed the described checks) will be required to sign in at Reception (Pre-Prep., Prep School or Senior School), wear a visitors badge and be appropriately supervised by a member of the Estates team or other suitable member of staff at all times.

The School is required to check the identity of all contractors on arrival.

c. Taxi Firms and School Bus Providers

All taxi firms and school bus providers commissioned by the School have written agreements in place to ensure that all taxi and bus drivers working in direct contact with pupils have been DBS checked at an enhanced level. The School will only work with taxi firms and agencies that can demonstrate that they have effective vetting arrangements for their staff.

d. Agency / Supply Staff and Visiting Professionals

Agency staff are occasionally used to cover short-term operational needs e.g. cover for sick leave or extra staff needed for a specific function. Safer recruitment checks are required for all supply and agency staff. The supply agency must provide written confirmation that they have conducted these checks, including an enhanced DBS disclosure and provide a copy of the disclosure number and references taken on request. The agency member of staff must arrive with a copy of their disclosure and photographic identification.

Professionals employed by third parties who work at the School (e.g. the School Doctor) will have been checked by their employing organisation. Written confirmation will be required and the individual must present identification.

e. PGCE Students

Where PGCE students attend a work placement at the School, the teacher training provider should ensure that an enhanced DBS disclosure is applied for when a place at a teacher trainer institution has been accepted. Disclosures should therefore have been received by the teacher training institution prior to the student commencing their placement at the School. As with agency staff, the teacher training provider must assure the School in writing that all required vetting checks have been carried out. The student should bring their disclosure document and photographic identification with them when starting their work placement at the School.

In all cases the PGCE students will be appropriately supervised by a permanent member of staff throughout their placement.

f. Visiting Speakers

The School recognises the value of visiting speakers in enhancing the curriculum.

The School's preparation for the visiting speaker

The School satisfied that the content of the presentation is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty.

1. A suitable member of staff will be designated to organising the visit and for meeting, signing in/out and supervising the speaker at all times during their visit.
2. The member of staff responsible will check that the work of the agency or visitor is known to them using the checklist in appendix 4.
3. Clear guidelines will be provided to the speaker for the content of the speaker's input which will inform the planning of the visit and any preparatory or follow up work. The speaker will be provided with information on ability, age, number of pupils in the group and any special needs requirements. The date, time and duration of the session will also be confirmed as will resources and equipment required.
4. The speaker will clearly outline in advance the aims and outlines of their session with methods, content and approaches and the supervising member of staff should ensure that these are consistent with the Schools Philosophy and Aims.
5. The speaker should be made aware of any relevant school policies and procedures.

DBS vetting checks will not be required for speakers whose visits do not qualify under the School's requirements for vetting checks (see appendix 1) providing they are fully supervised by a designated member of staff at all times during their visit. The visitor and checks will be listed on a register held in HR. Access to boarding areas are prohibited. Please contact the HR Department or Designated Safeguarding Lead should you have any queries.

g. Host Families involved in UK Homestay arrangements

Where a family hosts a student in their own home as part of an exchange scheme, the primary carer will be required to undertake an enhanced DBS disclosure check prior to the exchange student taking residence. The primary carer is defined as the responsible adult in the household who will be most present during the stay.

The trip leader will initiate the process at least 17 weeks prior to the commencement of the Exchange by sending a list of pupils and the name of the partner school to the HR department. A letter will be prepared and signed by HR and the Administration department will send it by Clarion to the Caterham host families. The letter establishes the name and contact details of the primary carer and should be returned to HR 16 weeks prior to the commencement of the Exchange. The HR department will inform Cath Drummond and the trip leader of the progress of vetting checks and when parents have been cleared. Any concerns regarding the content of a DBS disclosure will be shared directly with the DSL for the Senior School and a risk assessment will be undertaken.

Please see the Homestay Trip Leader Policy for further details.

h. Risk Assessments where DBS disclosures are not received

In most cases a DBS disclosure is obtained before an individual begins work. On occasion however, the DBS disclosure may not have been received prior to the start date of employment. This may happen where there is a significant delay at the Disclosure and Barring Service or where there is an urgent need for the individual to start, for example when covering sick or other emergency leave. In these cases, where all other employment checks have been completed, and subject to a risk assessment (see *appendix 2*), an individual may be able to start work if the risk to pupils is considered to be low and where effective supervision of the individual is in place. The member of staff may not enter the Pre- Prep School or Boarding areas. A letter confirming the arrangement will be provided to the member of staff and their supervisor who must sign it to indicate that it has been read, understood and agreed to. The supervisor must be fully vetted themselves, preferably more senior than the individual and the arrangement must be subject to a review every two weeks.

In the case of Homestay arrangements, a risk assessment will be undertaken and alternative accommodation may be found in the event of a DBS certificate not arriving in time for the UK visit.

PART C – DISCLOSURE AND BARRING SERVICE POLICY STATEMENT

Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. As any position in a school involves the opportunity for access to children it is essential the applicant provides the School with legally accurate answers. 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 in paragraph 6.b below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore disclose all previous convictions even those that would normally be considered 'spent', when applying for a position at a School. 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.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the DBS if:

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

The Childcare (Disqualification) Regulations 2009 apply to those providing early years or later years' childcare including before school and after school clubs, to children who have not attained the age of 8 and to those directly concerned in the management of childcare.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything which may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must notify the School immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare or has convictions for a relevant offence. A list of relevant offences can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in areas from which they are disqualified or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head of HR for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate from appointment or result in summary dismissal.

Assessment criteria

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

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- 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 or similar 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 or similar offences.

If the post involves some driving responsibilities, it is the School's normal policy to carefully consider any convictions for driving offences.

Assessment procedure

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

Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior leadership team and the HR Department
- not retain disclosure information or any associated correspondence for longer than is necessary. Generally this will be for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information

The School complies with the provisions of the DBS code of practice.

Retention of records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is

unsuccessful, all documentation relating to the application will normally be confidentially destroyed after four months.

I. Policy Statement on the Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Caterham School undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Caterham School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background and is aware of its responsibilities under the Disability Discrimination Act.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Due to the special requirements of a 3-18, day and boarding school, all offers of employment are subject to an enhanced check for regulated activity and as such no convictions are considered 'unspent'. All application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to the Head of HR, Caterham School and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in Caterham School who are involved in the recruitment process have been suitably briefed to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure by employers and cannot be taken into account. Guidance and criteria for these can be found at the Disclosure and Barring Service website.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or summary dismissal if this information emerged after appointment.

We make every subject of a DBS Disclosure aware of the existence of the DBS (formerly CRB) Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position if and before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included in 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 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 a relevant setting and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, whether by association or otherwise.

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;
- It 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 the relevant information (whether in relation to previous convictions or otherwise) is volunteered by the 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 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 offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it high risk to employ anyone who has been convicted at any time of any of the following offences: murder, rape, manslaughter, 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 high risk to employ anyone who has been convicted driving under the influence of excess alcohol or drugs.

2. Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

It is a requirement of the DBS Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of Disclosure information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning Disclosure applications, has a written policy.

General principles

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, Caterham School, complies fully with the DBS (CRB) Code of Practice

regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Storage and access

Disclosure information is 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. This is limited to the Bursar, Headmaster and their nominated deputies, the Head of HR and HR Officer.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure 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 Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure 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 Disclosure 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 Disclosure information for longer than six months, we will consult the DBS and/or Independent Schools Inspectorate 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 ensure that any Disclosure information is immediately destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information is not kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Other than as described above, we do not keep any photocopy or other image of the body of Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we do keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken. This information may include retention of the top 'slip' which described the types of check, unique number and for whom it was issued as advised by the Independent Schools Inspectorate.

Safeguarding

The School will make candidates aware that all posts in the School involve responsibility for safeguarding children although the extent of that responsibility will vary according to the nature of the post.

Related Policies and Documents

Advertisement Policy
Child Protection Policy
Employment Reference Policy
Keeping Children Safe in Education 2016
Staff Conduct Policy
Equal Opportunities in Employment Policy

Queries

All queries relating to the School's recruitment processes should be directed to the Head of Human Resources or HR Officer.

Jo Field, Director HR and Compliance

Last Reviewed: 20/12/2017

Appendix I

VETTING CHECKS SUMMARY

The following checks are required by the School for all employed staff, volunteers who visit regularly and are in regulated activity*, self-employed, peripatetic and coaching staff who work on a regular basis and FE students hosted by the School on work related learning placements over 15 days and any other regular visitor.

**Regularly is defined as once a week or 4 or more occasions in a 30 day period. A single overnight visit also requires the following checks.*

1. Proof of identity (and confirmation of the right to work in the UK)
2. Completed form with full career/personal history i.e. no unexplained gaps
3. An interview which should include a person trained in Safer Recruitment, interviewers notes required
4. Confirmation of qualifications relevant to the post
5. Enhanced DBS disclosure with Children's Barred List check and additional checks where an employee has lived outside the UK (*not required for supervised volunteers*)
6. At least two satisfactory references
7. Medical fitness (*not a requirement for volunteers*)
8. Prohibition (from teaching and/or management including EEA) and child care disqualification checks as appropriate

By When

The above checks must be completed *before* the individual can start with the exception of the receipt of a DBS certificate providing it has been applied for, a written risk assessment has taken place, *all other checks above have been completed and the DfE's barred list has been checked (List 99).*

Evidence is kept of the above that is subject to inspection by ISI who will scrutinise the relevant dates.

Boarding Pupils and Early Years

Extra requirements are in place for any of the adults described in paragraph one who are working with boarders: additional references may be taken up from every employer/activity where work with children or vulnerable adults took place. There is now some discretion to start without being in receipt of a DBS certificate but the School's policy is not to.

Who to talk to

The HR department are responsible for coordinating these checks, in the case of references and DBS/overseas checks these can take several weeks. **It is important that an individual**

does not start with us until cleared to do so. Early communication is essential. If you have any queries please speak to Jo Field, Head of HR x255 or Julie Hillier, HR Officer x225.

NB Separate rules are in place for contractors and agency staff; please see HR for details.

Appendix 2

Risk Assessment

Staff Not in Receipt of a DBS Disclosure Certificate

Purpose:

To assess whether it is acceptable for the individual named below to commence employment before receipt of DBS certificate.

Name:

Job Title:

Under normal circumstances, an enhanced DBS check would be received before a member of staff commences employment. However, for operational reasons, consideration has been given in this particular case for an earlier commencement date for the following reason(s):-

Working arrangements

1. The above named person has no unsupervised contact with pupils.
2. **{Insert name of supervisor}** undertakes to ensure that the above named person is fully supervised at all times until receipt of a DBS.
3. The above named person will be prohibited from access to Early Years or Boarding areas until the DBS certificate is received.

The requirements outlined above will be communicated in writing to both the above named person and supervisor to ensure its adherence and reviewed at two weekly intervals.

Employment Vetting Checks

We have received and validated two employment references both of whom confirmed dates employed and that she/he was reliable and trustworthy whilst in their employment. A Barred List check (and Prohibition check if applicable) have also been completed and no matching records have been found. All other recruitment checks have been completed.

Date of DBS Disclosure Application

The DBS disclosure was applied for on **{insert date}**.

Signatory (Head of HR/Bursar).....

Appendix 3

Risk Assessment

Staff in Receipt of a DBS Disclosure Certificate Containing Information

Purpose:

To assess whether it is acceptable for the individual named below to commence/continue in employment.

Name:

Job Title:

Nature of Disclosure(s):

Factors to be considered:

- 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 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 offered by the convicted person.

To be completed with reference to the Recruitment Selection and Disclosure Policy and Procedure

Decision with reasons given:

Date of meeting with individual:

Signature of Head of Human Resources:

Signature of Head/ Bursar:**Appendix 4****Visiting Speaker Checklist**

The School will keep a register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy. A copy of this form should be provided to the HR Department for inclusion with the Single Central Register.

	Action	Details
1.	Name of the staff member responsible for booking the Visiting Speaker.	
2.	Name of Visiting Speaker.	
3.	Visiting speaker contact details.	
4.	Date of presentation.	
5.	Audience details.	
6.	Is the visiting speaker known to the School?	Yes/No
7.	Subject of presentation.	
8.	Research undertaken on visiting speaker (e.g check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies).	
9.	Are you satisfied that the content seen in action 7 above, is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty? <i>If concerned, refer the matter to Mr Gabriele, Designated Safeguarding Lead (DSL).</i>	Yes/No (refer to DSL)
10.	Will the Visiting Speaker be left alone with pupils and/or undertaking regulated activity? <i>If yes, please contact HR Department.</i>	Yes (refer to HR) /No
11.	Name of person responsible for supervising the Visiting Speaker whilst they are on site.	

Signed

Date

