



## SAFER RECRUITMENT POLICY

This policy will be reviewed annually or in response to changes in legislation		
Created	December 2007	Director of Administration
Last Review	August 2023	Head of HR, Chief People Officer, Head of Compliance and Health & Safety
Approved	September 2023	Operations Board

*Thomas's London Day Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

**This Policy complies with the DfE statutory guidance Keeping children safe in education (2023) and with the Education (Independent Schools Standards) (England) Regulations 2014**

### **1. PURPOSE**

This document sets out the Thomas's London Day Schools policy on safer recruitment and selection. The Schools are committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy. No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the grounds of race, colour, religion or belief, nationality, national or ethnic origin, sexual orientation, sex, age, gender re-assignment, disability, marital or civil partnership status, pregnancy or maternity, or part-time status. Nor will they be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

### **2. SCOPE**

This policy is applicable to the safer recruitment and selection of all staff and others engaged to provide services for the Schools, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The Education (Independent Schools Standards) (England) Regulations 2014, define staff as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise, but does not include supply staff or a volunteer.

The safer recruitment procedures relating to supply staff; persons employed by a third party; the self-employed; contract workers and volunteers working within the School are also outlined within this policy.

The policy will be made available to all employees and applies to both internal and external recruitment.

### **3. POLICY STATEMENT**

This policy seeks to ensure that the best candidate is chosen for each job vacancy and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. Existing employees may also apply for any transfer and promotion opportunities.

### **4. PRINCIPLES**

The following principles will apply whenever recruitment or selection for positions takes place.

- a) Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications. Individuals will also be assessed on their suitability to work with children.
- b) Once an offer of employment has been accepted, individuals will be required to complete a medical form and confirm that they have a sufficient standard of health and physical fitness to enable them to teach and / or work with children and young persons. The School has a duty to preclude from employment, teachers and other workers with children and young persons who do not meet certain health standards.
- c) Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- d) Written records of interviews, reasons for decisions made at each stage of the process and reasons for non-appointment will be kept by the Head for six months, unless a longer period can be justified. Records will then be disposed of confidentially.
- e) Written records of interviews, reasons for decisions made at each stage of the process for those appointed are sent to the HR department for the employee's personnel file, or held securely at the School in the relevant staff file.
- f) Interviews will include an assessment of candidates against job-related criteria and their suitability to work with children, where applicable.
- g) All information held about a candidate must be used only for the purpose for which the information has been collected.
- h) All candidates should be aware that providing false information is a criminal offence. This could result in their application being rejected, or if the appointment has been made, in dismissal by the School. It may also result in a referral to the police, DBS and the Teaching Regulation Agency.
- i) All candidates will be asked at the first interview stage to provide the originals of documents to verify:
  - their identity, including birth certificate
  - their right to live and work in the UK, to ensure compliance with the Immigration, Asylum And Nationality Act 2006.
  - their current address – two documents required
  - qualifications relevant to the post
  - any change of name.

Photocopies of the accepted documentation will be taken and originals returned the same day.

- j) Reasonable adjustments will be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.
- k) Where disabled candidates enter the recruitment and selection process, the process will take into account such adjustments to working arrangements or physical features of the work place/work station / classrooms / premises as are reasonable to accommodate their needs and be such as they are not placed at a substantial disadvantage compared with non-disabled candidates.
- l) Decisions to interview, shortlist or offer of employment will take no account of an applicant's trade union membership or non-membership.

## **5. PROCESS**

The safer recruitment process will be followed in accordance with the following steps and principles:-

### *5.1 Authorisation*

- Authority to recruit must be granted by the Head prior to advertising a vacancy. Where the role is a cross-School role, authorisation must be confirmed by the Chief People Officer.
- Where it is a new or additional post, authority must be obtained from the Chief People Officer prior to the advert being placed.

### *5.2 Job description and Person Specification*

- The School (or HR for cross-School roles) will produce a job description with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification.
- All teachers at Thomas's Schools must hold an appropriate University degree and/or a recognised teaching qualification.
- Learning Assistants at Thomas's Schools should hold an appropriate qualification such as NNEB, Montessori or NVQ 3 or relevant experience.
- Teachers in Thomas's Kindergarten should hold a minimum of a NNEB, Montessori or NVQ 3 qualification (with reference to requirements of the EYFS Framework)
- There may also be students or those gaining work experience before or during full-time training or on a gap year. These individuals may work only under the supervision of a fully qualified teacher.
- It is not essential for support staff to have formal qualifications. However, they must have the necessary skills to perform their jobs to a standard that is satisfactory to the Schools.
- All Job Descriptions and Person Specifications must contain the following paragraphs:

*This role involves regular contact with children and falls within the category of regulated activity; therefore, the School will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you*

*receive any cautions or convictions whilst in our employment these must be reported immediately to your Head.*

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and will be required to adhere to the School's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.*

The Job Description, Person Specification and draft Recruitment Advertisement should be sent to the HR Department, for placement in the required publication.

### 5.3 *Advertisements & initial contact by applicants*

- Recruitment advertisements will be based on the job description and person specification.
- Staff will be notified of internal vacancies (either School specific or group wide) as necessary. For external positions a variety of advertising mediums will be utilised, wherever possible. Positions will, on occasions, be simultaneously advertised internally and externally.
- All advertisements must contain the following paragraphs:-

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The safeguarding responsibilities of the post as per the job description and personal specification*

### 5.4 *Application form and information pack*

- The School will only accept applications from candidates who complete the application form in full. CVs will not be accepted as a substitute.
- At the expression of interest/initial contact stage by the applicant and prior to interview, the School (or HR for cross-School roles), will provide candidates with an Information Pack, which will include as a minimum:-
  1. The Application Form
  2. The Job Description and Person Specification
  3. Safer Recruitment Policy
  4. The Policy on the Recruitment of Ex-Offenders
  5. Thomas's Safeguarding & Child Protection Policy
  6. Any relevant information about the Schools.

Where the advert is placed on a website (e.g. the Thomas's Website; TES, etc.) these documents will be included with the advert and will be available for the applicant to download.

### 5.5 *References*

References for all positions will be requested and obtained before interview whenever possible.

All candidates will be required to provide the name and contact details for two referees so references may be obtained. Where possible these should relate to two different periods of employment.

One reference must be from the current or most recent employer. Where the reference is from a school, the reference must be from the Head (or countersigned by the Head if completed by another member of the school senior leadership team, to confirm it is accurate in respect to any disciplinary investigation or sanctions).

Where the candidate is not currently working with children but has done so in the past, one referee must be from the employer by whom they were most recently employed in work with children.

Where a reference is not from a school, it must be completed by a senior person within the relevant organisation who has appropriate authority.

Neither referee should be a relative or someone known to the applicant solely as a friend.

- 'Open' references or testimonials will not be accepted.
- All referees will be sent a copy of the job description and person specification for the proposed role. Referees will be asked to confirm: dates of employment, salary, job title/responsibilities, reason for leaving, performance, and disciplinary record and will be required to state whether they have any concerns about an applicant's suitability to work with children.
- Following an offer, the references for the successful candidate will be validated via phone with the person who has provided the reference to check their identity as soon as possible. This does not need to be completed by the Head, but should be carried out by a person nominated by them. The reference must be signed and dated by the person who has validated the reference.
- The dates of employment provided on the reference must match what is on the individual's application form, and any anomalies must be investigated.

### 5.6 *Online Searches*

- All shortlisted candidates will be subject to online searches, to enable the School to identify any incidents or issues that have happened related to their suitability to work with children, and are publically available online.
- This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a School environment.
- The online search will include a search of the candidates name and associated terms via a standard search engine, and professional networking sites.
- The search must be carried out prior to interview so any identified incidents or issues can be raised during the interview.
- The search should be carried out by a member of staff who is not directly involved in the decision making process.

- A record of the search should be made on the Online Search Form, and shared with the lead interviewer if there are any incidents or issues that meet the search criteria.
- A record of the discussion with the candidate should be made
- The search record and record of any discussion should be included in the documentation sent to the HR department.

### 5.7 *Selection for Interview*

- The Head or designated person will deal with all prospective candidates interviewing and selection procedures.
- The School will pay reasonable travel expenses for candidates travelling to interview. Travel arrangements for candidates based overseas must, in the first instance, be discussed with the Chief People Officer.
- All shortlisted candidates will be required to complete a criminal record declaration prior to the interview taking place. If applying for a post which involves teaching duties, they will also be required to complete a declaration in relation to any teaching sanctions, restrictions and prohibition orders.
- When reviewing candidates based overseas, the first stage of the process will be an interview remotely online or by phone. If this interview is successful, a face-to-face interview should then be arranged. The HR department must be contacted beforehand to discuss any overseas candidate's right to work status.
- An online or telephone interview may also be carried out for candidates based in the UK, as the first stage of the interview process.
- Where the initial interview is held remotely (either by phone or online) the second interview must be held in person. An individual will not be able to commence employment with Thomas's until an in person interview has taken place.
- A separate safeguarding interview will take place for all positions. This will be held in person in all instances and must be completed prior to an offer of employment being made. This interview will explore the candidates motivation and suitability to work with children and their understanding of safeguarding. It will also explore any gaps in the candidate's work history.
- Interviews will at all times be conducted in a professional manner.
- All interviews consist of two or three interviewers, wherever possible, as this allows greater objectivity than one-on-one interviewing. At least one person on any interview panel will have undertaken Safer Recruitment training.
- The interviewer(s) must ensure that 'right to work' details, identification documents (including documentary proof of any changes in name) and relevant qualification certificates are photocopied and originals returned to the candidate. The person taking the photocopy should sign and date the copy. Candidate's expenses must also be dealt with.
- To ensure that the interview questions posed are assessing only relevant criteria, the interview question sheet should be designed by the Head and/or the person(s) conducting the interviews.
- The questions will be based on the job description; the person specification and the completed Application Form. In addition, the candidate may be questioned on any factual elements of their references. The outcome of the interviews should then be recorded on the Interview Assessment Form. A template is available on MSP, which should be adapted to suit the needs of the role.
- Each interviewer must complete the Interview Assessment Form during or immediately after each interview, recording a level/grade against each factor.

- All paperwork relating to an interview must be held at the School. This will be stored securely and only those members of staff who require access for specific and authorised purposes will be able to access this information.
- Upon selection of a suitable candidate, all the paperwork for the successful candidate, including interview notes and right to work status (including the completion of the right to work checklist), will be sent to the Head of HR to assess a suitable salary. This information should be sent by e-mail and not sent through the post unless it has been sent by special delivery. The Head of HR may consult with the Chief People Officer for advice and approval if it is deemed appropriate.

### 5.8 Offer of Employment

- The Head of HR will contact the Head/lead interviewer to confirm the salary.
- The Head /interviewer will then make a verbal offer to the candidate and inform the Head of HR if this offer has been accepted.
- All offers are subject to receipt of:
  - a) two references that are satisfactory to the School, and meet the criteria in paragraph 5.5 above.
  - b) satisfactory clearance from the Children’s Barred List
  - c) a satisfactory enhanced criminal records disclosure from the Disclosure and Barring Service (DBS)
  - d) verification of employment history (and any gaps)
  - e) where applicable, satisfactory appropriate overseas checks including
    - a. a criminal background check
    - b. for teachers who have worked overseas, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.  
The [UK National Information Centre](#) (UK ENIC) can provide advice relating to overseas regulatory or professional body.
  - f) verification of qualifications, where applicable
  - g) medical fitness
  - h) proof of identity and approval of right to work, if applicable. This must include documentary evidence of any name changes (e.g. birth certificate, marriage certificate, name change by deed poll).
  - i) satisfactory Prohibition from Teaching check, where applicable
  - j) satisfactory Prohibition from Management Check, where the role is involved in the management and governance of the School
  - k) declaration that the candidate is not subject to disqualification under the Childcare Act, where applicable
- The Head /lead interviewer will write to all unsuccessful candidates as soon as possible after a decision has been made. Any identity documents should be destroyed once the successful candidate has accepted the role. All other documentation will be kept securely at the School for six months and then destroyed.
- The HR department will send a letter to the successful applicant confirming their employment and start date and that the employment is subject to satisfactory references (one of which must be from their current/last employer), verification of medical fitness, verification of their qualifications, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS) and evidence of their right to work in the UK and all other required safer recruitment checks.

- A new starter pack will accompany the letter which will include a Staff Record Sheet, a Criminal Records Application Form for the Disclosure and Barring Service and all related new starter forms that need to be completed. The HR department will monitor the return of the completed documentation and complete the New Starter checklist.
- The Contract of Employment will be sent out once the new starter pack has been completed and returned and all initial recruitment checks have been completed. The contract of employment states that the appointment is made subject to 'receipt of references, verification of qualifications and an Enhanced Disclosure from the Disclosure and Barring Service (DBS), which are satisfactory to us. Should any of these references or the Disclosure be unsatisfactory, the contract will be terminated immediately.
- Where the employee is not a British citizen, the contract will state 'Your employment with the School is conditional upon your right to work in the UK. In the event of you still working for the School when you are no longer eligible to work in the UK, your contract will be terminated automatically, without notice.'
- The Head is responsible for ensuring that a complete set of documentation as detailed within this policy containing the fully completed checklist at the front, is sent to the HR department after the verbal offer has been made, so that the contract can be raised without delay..
- Induction of new employees starts as soon as an applicant accepts a position. The Head will arrange for all new starters to receive a timetable for their successful induction into the School. This timetable will include a Health and Safety and Safeguarding Induction from the School's Health and Safety Lead / Designated Safeguarding Lead. The Staff Code of Conduct and other policies are located on the Thomas's website.

#### 5.9 Safer Recruitment checks

- If the candidate has subscribed to the DBS Update Service they should advise the School of this and bring their most recent DBS Enhanced Disclosure with them to interview. Permission must be obtained from the candidate before a check of their details can be carried out with the DBS Update Service.
- The School will apply for references and check the qualification certificates and identification documents produced by the candidate at interview.
- The HR department will apply for satisfactory clearance from the Children's Barred List, an enhanced DBS and, if applicable, the approval of a candidate's right to work in the UK.
- The HR department will also check, via the Teaching Regulation Agency (TRA) Employers Access website for confirmation of Qualified Teacher Status (QTS) and the completion of teacher induction or probation, where applicable. Where the applicant does not have QTS and does not appear on their database, qualifications will be checked, with the applicant's permission, through an employee screening organisation [Vero Screening].
- The HR department will also check via the Employers Access TRA website that teachers and teaching support staff are not on any of the following lists:-
  - i) Prohibited Teachers List
  - ii) Teachers who have failed induction/probation
  - iii) Teachers on Sanctions list
  - iv) showing Section 128 barring directions (for those with management responsibilities, including Heads of Department).

If an individual is shown on any of these lists, the HR department will notify the Proprietor and Head immediately.

- Where an applicant has spent over six months abroad after completing full time education, appropriate overseas checks are carried out. Checks are carried out in line with [Home Office guidance](#) and applicants may be required to provide a police check and/or letter of professional standing from the relevant authorities. Where information is not available, alternative methods of checking suitability (such as additional references) or a risk assessment are completed to inform decision making on whether to proceed with the appointment.
- The HR department will confirm that a full employment history has been provided, and request further information if needed.
- No member of staff can work in School until all safer recruitment checks, including references have been obtained. The only exception to this is if the School is pending the arrival of the DBS clearance. (See below)
- Included in the starter pack to the successful candidate is a medical questionnaire which must be completed and returned to the HR Manager. The information declared will be reviewed by the HR Manager (and the Head, if applicable) against the requirements for the particular role and physical layout of the School. If a significant medical condition should be reported on the form, the Head will discuss the matter with the candidate and, if appropriate, consider what reasonable adjustments might be made. The School may also require the candidate to be examined by the School's doctor. 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 and considering reasonable adjustments.

#### *5.10 Starting work prior to enhanced DBS check being returned*

- If the School is awaiting the return of an enhanced criminal records disclosure and the person is required to start work, the Head must work with the HR Manager to ensure all other checks have been obtained, including a separate check of the Barred List, and then exercise their discretion regarding any levels of supervision to be applied.
- A Risk Assessment is completed to decide on the level of supervision required to be put in place for the individual to commence employment. This is completed by the HR Manager and shared with the Head and the School's Designated Safeguarding Lead.
- Where it is deemed that adequate supervision cannot be provided, the employment start date will be delayed until either adequate supervision is available or until the DBS certificate has been received.
- Safeguarding risk assessments will be reviewed every 2 weeks by the HR Manager who provides an update to the Head and DSL until the DBS certificate has been received and seen by the School.
- No member of staff who works 1:1 with pupils will be allowed to begin work without a satisfactory enhanced DBS.
- If an applicant holds an enhanced DBS and is recruited from a position working in a School in England without a break in service of more than three months, the School is permitted to port the DBS, as long as a separate Barred List check is undertaken and the candidate produces the original certificate of his/her DBS disclosure. In exceptional circumstances, the School may rely on the three month rule.
- Staff must bring the original of their DBS certificate to the School for verification as soon as possible after it is received. No member of staff will be deemed to have a

satisfactory DBS until the original of the DBS certificate has been produced to, and verified by, the School.

## **6. TERMINATION OF EMPLOYMENT**

The School has a statutory duty to make a referral to the DBS if they remove any individual from regulated activity, or would have removed that individual had they not left or ceased to provide services and they believe the individual has:

- engaged in relevant conduct in relation to children and/or adults,
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

If the School dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, a report may also be made to the TRA for unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, any time, for a relevant offence. Further advice about allegations against teachers and referral to the TRA can be found in [Teacher misconduct: the prohibition of teachers](#) (February 2022) and on the TRA website.

## **7. APPEALS PROCEDURE**

Employees who have concerns about any aspect of this policy or its operation should use the School's Grievance Policy and Procedure.

## **8. SINGLE CENTRAL RECORD**

The School has a statutory duty to keep a single central record of the vetting checks made on all staff including those who are provided through an employment agency or any other business. The relevant checks are completed and recorded by the HR department and are overseen by the Head. The SCR is also reviewed regularly by the Proprietor's nominated Safeguarding Governor and the Head of Compliance and Health & Safety

## **9. INDIVIDUALS WHO PROVIDE SERVICES TO THE SCHOOLS, WHO ARE NOT EMPLOYEES**

### **9.1 AGENCY STAFF**

Where individuals are provided by a staff agency on a temporary basis, it is the responsibility of the Head to ensure before such staff begin work that the agency has carried out the necessary safer recruitment checks that the School would have undertaken if it had employed the person directly. The originals of the DBS certificate and identity document must also be checked before the person begins work in the School. This means:

The Head must receive the following from the agency:-

- Written confirmation from the supply agency that it has carried out the checks that the School is required to make for its own staff before appointment (i.e. Personal Vetting Form). An example of a Personal Vetting Form can be found at the end of this policy (Form 3). A copy of this must be provided to the HR Department before the candidate commences work at the School so that the details can be entered on to the School's Single Central Register.
  - Written confirmation that the agency has obtained an Enhanced Disclosure from the Disclosure and Barring Service (DBS), which includes

a check against the children's barred list. Where it has received an Enhanced Disclosure, whether or not the Enhanced Disclosure included any disclosed information or any information was provided to the agency alongside the Disclosure.

- If the candidate has subscribed to the DBS Update Service the agency should advise the School of this and ask the candidate to bring their most recent DBS Enhanced Disclosure with them to interview. The certificate must be checked to ensure the DBS is at the correct level and that it includes Barred List information. Permission must be obtained from the candidate before a check of their details can be carried out with the DBS Update Service
- A copy of the Enhanced Disclosure if the agency has received an Enhanced Disclosure, which includes any disclosed information or any information was provided to the agency alongside the disclosure.

The Head must place the agencies under an obligation to provide the written notifications and disclosures through their contracts or our other arrangements with them.

The Head must also carry out identity checks:-

- To confirm that the individual arriving at the School is the individual the agency is intending to supply. The individual is to be requested to bring their passport or photo card driving licence, or other suitable photographic identification. The individual is also required to bring the original of their DBS certificate.

When the Head is satisfied with all the documentation supplied by the agency, they should send copies of it to the HR department, so that the information can be recorded on the School's Single Central Register. This must be before the individual starts working at the School.

## 9.2 *CLUBS, EXTRA CURRICULAR ACTIVITIES AND APPROVED OCCASIONAL STAFF*

9.2.1 Where individuals take clubs, activities or wish to be added to the School's list of approved occasional staff, the same procedures must be carried out as for employees within the Safer Recruitment Policy and Procedures. Checks required are as follows:-

- Completed application form
- Professional references (two)
- Identity check and confirmation of right to work in the UK
- 2 forms of documentation confirming the individual's current address
- Children's Barred List
- Enhanced Criminal Records check with the DBS
- Overseas Criminal Records check (if applicable)
- A letter of professional standing from the professional regulating authority in the country in which they have worked (if applicable)
- Qualifications relevant to the post (if applicable)
- Online search
- Prohibition from Teaching Check (for those engaged in teaching activities of any sort)
- Prohibition from Management (if applicable)
- Health declaration (if applicable)
- Declaration that the person is not subject to disqualification under the Childcare Act, where applicable

A checklist can be found at the end of this policy (Form 2). This must be completed and forwarded to the HR Department, together with all other relevant documentation, to enable all further checks to be carried out in a timely manner.

Due to the ad-hoc nature of the requirement for occasional staff and clubs, all occasional and club staff will be expected to join the DBS update service so that a criminal records check can be completed each time they re-commence at the School, following a break in service.

9.2.2 Where individuals are provided to the School but are employees of a third party, the company must provide written confirmation that pre-employment checks have been made. In this case following the same procedure as for supply staff above. Identity must be checked in both cases. The individual is to be requested to bring their passport or photo card driving licence, or other suitable photographic identification. All checks must be in place before the individual can undertake the club, activity or provide cover as a temporary teacher.

### 9.3 CONTRACTORS

The Schools must ensure that any contractor, or any employee of a contractor, has been subject to the appropriate level of DBS check.

For contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) is required.

Under no circumstances should a contractor on whom no checks have been obtained be allowed to work unsupervised. The School must determine the appropriate level of supervision depending on the circumstances.

The School must always check the identity of contractors on arrival.

### 9.4 VOLUNTEERS

The School from time to time enlists the help of volunteers. If volunteers are deemed to be in 'regulated activity' they are:

- responsible, on a regular basis, for teaching, training instructing, caring for or supervising children;
- working on a regular basis in a specified establishment, such as a School, for or in connection with the purposes of the establishment, where the work gives opportunity for contact with children; or
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Prior to engaging a volunteer to carry out any activities for or on behalf of the School, the Head of Department with responsibility for the volunteer appointment will discuss the proposed activities to be undertaken by the volunteer with the HR department so that a risk assessment can be completed and a decision made as to what vetting checks are required. The risk assessment is available on MSP.

Regular volunteers are almost always in regulated activity, so are subject to safer recruitment checks before they can undertake duties in the School. The Head will ensure any necessary checks are carried out.

Checks will include:-

- Identity
- Children's Barred List
- Enhanced Criminal Records check with the DBS
- Qualifications relevant to the post (if applicable)
- Professional/Character references (if applicable)
- Employment History (if applicable)
- Health (if applicable)

The Head will ensure that the HR department is informed of the details of the volunteer (name, address, telephone number, title, any previous names used and the date of birth), so that all relevant checks can be completed.

All checks must be in place before the volunteer can assist the School as an unsupervised volunteer.

A parent/carer who volunteers on a single occasion e.g. to accompany a class trip to a museum would not be deemed to be in regulated activity. However, such a volunteer must not be involved in any personal care such as accompanying children to the toilet and the volunteer must be appropriately supervised. The supervision must be by a fully vetted member of staff, must be regular and day to day and must be "reasonable in all circumstances to ensure the protection of children".

#### 9.5 VISITING SPEAKERS

Statutory guidance requires that the School ensures that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are suitable. Refer to the Visiting Speaker Policy for further information.

#### 9.6 CHURCH STAFF (APPLICABLE TO THOMAS'S KINDERGARTEN ONLY)

During the Thomas's Kindergarten hours of operation, the Kindergarten has exclusive use of the St. Mary's Church Crypt and outdoor play space with the exception of agreed nominated individuals.

Written confirmation (i.e. Personal Vetting Form) from the Church that it has carried out the checks is required prior to a nominated individual being permitted to enter the Kindergarten, and details are entered onto the Kindergarten's Single Central Register. Checks will include:-

- Identity
- Children's Barred List
- Enhanced Criminal Records check with the DBS
- Professional/Character references
- Employment History and any gaps
- Overseas Police Checks (if applicable)

**Supporting Documentation: The following documents are located on My School Portal**

<b>DOCUMENTS</b>	<b>DESCRIPTION</b>
Letter acknowledging a request for further information.	<p>This letter is sent out to the Applicant at the expression of interest stage with the Information Pack (if the vacancy is advertised on a website, this information will be available on the website so that it can be downloaded by the applicant). The Information Pack will include as a minimum, the following documentation:-</p> <ul style="list-style-type: none"> <li>● The Application Form</li> <li>● The Application and Recruitment Process Explanatory Note.</li> <li>● The Job Description and Person Specification (Remember to add the additional paragraph under "Process" in the Safer Recruitment Policy).</li> <li>● The Policy on the Recruitment of Ex-Offenders (available on the School website)</li> <li>● The Safeguarding &amp; Child Protection Policy (available on the School website)</li> </ul>
The Application Form.	<p>This form is to be completed by all applicants. The form is to be sent out at the expression of interest/request for further information stage as part of the Information Pack (or is available to be downloaded where the vacancy is advertised on a website).</p>
Letter inviting an applicant to an interview.	<p>All completed forms/questionnaires/declarations must have been received by the Head/Lead Interviewer prior to interview, with the exception of the original documentation i.e. Passport, Driving Licence, Birth Certificate, Qualification Certificates, current Enhanced DBS Disclosure if the candidate has subscribed to the DBS Update Service, two utility bills that the Applicant will bring with them to interview for the Head/Lead Interviewer to check and arrange to have photocopied. The originals are to be returned to the Candidate after the interview.</p>
Declaration – Criminal Records and Teacher Sanctions, Restrictions and Prohibitions	<p>Declaration – Criminal Records and Teacher Sanctions, Restrictions and Prohibitions form to be sent to candidates with the letter inviting individuals to interview. This declaration must be completed and returned to the School prior to the interview taking place</p>
Online Search Form	<p>To be completed by the School for each shortlisted candidate.</p>
Reference Request Letter	<p>The letters (at least two) should be sent out and returned prior to interview. Where this is not possible, the references should be received prior to making the verbal offer.</p> <p>The reference request form should be sent with the Reference Request Letter.</p> <p>Validation of references – once a reference has been received the School must contact the person who has provided the reference to check their identity. This does</p>

	not need to be completed by the Head, but should be carried out by a person nominated by them. The reference should be signed and dated by the person who has validated the reference.
Reference Request Forms	The reference form should be sent with the reference request letter.
The Asylum and Immigration Act 1996.	This document will assist the Head/Lead Interviewer in identifying the documentation brought to interview and whether it is acceptable for the purposes of their right to work in the UK.
Example Interview Assessment Form.	This form is supplied as a guide for the Head /Lead Interviewer and can be amended to suit the particular vacancy.
Letter rejecting an application.	Example letter for unsuccessful applicants, to be adapted as necessary.
Recruitment to Posts within Thomas's flowchart.	This flowchart can be sent out as part of the Information Pack, if you wish.
Volunteers Risk Assessment	Risk assessment template for volunteers