



P4.1 (ISI 18A) – RECRUITMENT POLICY

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Revision History

Revision	Paragraph Number	Revision
November 2017		
July 2019	Whole document	Re-formatted to include revision history, paragraph numbers, Abbreviation, Acronym and Definitions table. Updated to reflect latest practice in School and requirements of KCSIE 2018, Working Together 2018 and ISI regulations.

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
Contractors	Staff working for a company engaged by the School under a contract to provide services, for example gardening, cleaning or undertaking building works.
DBS	Disclosure and Barring Service
DfE	Department for Education
EEA	European Economic Area
GDPR	General Data Protection Regulations 2018
Governing Body	Group of individuals (Governors) who are responsible for running the School
Governors	Individuals who form part of the Governing Body
KCSIE	Keeping Children Safe In Education
Non-teaching staff	Members of staff such as finance, reception, compliance, estates etc.
NSPCC	National Society for the Prevention of Cruelty to Children (Charity)
Protected Characteristic	Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (As defined by the Equality Act 2010)
Regular (for the purposes of “regular activity”)	For the purposes of assessing whether a person is working in regulated activity, ‘regular’ includes ‘frequent’ and these are defined together as follows :- <ul style="list-style-type: none"> • Frequently (once a week or more

	<p>often)</p> <ul style="list-style-type: none"> • Or on 4 or more days in a 30 week period • Or overnight (between 2am and 6am)
Regulated activity	<p>The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:</p> <ol style="list-style-type: none"> i) Regular (see above) work in schools with opportunity for contact with children. Not work by supervised volunteers. ii) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice / guidance on well-being, or drive a vehicle only for children, if done 'regularly' (see above) iii) Relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional; Applies to any child, even if done only once.
Staff	<p>Any person working at the school, whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer. The following are included : academic and music teachers, part-time staff, administrative staff, estates management and other ancillary staff, staff appointed from overseas and catering staff.</p>
Supply Staff	<p>Any person working at the School supplied by an employment business – this does not cover supply teachers, but any individuals supplied by an agency and catering, medical and cleaning staff may also be included.</p>
Teaching Staff	<p>Full or part time staff involved in academic or music teaching.</p>
Volunteer	<p>A person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.</p>

Aim / Objective / Statement of Intent

This policy sets out the procedures to be followed in the recruitment and selection of personnel to work with the Yehudi Menuhin School. It aims:

- 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 **protected characteristics** or perceived **protected characteristics**;
- 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 and post-employment checks.
- To comply with the regulations and requirements of the Independent Schools Inspectorate.

Introduction

1. The Yehudi Menuhin 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.
2. This policy has regard to the following documents:
 - Keeping Children Safe in Education (September 2018)
 - Working Together to Safeguard Children (2018)
 - The Equality Act (2010)
 - An Employer's Guide to Right To Work Checks (August 2017)
3. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Recruitment and selection procedure

4. The School will advertise employment opportunities on its website and may also use other recruitment channels when conducting recruitment. The website and any other channels used will refer to the School's commitment to safeguarding children and contain a link to Part 1 of KCSIE.

5. All advertisements will also contain an equality statement asking applicants requiring additional support throughout the recruitment process to discuss any access arrangements with HR. (Further details are available in Paragraph 48)
6. All applicants for employment 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. Any gaps in employment or education history are to be identified and checked with the applicant. Application forms will also request a date of birth. This is to ensure that proper due diligence on a candidate's education and work career can take place.
7. Applicants will receive a job description and a person specification including any qualifications required, for the role applied for.
8. Where a high volume of potentially suitable applications are received, candidates may initially be long-listed with initial interviews conducted either in person or by telephone.
9. All short-listed candidates will be subject to a barred list check before being invited to final interview.
10. Short-listed candidates will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Depending on the role, this may include desk based practical exercises, teaching a lesson or preparing a dish for example. Each candidate for a specific role will be asked to carry out the same task.
11. The interview panel will include at least one member of staff or a governor trained in safer recruitment in the last 2 years (per Surrey County Council document – "Schools Guide – Recommended Safeguarding Training Pathway June 2018 – v1).
12. Notes will be kept of all interviews. Where multiple candidates are to be interviewed for one post, a standard set of questions should be compiled and posed to each of the candidates. This will ensure that comparisons can be drawn fairly. This does not preclude interviewers from asking additional questions to draw out any other areas of experience etc. during the course of the interview. These notes must be legible, signed and passed to the HR officer/Compliance officer and may be disclosed to candidates, in accordance with the requirements of GDPR.
13. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:
 - The receipt of two written satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory;
 - A satisfactory enhanced Barred List check;
 - Sight of the original certificate of disclosure from the Disclosure and Barring Service with which the School is satisfied;

- Receipt of an equivalent overseas disclosure, if appropriate;
- Satisfactory declaration of medical fitness;
- Verification of the right to work in the UK;
- If a member of teaching staff, or a self-employed teacher, verification that the applicant's name is not on the DfE's list of staff prohibited from teaching in schools;
- If a member of teaching staff, or a self-employed teacher, verification that the applicant's name is not on the DfE's list of staff prohibited by another EEA authority from teaching in schools;
- If a member of staff in a management position, (including SLT and Heads of Department), verification that the applicant's name is not on the DfE's list of staff prohibited from being in a management position in schools;
- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment

14. If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment as confirmation of employment.

15. In an applicant is unsuccessful, this must be acknowledged by the School in a timely manner.

Pre-employment checks

16. In accordance with recommendations of the DfE Keeping Children Safe in Education (September 2018) and Working Together to Safeguard Children (2018) the School carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

17. All applicants who are invited to an interview will be required to bring:

- Proof of identity: for example, current driving licence (including photograph) and/or passport/full birth certificate;
- Proof of address: a utility bill or statements (less than 3 months old) showing their name and address or a council tax bill or statement (less than 12 months old) showing their name and address
- Documentation confirming their right to work in the UK: British Passport, British Birth Certificate, Passport from EEA Country or UK Residence Permit;
- Documents confirming any relevant educational and professional qualifications referred to in their application form.

18. Where the name given by an applicant differs from the name given on any of these documents, he/she will be required to provide documentary evidence of the change (e.g. marriage, adoption, or deed poll certificate). The address on all documents must also match.

References

19. References will, whenever possible, be taken up on short-listed candidates prior to interview unless indicated on the application form.
20. References should ideally be from a senior person with appropriate authority (in a position to be aware of issues), not just a colleague.
21. All offers of employment will be subject to the receipt of a minimum of two written satisfactory references, one of which must be from the applicant's current or most recent employer. Where there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained. 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, but may be acceptable if they are also their most recent employer providing another independent reference is available.
22. Where the applicant has not previously worked with children, references must be obtained from the two most recent employers. If this is a candidate's first or second post, then suitable alternative references should be obtained (e.g. School, College Heads/Principals).
23. The School recognises that not all employers will provide substantive references and may choose only to confirm that an applicant worked for them for a stated period. No inference should be drawn from this by the School however additional references from previous employers should be sought wherever possible. (See Appendix 1, Clause 4 (d))
24. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they are aware of any reason or have any concern that the applicant may not be suitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will 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);
 - Whether any allegations or concerns (not including those which were found to be unfounded, malicious, unproven or unsubstantiated) 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.

25. The School will only accept written 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.(i.e. "To whom it may concern")
26. 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 before any appointment is confirmed.
27. The School will contact by telephone each referee to verify the written reference and specifically that there are no issues relating to safeguarding.

Criminal Records Checks

28. Due to the nature of the work, the School applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.
29. All successful candidates for work in relevant roles at The Yehudi Menuhin School will undergo an enhanced disclosure.
30. In certain circumstances, successful candidates may already have signed up to the DBS Update Service. The School may utilise this service to check the status of successful candidates as well as existing staff who have not been in School for the 3 months or more.
31. Members of staff in all schools must be subject to an enhanced criminal record check on entry to the school's workforce and, thereafter, may move between schools without requirement on subsequent employer schools to carry out further DBS checks unless they leave the school's workforce for three months or more. (Not including the summer holidays unless no longer employed by the previous school). The Yehudi Menuhin School may accept pre-existing checks under this rule (known as The Three Month Rule) but will carry out a separate barred list check, as well as confirming status via the DBS Update Service.
32. If an applicant has lived overseas, the School follows the NSPCC advice that applicants who have lived overseas for longer than three months within the last five years should be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s), unless the applicant has previously worked in a UK school and has gained a satisfactory DBS clearance since returning to the UK.
33. The School expects supply/temporary worker agencies/large contractors that are used by the School to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

34. Where a contractor has not registered with the DBS service, the School may choose to assist in the provision of obtaining DBS Certificates. This will be at an additional cost to the contractor including recovery of School Staff costs in addition to the fees incurred from the DBS provider.
35. Employment should not normally begin until a DBS Certificate has been received and the original certificate seen by the School. In exceptional circumstances, employment may begin providing a DBS clearance has been applied for and a satisfactory Barred List check result received. In such situations a risk assessment will be completed, the employee will be kept under loose supervision by their line manager and their case reviewed at least every two weeks until the certificate arrives and the risk assessment updated accordingly. Employees who are awaiting DBS Certificate will not be allowed to undertake boarding duties, or live in accommodation on site, until a satisfactory disclosure is received.
36. Where a supply/temporary worker or contractor is not able to provide their DBS Certificate to the School they will not be admitted to the School site unless they are kept under the constant supervision of either a member of school staff or Senior member of their own organisation who has provided suitable identity documentation and an enhanced DBS Certificate which can be verified via the DBS Update Service.

Recruitment of ex-offenders

37. 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 debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment set out in the section on **Assessment Criteria** below.
38. 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.
39. Under relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DfE and the Department of Health 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.

40. 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 ins support of an applicant’s application;
- or
- the School has serious concerns about an applicant’s suitability to work with children, it will report the matter to the Police and the DBS.

Assessment Criteria

41. 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 questions;
- 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; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

42. If the post involves regular contact with children, it is the School’s normal practice to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious drug related offences, robbery, burglary, theft, deception or fraud.

43. If the post involves access to money or budget responsibility, it is the School’s normal practice to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

44. If the post involves some driving responsibilities, it is the School’s normal practice to consider it a high risk to employ anyone who has been convicted of drink driving or dangerous driving within the last ten years.

Assessment Procedure

45. 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. Having completed this assessment, there must be suitable mitigation steps in place in order to considerably reduce the risk before proceeding to consider the potential recruitment of the applicant further. The assessment form must be signed by the Compliance Officer, Bursar and the Head before a position is offered.
46. If an applicant wishes to dispute any information contained in the disclosure, he/she can do so by contact 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.

Retention and security of disclosure information

47. The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.
48. In particular, the School will:
- store disclosure information and other confidential documents issued by the DBS in locked storage container, access to which will be restricted to the HR Officer, Compliance Officer, Head's Personal Assistant, Governor responsible for Safeguarding and members of the School Leadership Team.
 - not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although 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 DBS number issued by the DBS and the recruitment decision taken. Where the disclosure contained information relation to a safeguarding matter, information may be retained for an extended period in accordance with legal requirements imposed on Schools.
 - ensure that any disclosure information destroyed is done so by a suitable secure means such as shredding;
 - prohibit images being made of any disclosure information.

Retention of records

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

the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file, or otherwise in accordance with our current Data Retention Policy.

Accessibility

50. The Yehudi Menuhin School welcomes applications from those with disabilities and ensures that those who may experience any difficulties during the recruitment process can be adequately supported. To achieve this the School will endeavour to provide additional support as required. For example, providing application forms and contractual documents in large print, wheelchair friendly tour routes of the school, support in completing and understanding forms for those with reading difficulties.
51. If an applicant has any queries on how to complete the application form or any other matter they should contact the Bursar.

Appendix 1 – Safer Recruitment Procedures for all employed and self-employed staff, as well as volunteers engaged in ‘regulated activity’

Applicability

These procedures apply to:

- all staff, whether employed or self-employed, full-time, part-time or casual, who are to work at the School
 - all volunteers who are to be engaged in ‘regulated activity’ at the School (‘regulated activity’ means activity which is regular (once a week or more, four days in 30) or overnight AND not supervised by someone in regulated activity).
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1. Pre-Interview

Application forms

Insist on a correctly completed application form from all applicants.

- Candidates must not be interviewed if they have not submitted a completed form.
- If you wish to interview a candidate who has submitted only a CV, they should be sent a form and told that it must be completed if they wish to be considered for the post.
- The shorter application form should be used for casual and short-term appointments only.
- Applications forms pertaining to unsuccessful applicants must be retained and then destroyed after six months.

Taking up References (1)

Take up references/ring referees before interview wherever possible, especially if something is not clear from a cv.

Identification

Candidates should be asked to bring to interview original copies of the following documents:

- Proof of identity (usually passport)
- Proof of address (preferably at this stage driving licence – card and counterpart or ‘old’ paper licence; otherwise bank statement/utility bill less than three months old)
- Proof of any relevant qualifications referred to on their application (original certificates)

These should be copied, signed and dated by the existing staff member who saw and copied the originals. Identification documents pertaining to unsuccessful applicants should be destroyed once the successful applicant has accepted the offer in writing.

If any documents are not available, the Compliance Officer can advise on acceptable alternatives.

2. During the interview

- a. There must be at least two people involved in the selection process. One must have been trained in Safer Recruitment in the last 2 years.
- b. For fairness, there should be a standard set of questions which you ask all applicants. This will ensure that comparisons can be drawn fairly. You should then have a supplementary set of questions targeted at the particular applicant (based on their application). Notes must be taken during the interview and should be legible and signed. Where individual handwriting may be difficult to read, notes should be typed up and signed with the interviewer's name clearly shown.
- c. In particular, you should go through the details of the CV/application form, asking questions about any gaps in employment/education. Record the explanations in your notes. If an applicant in whom you are interested has given only a partial record, you should ask them to compile a complete list and sent it after the interview.
- d. If the applicant has not signed and dated the application form (because it has been submitted electronically), ensure they do so during the interview.
- e. Check whether they have lived or worked abroad recently (for more than three months in the last five years). If so, have they already obtained a certificate of good conduct from the police in the relevant countries? Make it clear that any offer of employment will be conditional on their obtaining such a certificate before starting work (these certificates can be obtained only by the individual not by the School). Further details of how to obtain these checks can be found in <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. The School will not normally pay for these checks to be undertaken however the school may consider doing so where cost may be a barrier to employment.
- f. Ask about their attitude to safeguarding: are all the regulations important? (They should say "yes").
- g. Ask them to tell you about a time they have had to deal with a difficult or distressed child. (You are looking for sensible and appropriate action, passing on to a senior colleague, not engaging too personally.)

- h. Check that they have given their current or most recent employer as a referee. Ensure that the referees they have provided fulfil the criteria outlined in paragraphs 18-24 of P4 (ISI 18a) Recruitment Policy.
- i. Check that you have full contact details and make it clear that you will need to speak to the referees in person (if you have not already done so).

3. Offer Letter

The offer letter must state clearly that the offer is conditional on:

1. A satisfactory Barred List check
2. A satisfactory enhanced DBS disclosure
3. At least 2 satisfactory references
4. Completed medical questionnaire
5. Verification of qualifications
6. Verification of right to work in the UK
7. Prohibition from teaching (both UK and EEA) and/or management (if appropriate)
8. Overseas police check if appropriate (see paragraph 31)
9. Acceptance of key school policies

This offer letter should be accompanied by a duplicate version which contains declarations:

- a) A commitment to accept the offer;
- b) Completed medical questionnaire (which should be returned in a separate sealed envelope);
- c) Confirmation that School's Safeguarding and Child Protection Policy has been received, read and understood.
- d) Confirmation that the School's Staff Behaviour Policy / Staff Code of Conduct has been received, read and understood.
- e) Confirmation that Part 1 and Appendix A of Keeping Children Safe in Education (September 2018) has been received, read and understood.
- f) Confirmation that the School's E-Safety Policy for Staff has been received, read and understood.

This duplicate, along with the signed declarations, must have been received before the candidate begins work.

The offer letter must be sent by the Head or, in his absence, the Bursar.

4. Taking up References (2)

- a) You must receive two full written references which include either the referee's school/company stamp or letter-head. Alternatively, they may be sent from the school/company official email address. In this case, the covering email (showing the official address) should be printed out and attached to the reference.

- b) A job description must be sent with all reference requests.
- c) References will usually be written on the School's reference form which should be sent with the reference request. Other forms of reference are acceptable, as long as they answer the key safeguarding question and include the other key details as requested on the School's form, and are signed and dated. Emailed scanned references are acceptable (as long as they are accompanied by either a school/company stamp or sent from a school/company email address).
- d) If a company or other institution supplies no more than a 'skeleton' reference, giving for example, just dates of employment, then the applicant should be informed and required to provide contact details for another referee. The 'skeleton' reference should also be kept on file.
- e) You must make personal contact by phone with the referees (either before or after receiving the written reference). You should make a note of the conversation (including date and time). The key points to record are: did the referee write the reference personally? Has anything been omitted (in particular to any safeguarding concerns)? If the applicant is no longer working for the school/company, were there any untoward circumstances involved in their leaving?
- f) All references must have been received (and personal contact made) before the applicant starts work.

5. Barred List and DBS applications

In order for the School to make these applications, the required documents must be passed to the Head's PA. They should be accompanied by a chronological list (month and year) of the names by which the applicant has been known and of the addresses at which he/she has lived (over the previous five years). If the applicant has brought the required documents to interview, they will have only to supply one further document (which will normally be a bank statement / utility bill less than 3 months old). Refer to paragraphs 16 & 17 in the main policy document.

To avoid delays caused by the computer failing to accept documents, please ensure that the same name is used on all three documents. The surname must always be the same (the system cannot accept both maiden and married names, for example). In particular, the first names on passport and driving licence must be identical (e.g. if there are two first names, they must appear on both and in the same order). On bills/statements, the initial or first name must be the same. It is acceptable for bills/statements to be in joint names (e.g. Anna Smith and Robert Smith) as long as the applicants name is clearly shown.

NB Under no circumstances may a staff member begin work before the result of the Barred List check has been received.

6. Prohibition Checks

The School also needs to check that anyone to be employed **as a teacher**, or anyone performing a teaching role (including sports tuition), is not subject to a prohibition from teaching order issued by the Secretary of State for Education or by any other EEA authority. In addition, a check should be made on the same website that no one in a management position (teaching or non-teaching) is subject to a prohibition from management order. This includes anyone in a “Head of Department” role, whether or not they are in reality, managing any other staff. These checks will be carried out online by the Head’s PA, HR Officer or Compliance Officer.

7. Recording Checks

All recruitment checks must be recorded (with dates and name of the checker) on the single central register. When all checks are complete, the file must be passed to the Compliance Officer who will add the staff member to the Single Central Register.

NB All checks must have been carried out – and the results received and verified – before a new staff member may commence work.

- The only exception to this rule is the DBS certificate; a staff member may begin work before this has been received, but only after it has been applied for and a barred list check completed. Staff members in this position should be kept under supervision by their immediate line manager until the DBS certificate has been seen by the School.
- This exception does not apply to staff with a boarding role. Staff may not undertake any boarding duties (or live in accommodation in the same building as pupils) until a satisfactory DBS certificate has been received.
- The staff member must present the DBS certificate to the School as soon as it has been received. This date will be recorded on the Single Centralised Register.

8. Check by Governors

The Deputy Chair of Governors/Chairman of the Risk Sub-committee will inspect all new entries on the Single Central Register made each term along with the corresponding personnel folders. This is to ensure that procedures have been followed and dates accurately recorded.

Appendix 2 – Safer Recruitment Procedures for all Governors

Applicability

These procedures apply to:

- All governors

1. Recruitment Checks for all governors except Chair of Governors

The School will carry out the following recruitment checks before an individual who has been invited to be a governor is entitled to present as a Trustee at the meetings of the governing body and is entered on the single central register:

- (a) Barred list check (if in 'regulated activity')
- (b) Enhanced DBS disclosure.
- (c) Identity check.
- (d) Overseas criminal record/police check where appropriate. (see paragraph 31)
- (e) Right to work in the UK.
- (f) Prohibition from management (also known as a Section 128 direction)
- (g) Disqualification under the Childcare Act 2006 (if they are directly concerned with the day to day management of childcare provision)

2. Recruitment Checks for Chair of Governors

The same checks should be carried out for the Chair of Governors as for all other governors. However, in the case of the enhanced DBS disclosure, an individual application form must be obtained from the DBS (quoting the Department for Education and Registered Body Number 20881800002) by telephoning the DBS helpline on: 03000 200 190. It is important to inform the DBS that the individual to be checked will be a volunteer so that the DBS can determine whether the enhanced disclosure fee is payable.

Secondly, the School will need to contact the Department for Education, either by telephoning 01325 340 405 or emailing: registration.enquiries@education.gov.uk to explain that we are changing Chair of Governors and request the relevant form and instructions.

The completed forms must then be sent to the Independent Education and Boarding Team, Department for Education, Bishopsgate House, Feethams, Darlington DL1 5QE. The DfE will then countersign the application and send both forms to the DBS.

3. Recording Checks

All recruitment checks must be recorded (with dates and name of the checker) on the single central register. When all checks are complete, the file must be passed to the Compliance Officer who will add the Governor to the Single Central Register.

Appendix 3 – Safer Recruitment Procedures for all staff supplied through an agency or contractor (teaching and non-teaching)

Applicability

These procedures apply to:

- All staff supplied by an external agency or contractor (teaching and non-teaching)
-

1. Recruitment Checks

- (a) The School will require from the supply agency a document which shows clearly that it has carried out all the checks which would be required by the School for its own employed staff and self-employed staff. (See Appendix 1)
- (b) The original DBS certificate must be seen by the School and a check undertaken with the DBS update service. A copy of the certificate along with a print out from the update service must be signed, dated and retained.
- (c) The School will check the identity of all supply staff before they begin work at the School.
- (d) Copies of the necessary checks must be supplied to the Compliance Officer who will enter all supply staff onto the single central register recording:
 - i. That the agency has confirmed that all required checks have been completed;
 - ii. That the identity of the staff member has been checked by the School;
 - iii. The DBS Certificate number.

Appendix 4 – Procedures for engaging and supervising visiting musicians or speakers

Applicability

These procedures apply to:

- all musicians who visit the School for a short period (i.e. for one or two days to give masterclasses or other tuition to students)
 - all outside speakers who visit the school to address the students at, for example, a school meeting (assembly)
-

1. Visiting musicians

- (a) Most musicians who visit the School are well known to the senior staff of the School. In advance of arranging the visit, the Head and Compliance Officer must be informed. The Head will ascertain from the senior staff of the School, or other staff members with relevant knowledge, whether any reason is known as to why the musician should not be considered suitable to work with the School's students. In addition, the Head will do an internet search for anything which might raise doubts as to the visitor's suitability. If doubts are raised, then the engagement will not proceed.
- (b) If visiting musicians are currently employed, or otherwise teaching, at another educational institution in the UK, they will be required to bring with them their latest DBS clearance or, if they are signed up to the DBS Update Service, provide the relevant details so that their clearance can be checked by the Head.
- (c) Any visiting musician who is not known to the senior staff must produce proof of identity on arrival at the School reception.
- (d) All visitors will sign in at reception and be provided with a badge which they must wear for the entirety of their visit.
- (e) Visiting musicians will be accompanied by a member of staff at all times during their visit. At no time will they be allowed to teach a student, or group of students, without being supervised by a member of School staff.
- (f) If a visiting musician is required to visit for more than four days in a 30-day period, his or her services will be regarded as regulated activity and he/she will be subject to full recruitment checks as detailed in Appendix 1.

2. Visiting speakers

- (a) Visiting speakers will be subject to all the same checks and procedures as visiting musicians.

- (b) In addition, the Head will follow the School's Prevent Duty Policy and make additional checks, both online and by consulting staff, to ascertain whether the proposed speaker is likely to hold extremist views of any kind. If doubts are raised, then the engagement will not proceed.

Appendix 5 – Others who require vetting checks

Host families

The School does make occasional use of ‘Host Families’ during orchestral tours. These are usually families which the school has used for many years. Vetting checks are required to be carried out on these families and must be completed before a pupil is allowed to stay with the Host Family. For further details of the requirements, please consult the Compliance Officer at least two months prior to the planned stay.

Visiting professionals

Individuals such as nurses giving immunisations, ISI inspectors, film crews, and other individuals who may require supervised access to pupils in the course of their professional duties, should have been checked by their employing organisation. Wherever possible a copy of their Enhanced DBS certificate should be taken although this is not a compliance requirement. In all cases however, their identity should be checked on arrival with copies taken, signed and dated, and then provided to the Compliance Officer.

Sports Coaches

Individuals who are providing sporting tuition via a recognised organisation (e.g. Chelsea Football Club Foundation) should have been checked by their employing organisation. Confirmation in writing must be provided by this organisation before the engagement can commence. This confirmation must specifically detail the individuals involved and a general statement such as “We check all our employees.....” is not sufficient. Identity must be verified and copies taken, signed and dated. These copies along with the confirmation from the employer must be provided to the Compliance Officer who will enter this into the Single Central Register.

Volunteers not in ‘regulated activity’

A volunteer whose presence is frequent and regular is in regulated activity and guidelines contained in Appendix 1 must be followed.

Where a volunteer is not in ‘regulated activity’ the arrangements will vary by individual and activity. Where an individual is ‘supervised’ (see definition below) by a member of staff, they do not fall within the definition of ‘regulated activity’ therefore no barred list checks are required. Identity checks must be carried out, copies taken, signed and dated and then provided to the Compliance Officer in order that these can be entered into the Single Central Register.

The DfE has provided guidance on when volunteers can be said to be ‘supervised’. This can be found in Annex F to KCSIE 2018 :

- There must be supervision by a person who is in regulated activity (e.g. a teacher)
- The supervision must be regular and day to day; and
- The supervision must be 'reasonable in all the circumstances to ensure the protection of children' (taking into account the age of the children, the number of children; whether or not others are helping to look after the children; the nature of the work; how vulnerable the children are; and the levels of supervision).

All staff should therefore consult with the Compliance Officer in order to complete a risk assessment prior to the engagement of any volunteer to ensure that the appropriate checks are carried out.

Volunteer stewards at the Menuhin Hall

The School regularly makes use of a number of volunteers to act as stewards to the general public when concerts are held in the Menuhin Hall. These volunteers do not have unsupervised access to pupils (for example, they are not allowed to go backstage to the Green Rooms) but may chat to pupils as part of their stewarding/front of house duties in public areas. Therefore, these volunteers are not in 'regulated activity' and as such do not require DBS checks. Identity checks must be carried out and copies signed, dated and then passed to the Compliance Officer so that details can be entered into the Single Central Register.

Appendix 6 – Those who do not require vetting checks

It is not necessary to undertake vetting checks on:

- Visitors to the Head/Other Staff or those who have only brief contact with children in the presence of a teacher (other than visiting speakers – see Appendix 4)
- Visitors carrying out repairs or servicing equipment (unless there is an opportunity for them to be alone with pupils in which case checks as laid out in Appendix 3 should be followed)
- Post and delivery people
- Refuse collectors
- Pupils of other schools aged under 16 on work experience or similar (e.g. Bring your child to work day)
- Supervised pupils of other schools/colleges/universities
- Adults on the school site when pupils are not present (e.g. building contractors carrying out work during summer holidays)
- Students (aged 18 or over) who are registered as current pupils at the School
- Individuals returning from maternity leave, sabbaticals or similar, where continuity of employment is maintained, do not need to be checked as new employees. (Where there is any concern regarding any activity whilst away from school however a detailed risk assessment must be completed).