



# **SPORTING STARS ACADEMY SAFER RECRUITMENT POLICY**

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**To be Reviewed in September 2023**

**Reviewed by The Directors**

*January 2023 – September 2023*

## Contents

1. INTRODUCTION.....	2
2. AIMS AND OBJECTIVES .....	2
3. ROLES AND RESPONSIBILITIES.....	3
4. DEFINITION OF REGULATED ACTIVITY AND FREQUENCY .....	4
5. RECRUITMENT AND SELECTION PROCEDURE .....	4
6. OFFER OF EMPLOYMENT AND NEW EMPLOYEE PROCESS .....	7
7. THE REHABILITATION OF OFFENDERS ACT 1974.....	9
8. DBS (DISCLOSURE AND BARRING SERVICE) CERTIFICATE (FORMERLY KNOWN AS CRB DISCLOSURE) .	9
9. COPIES OF DBS CHECKS.....	9
10. DEALING WITH CONVICTIONS.....	10
11. PROOF OF IDENTITY, RIGHT TO WORK IN THE UK AND VERIFICATION OF QUALIFICATIONS AND/OR PROFESSIONAL STATUS.....	10
12. MEDICAL FITNESS .....	10
13. OVERSEAS CHECKS .....	11
14. INDUCTION PROGRAMME .....	11
15. SINGLE CENTRALISED REGISTER OF MEMBERS OF STAFF.....	11
16. RECORD RETENTION AND DATA PROTECTION .....	12
17. EXISTING STAFF.....	12
18. LEAVING EMPLOYMENT AT SPORTING STARS ACADEMY .....	13
19. AGENCY AND THIRD-PARTY STAFF .....	13
20. STAFF WORKING IN ALTERNATIVE PROVISION SETTINGS .....	15
21. MONITORING AND EVALUATION .....	15

### 1. Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Sporting Stars Academy is committed to safeguarding and promoting the welfare of all young people in its care. As an employer, the School expects all staff and volunteers to share this commitment.

### 2. Aims and Objectives

The Safer Recruitment Policy aims to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff. The aims of the School's safer recruitment policy are as follows:

- To ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2022 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks, these include but are not limited to DBS, Children's Barred List (previously List 99) prohibition checks, medical fitness, right to work in the UK, Section 128 check and the person's qualifications

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance (including KCSIE 2022 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Sporting Stars Academy

### **3. Roles and Responsibilities**

It is the responsibility of the Directors of Sporting Stars Academy to:

- Ensure the School has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- Monitor the School's compliance with them

It is the responsibility of the Directors and the Human Resources (HR) Manager involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School
- Monitor contractors' and agencies' compliance with this document
- Promote the welfare of children and young people at every stage of the procedure

The School has three Directors who will sit on the interview panel. In the case of an equality of votes on any interviewees, the third director has the casting vote, and the final decision will rest with him/her.

#### **4. Definition of Regulated Activity and Frequency**

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- Frequently, meaning once a week or more; or
- Overnight, meaning between 2.00 am and 6.00 am; or
- Satisfies the "period condition", meaning four times or more in a 30-day period; and
- Provides the opportunity for contact with children

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

#### **5. Recruitment and Selection Procedure**

##### *5.1 Advertising*

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally, this will entail an external advertisement.

When advertising roles, we will make clear the following:

- The school's commitment to safeguarding and promoting the welfare of children
- That all safeguarding checks will be undertaken

All documentation relating to applicants will be treated confidentially and in accordance with the General Data Protection Regulation (GDPR).

##### *5.2 Application Forms*

Sporting Stars Academy uses its own application form, and all applicants for employment will be required to complete an application form containing questions about their academic and entire employment history and their suitability for the role (in addition, all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children. It will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Please note: Curriculum Vitae (CV's) will not be accepted.

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 apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being referred to the police and, if applicable, to the Disclosure and Barring Service (DBS) in accordance with government guidelines.

Our application forms will:

- Include a statement informing the applicant that it is an offence to apply for the role if they are barred from engaging in regulated activities relevant to children (where the role involves any regulated activity)
- Include a copy of, or link to, our Safeguarding Policy

### *5.3 Job Descriptions and Person Specifications*

A Job Description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the role.

The Person Specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise required to do the job. The Person Specification will include a specific reference to suitability to work with children.

Anyone interviewed for a position within the School will need to show an understanding of safeguarding that is relevant to the role that they are applying for.

### *5.4 Shortlisting*

Our shortlisting process will involve at least two staff members and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
  - Sign a declaration confirming the information they have provided is true

We will also consider conducting an online search on shortlisted candidates to help identify any incidents or issues publicly available online.

### *5.5 Seeking References and Checking Employment History*

References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is when an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after the interview.

When seeking references, we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school-based, we will ask for the reference to be confirmed by the Headteacher/Principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Any concerns raised will be explored further with referees and taken up with the candidate at the interview. Direct contact by phone will be undertaken with each referee to verify the reference.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve working with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee, whose purpose is to provide objective and factual information to support appointment decisions.

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. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

The School does not accept open references, testimonials or references from relatives.

### *5.6 Interviews*

There will be a face-to-face interview wherever possible, and a minimum of three interviewers will see the applicants for the vacant position so that a majority vote can be cast. The interview process will explore the applicant's ability to carry out the job description and meet the Person Specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy

themselves that the chosen applicant can meet the safeguarding criteria (in accordance with Safer Recruitment Training).

Applicants shortlisted for interview will be given the opportunity to complete a self-disclosure form upon arrival for their interview. The form is placed in a sealed envelope and given to the HR Manager before the applicant enters their interview.

Any information regarding past disciplinary actions or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has not been disclosed on the application form.

At least two members of any interviewing panel will have undertaken Safer Recruitment Training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Only original documentation will be accepted, and photocopies will be taken; these will be stored in individual employment files that are managed by HR. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

The successful applicant will be asked to complete the DBS check as soon as possible. This will be managed by the HR Manager, who will request the DBS checks via the School's SCR management system.

## **6. Offer of Employment and New Employee Process**

In accordance with the recommendations set out in KCSIE 2022 and the requirements of the Education (Independent School Standards) Regulations 2019 and the Boarding Schools: National Minimum Standards, the School carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- Verification of the applicant's identity (where that has not previously been verified)
- The receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS Certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than six months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and the recruitment decision taken

- Obtain a separate barred list check if they will start work in regulated activity before the DBS Certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for two years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
  - For all staff, including teaching positions: Criminal Record Checks for Overseas Applicants
  - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person and/or are aware of any reason why that person may be unsuitable to teach
- Check that candidates taking up a management\* position are not subject to a prohibition from management (section 128) direction made by the Secretary of State

\*Management positions are most likely to include, but are not limited to, Headteachers, Principals, and Deputy/Assistant Headteachers.

*For positions which involve "teaching work":*

- The School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and
- The School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant from working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School
- Where the position amounts to "regulated activity", the receipt of an enhanced disclosure from the DBS, which the School considers to be satisfactory
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List\*
- Confirmation that the applicant is not subject to a Direction under Section 142 of the Education Act 2002, which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children
- Confirmation that the applicant is not subject to a Direction under Section 128 of the Education and Skills Act 2008, which prohibits, disqualifies or restricts them from being involved in the management of an independent school
- Verification of the applicant's medical fitness for the role
- Verification of the applicant's right to work in the UK
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and

- Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified)

\*The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is, however, likely that in nearly all cases, the School will be able to carry out an enhanced DBS check and a Children's Barred List check (previously known as a List 99).

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

#### **7. The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions normally considered 'SPENT' must be declared when applying for any position at Sporting Stars Academy.

#### **8. DBS (Disclosure and Barring Service) Certificate (Formerly Known as CRB Disclosure)**

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children (by inclusion on the Children's Barred List) and to obtain other relevant suitability information.

It is the School's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

It is the School's policy to re-check employees' DBS Certificates every three years, and in addition, any employee that takes leave for more than three months (e.g. maternity leave, career break etc.) must be re-checked before they return to work.

Members of staff at Sporting Stars Academy are aware of their obligation to inform the Directors and the HR Department of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

#### **9. Copies of DBS Checks**

The DBS no longer issue Disclosure Certificates to employers; therefore, employees/applicants should bring their certificate to the HR Manager (for employees within seven days of issue or applicants before

they commence work or any project involving regulated activity). The HR Manager will inform the head teacher of any concerns, including new employees who fail to provide their certificate.

## **10. Dealing with Convictions**

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Changes in circumstances
- Decriminalisation and remorse

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 Human Resources Manager and Head teacher will evaluate all of the risk factors above before a position is offered or confirmed. A formal, face-to-face meeting will occur to establish the facts with the Human Resources Manager and Headteacher. A decision will be made following this meeting.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## **11. Proof of Identity, Right to Work in the UK and Verification of Qualifications and/or Professional Status**

All applicants invited to attend an interview at the School will be required to bring their identification documentation, such as passport, birth certificate, driving licence etc., with them as proof of identity/eligibility to work in the UK in accordance with guidelines set out in the Immigration, Asylum and Nationality Act 2006 and DBS Identity Checking guidelines. The School does not discriminate on the grounds of age.

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

In addition, applicants must demonstrate that they have obtained any academic or vocational qualification legally required for the position and claimed in their application form.

## **12. Medical Fitness**

The School is legally 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.

All applicants are requested to complete a medical questionnaire, and where appropriate, a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

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

### **13. Overseas Checks**

The School, in accordance with the UK Visas and Immigration (UKVI), will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section)

In addition, applicants who have lived/travelled abroad for more than three months will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

#### *13.1 Certificates of Sponsorship (CoS)*

If an appointed applicant is a national of a non-EEA country, a CoS may be required. Before any offer of employment is made, the Interviewing Managers should consult with the Human Resources Manager to establish whether the School has any unallocated Sponsorship Certificates.

Criteria for issuing a CoS are:

- The job is in a "designated shortage" occupation, or
- It passes the Resident Labour Market Test (RLMT)
- The job is at NQF6 Level or above
- Minimum salary levels, as stated by the UKVI, are met

Only the Human Resources Manager will be able to issue a CoS. In addition to the CoS, the applicant must apply for entry clearance/leave to remain through the UK Visas and Immigration (UKVI) and comply with the UKVI requirements.

The process can take up to three months, and staff cannot, under any circumstances, be employed until permission is given.

Detailed advice on the above is available from the Human Resources Manager.

### **14. Induction Programme**

All new employees will be given an induction programme which will clearly identify the School's policies and procedures, including the Safeguarding and Child Protection Policy, the Code of Conduct and Part One of KCSIE 2022, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

### **15. Single Centralised Register of Members of Staff**

In addition to the various staff records kept in the School and on individual personnel files, a single centralised record of recruitment and vetting checks is held in accordance with the Education (Independent School Standards) Regulations 2019 requirements. This is kept up-to-date and retained by the Human Resources Manager. The Single Centralised Register will contain details of the following:

- All employees who are employed to work at the School
- All employees who are employed as supply staff to the School, whether employed directly or through an agency

- Any others chosen by the School to work in regular contact with children. This will cover volunteers, peripatetic staff, and people brought into the School to provide additional teaching or instruction for young people but who are not staff members

The HR Manager will be responsible for auditing the Single Centralised Register and reporting his findings to all Directors and Senior Leaders during the Summer Term meeting.

#### **16. Record Retention and Data Protection**

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the School to discharge its obligations as an employer, e.g. so that the School may consider reasonable adjustments if an employee has a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with school activities.

Sporting Stars Academy will retain all interview notes on all unsuccessful applicants for a period of twelve weeks. After that time, the notes will be confidentially destroyed (i.e. shredded) in accordance with the General Data Protection Regulation (GDPR).

#### **17. Existing Staff**

Sporting Stars Academy recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the annual review/appraisal procedure.

In certain circumstances, we will carry out all the relevant checks on existing staff as if the individual was a new staff member. These circumstances are when:

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

We will refer to the DBS any member of staff who has harmed or poses a risk of harm to a student where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence under the Safeguarding

Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a student or put them at risk of harm); or
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left the school

### **18. Leaving Employment at Sporting Stars Academy**

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with promoting safer recruitment and details the pre-employment checks that will be undertaken before employment is confirmed. Whilst these are pre-employment checks, the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- Has applied for a position at the School despite being barred from working with children; or
- Has been removed by the School from working in regulated activity (whether paid or unpaid), or
- Has resigned prior to being removed because they have harmed, or posed a risk of harm to, a child

### **19. Agency and Third-Party Staff**

We will obtain written notification from any agency or third-party organisation that it has performed the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person to whom the checks have been made.

#### *19.1 Contractors*

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

The School will independently verify the identity of staff supplied by contractors and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.

#### *19.2 Visiting Speakers (and Prevent Duty)*

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS Disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing-in protocol. This will include signing in and out at Reception, wearing a visitors badge at all times and being escorted by a fully vetted staff member between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so, the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE, which states:

*"Extremism' is 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

In fulfilling its Prevent Duty obligations, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

### *19.3 Volunteers*

The School will request an enhanced DBS Disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up-to-date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:

- Formal or informal information provided by staff, parents and other volunteers
- Character references from the volunteer's place of work or any other relevant source
- An informal safer recruitment interview

### *19.4 Trainee and Student Teachers*

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary DBS checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

### *19.5 Directors*

All Directors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity. The Chair of the Board will have their DBS check countersigned by the Secretary of State.

All Directors will also have the following checks:

- A section 128 check (to check prohibition on participation in management under Section 128 of the Education and Skills Act 2008)

- Identity
- Right to Work in the UK
- Other checks as deemed necessary if they have lived or worked outside the UK

## **20. Staff Working in Alternative Provision Settings**

Where we place a student with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

### *20.1 Adults Who Supervise Students on Work Experience*

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. We will consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a student under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### *20.2 Students Staying with Host Families*

Where the school makes arrangements for students to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people. Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

## **21. Monitoring and Evaluation**

The Human Resources Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit, which will be presented to the Headteacher to report to the Directors.

This policy should be read in collaboration with the following policies:

- Safeguarding and Child Protection Policy
- Preventing Extremism and Radicalisation Safeguarding Policy
- Mobile Phone Policy
- Health and Safety Policy
- Anti-Bullying Policy
- Outstanding Behaviour Policy
- Special Educational Needs Policy
- English as an Additional Language Policy
- First Aid and Managing Medicines Policy
- Food Allergy and Anaphylaxis Management Policy
- SLA as appropriate and where in place

The Headteacher and Human Resources Manager will review this policy annually in close collaboration with the additional Directors.