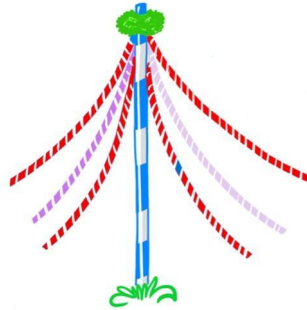


# Maypole School



## **SAFER RECRUITMENT & SELECTION POLICY**

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# 1. INTRODUCTION

Maypole School is committed to safeguarding and promoting the welfare of all learners in its care. As an employer, the School expects and requires all staff and volunteers to share this commitment.

The key purpose of this Safer Recruitment policy is to help deter, identify and reject people who might abuse our very vulnerable pupils, or who are otherwise unsuited to working with them. We will do this by having appropriate and rigorous procedures for recruiting, selecting and inducting our staff.

It is unlawful for the School to employ anyone who is barred from working with children; and it is a criminal offence for any person who is barred from working with children to apply for a position at the School.

# 2. AIMS AND OBJECTIVES

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

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered 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 2023 (KCSIE), the Prevent Duty Guidance for England and Wales (2021) (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- and to ensure that the School meets its commitment to safeguarding and promoting the welfare of our learners, by carrying out all necessary pre-employment checks.

The School works on the 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 each job at the School, based on the applicant's abilities, qualification, 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 2023 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 Maypole School.

### 3. ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- Check that the School has effective policies and procedures in place for the recruitment of all staff, agency staff and volunteers, in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with the above.

Responsibility is delegated to the Principal & Executive Headteacher (for teaching staff) and HR & Office Manager (for support staff) to lead on the recruitment and selection procedure for all appointments. In the event of any uncertainty about staff appointments, the final decision will rest with the Principal.

It is the responsibility of the Principal, Executive Headteacher, and HR & Office 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.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of pupils at every stage of the procedure.

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

### 4. OUTLINE OF THE RECRUITMENT, SELECTION AND EMPLOYMENT PROCESS

Maypole School's recruitment, selection and employment process is outlined below.

- **Step 1: Advertising.** How we will advertise, while supporting safer recruitment.
- **Step 2: Application Pack.** Interested candidates request an Application Pack (or download from the website.)
- **Step 3: Informal phone call.** Candidates may have an informal phone call with the Executive Headteacher, prior to applying if they wish, to help them decide whether to apply.
- **Step 4: Submit Application Form.** Candidates must submit a fully complete Application Form, together with a Self-Disclosure Form (if appropriate.)
- **Step 5: Shortlisting, and invitations for interview.** The Principal/Executive Headteacher/HR & Office Manager will shortlist those candidates who will be invited to attend a trial day, and an interview.
- **Step 6: Take up References.** At this stage we will request references from applicants' previous employers.
- **Step 7: Trial Day and Interview.** We will invite shortlisted applicants to attend a trial day, so they can see how they find it; and so the school can assess how they get on.

On the same day there will be an interview; and evidence of their ID, address and qualifications will be checked.

- **Step 7: Informing candidates of the result.** Candidates will be informed of the result on the same day as the interview, where possible; or within 5 working days at latest. For successful candidates, this will be in the form of a formal job offer, subject to confirmation of satisfactory references and checks.
- **Step 8: Checking DBS, Right to Work, Medical fitness and References.** For candidates who accept the job offer, DBS checks will be conducted, to check that the applicant has not previously been barred from working with children. We will also check the references that have been provided, to check there are no concerns about the applicant's suitability to work with children. Applicants will be required to complete a medical questionnaire, and where appropriate a doctor's medical report may be required; which will be reviewed against the job description and person specification. We will also check the applicants' right to work in UK.
- **Step 9: Start employment.** Once this process is complete then a start date will be agreed. This will normally be as soon as the applicant is able to start.
- **Step 10: Probationary period.** As is normal in schools, there will be a 4 month probationary period, during which the new employee will be supported by a mentor, with monthly meetings to support and advise as appropriate. The aim is to maximise the likelihood of each person enjoying their work at Maypole, and of succeeding.
- Teachers will also be subject to a Teacher Status Check; Management staff will be subject to a Section 128 check; anyone who has worked or lived overseas for 3 months or more during the past 5 years will be required to provide a certificate of good conduct from the country they lived/worked in.

## 5. PROCESSES AND CHECKS THAT ARE REQUIRED

### Advertising for Staff

The School will advertise all vacant posts both externally and internally, to encourage as wide a field of applicant as possible, and to ensure equality of opportunity. This will normally entail an external advertisement, or an advertisement via a recruitment agency.

To deter candidates who might wish to put children at risk, when advertising roles we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children.
- That safeguarding checks will be undertaken and that the DBS and Reference processes will be followed without exception.
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children.
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

## Application Pack

When a potential employee wishes to apply for a job at the School, they will be sent an Application Pack, which can also be downloaded from the School's website. This pack will include:

- the relevant Job Description
- the relevant Person Specification
- the School's Safeguarding Statement. This will include a copy of, or link to, our child protection and safeguarding policy and to our policy on the employment of ex-offenders
- a Self-Disclosure Form
- an outline explanation of the Selection Process
- the standard Maypole School application Form
- and Maypole School's Reference Proforma

The application pack will also include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

## Maypole School's Application Form

Maypole School uses its own application form, and all applicants for employment will be required to complete this. The form requires details of the candidate's present (or last) employment and the reason for leaving, full employment history since leaving school, including education, employment and voluntary work. The form also includes questions about applicants' suitability for the role. In addition all applicants are required to account for any gaps or discrepancies in their employment history. Applicants submitting an incomplete application form will not be shortlisted for interview. CVs will not be accepted in place of the application form, nor will testimonials.

We will question the contents of application forms if we are unclear about the meaning or the detail.

Applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected and employed, and referral to the Police and / or the DBS service.

## Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Assess each candidate's suitability for the role applied for, and the degree to which they meet the person specification
- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

## Self-Declaration Form

When shortlisted candidates arrive for their trial day / interview, they will be required to bring with them a self-declaration of their criminal record or any information that would make them

unsuitable to work with children. We may then discuss this in the interview. 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

Applicants will be required to sign a declaration confirming that the information they have provided is true.

## References

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 work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. If the candidate is not currently employed then we will obtain verification of the candidate's most recent relevant period of employment.

The referee should not be a relative. References will always be sought and obtained directly from the referee and their 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, and that they do not support terrorism or any form of "extremism".

We will compare the information on the application form with that in the references, and any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with one of the referees to verify the reference. We will resolve any concerns before any appointment is confirmed.

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

## Trial Day(s), and Interviews

Wherever possible, the trial day and Interview will be run on the same day where possible; though on occasions it may be necessary to programme these for separate days.

The purposes of the trial days is for the applicant to see what it is really like to work at Maypole school; and for the school to assess the applicant's suitability to work with pupils with social, emotional and mental health difficulties, with complex needs and challenging behaviour.

The interview will be conducted face-to-face with a minimum of two senior managers wherever possible, who will interview each applicant. The interview process will:

- explore the applicant's ability to carry out the job description, and the degree to which they match the person specification.
- enable the panel to explore / probe any anomalies or gaps in employment which have been identified, in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. Where the candidate has changed employment or location frequently, we will ask for an explanation.
- explore any potential areas of concern to determine the candidate's suitability to work with children.
- include a short written task, within the interview process where appropriate.
- record all information considered and decisions made.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case, during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

## **Requirement for DBS Checks and definition of "Regulated Activity"**

The School is required to carry out an enhanced DBS check for all staff, agency staff and Governing Body members who will be engaging in regulated activity. Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it provides the opportunity for contact with children, and is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00am and 6.00am; or
- satisfies the "period condition", meaning four times or more in a 30-day period.

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. (However the School is not permitted to check the Barred List unless an individual 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.

## **The DBS ( Disclosure and Barring Service) Check**

According to the criteria above, all Teachers, TAs, therapists and administrative staff at Maypole School will require DBS checks. It is the School's policy that the DBS disclosure will ideally be obtained before the commencement of employment of any new employee. However if the DBS takes a long time then employment may start before the DBS result is known, providing the person is never left unsupervised.

The purpose of carrying out 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 to re-check employees' DBS Certificates every three years. In addition, any employee who takes leave for more than three months (ie maternity leave, career break etc) must be re-checked before they return back to work.

Members of staff at Maypole School will have been made aware of their obligation to inform the HR & Office Manager 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.

## **DBS Update Service**

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant.

This allows for portability of a Certificate across employers. The School will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

The DBS no longer issue Disclosure Certificates to employers, therefore employees / applicants should bring their original Certificate to the HR & Office Manager at Maypole School (for employees within 7 days of issue, or applicants before they commence employment, or any work or project involving regulated activity).

## **If the DBS certificate shows details of 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.

A formal meeting will take place face-to-face to establish the facts with the Principall and the HR & Office Manager. A decision will be made following this meeting. 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 HR & Office Manager will evaluate all of the risk factors above, before a position is offered or confirmed.

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.

## **Secretary of State Prohibition Orders (Teaching and Management Roles)**

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

Section 128 direction prohibits or restricts a person from taking part in the management of an independent School. A person who is prohibited is unable to participate in any management of an independent School, to be a trustee on any governing body in an independent School, or to be in a management position that retains or has been delegated any management responsibilities. A check for a Section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any Section 128 direction.

## **Checks of Identity, Right of Work in the UK & verification of Qualifications and / or Professional status**

All applicants invited to attend an interview at the School will be required to bring two forms of identification documentation (such as passport, birth certificate, driving licence) with them as proof of identity / eligibility to work in UK in accordance with 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 (eg marriage, adoption, statutory declaration), they will be required to provide documentary evidence of the change.

Proof of current address must also be provided, in the form of a bank statement or utility bill in their name, which shows their current address. This document must not be more than 3 months old.

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

Only original documents will be accepted; photos or photocopies will not be accepted. Copies will be taken of all documents shown. Unsuccessful applicants' documents will be destroyed 6 months after the recruitment process has finished.

## **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.

## **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 3 months will need to obtain a criminal records 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.

## **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 HR & Office 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 Principal or HR & Office 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 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 HR & Office Manager.

## **Members of the Governing Body**

All members of the Governing Body will have an enhanced DBS check without barred list information.

However if they are working in regulated activity, they will have an enhanced DBS check with barred list information.

All proprietors and members of the Governing Body 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 deemed necessary if they have lived or worked outside the UK

## Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with learners 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 leave an unchecked volunteer unsupervised, or allow them to work in regulated activity.

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. We will carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

Other information that may be sought 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; and
- an informal safer recruitment interview.

If a volunteer will or may be in contact with pupils aged under 8, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out all the necessary safer recruitment checks that we would otherwise perform. The School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by an agency, so that we know that the person presenting themselves for work is the same person on whom the checks have been made. We will also require the provision of the original DBS certificate before agency staff can commence work at the School.

### **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 by learners, 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, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff 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 that:

*"'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

## **Staff working in alternative provision settings**

Where we place a pupil 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.

## **Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil 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.

## **6. SUMMARY OF CONDITIONS THAT MUST BE SATISFIED, PRIOR TO ANY OFFER OF EMPLOYMENT**

In accordance with the recommendations set out in KCSIE the School carries out a number of pre-employment checks in respect of all prospective employees. All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will take the following actions.

- Verify their identity.
- 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 2 years afterwards.
- 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 6 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 the professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application.
- 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. Where available, these will include:
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked.
- 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 staff who will or may be in contact with children under 8, we will also ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- Secure two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory for positions which involve "teaching work".
- Agree a mutually acceptable start date, and the signing of a contract incorporating the School's standard terms and conditions of employment.

## 7. SINGLE CENTRALISED REGISTER OF MEMBERS OF STAFF (SCR)

In addition to the various staff records kept in School and on individual personnel files, a Single Centralised Register of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and retained by the HR & Office Manager. The SCR will contain details of the following:

- all employees who are employed to work at the School;
- all persons who are employed as supply staff to the School, whether employed directly or through an Agency;
- all others who have been chosen by the School to work in regular contact with children. This includes volunteers, members of the Governing Body, therapists, peripatetic staff and people brought into the School to provide additional teaching or instruction for learners but who are not staff members (such as sports coaches etc.)

The HR & Office Manager will be responsible for overseeing the SCR, and will ensure that it is always accurate and up to date, and that all required processes are being observed in accord with this policy. The Principal & Executive Headteacher will conduct a formal audit, termly, and report his / her findings to the Governing Body. For quality assurance the SCR will also be audited annually by an external School Improvement Partner.

## 8. LEGAL REQUIREMENTS

### 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 learners. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Maypole School.

## **Record Retention / Compliance with Data Protection Act**

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, eg so that the School may consider reasonable adjustments that may be requested by an employee, if they suffer from 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 by the HR & Office Manager on the school's Sharepoint system.

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

Maypole School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].

## **9. SAFER RECRUITMENT TRAINING**

### **Training for senior staff**

We will ensure that the Principal / Executive Headteacher & HR & Office Manager have completed appropriate safer recruitment training; and at least one person involved in conducting an interview will have received safer recruitment training.

At all times the Executive Headteacher and Principal will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2023).

### **Induction Programme**

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

This briefing will also include the requirement for staff to inform the school in the event that they receive a conviction or caution when already an employee, or in the event of any other development that may affect their suitability to work with children.

### **Ongoing training**

Maypole School recognises that the principles of safer recruitment and selection should not only apply at the start of employment, but should be part of a larger policy framework for all



staff. The School will therefore provide appropriate ongoing training and support for all staff, not only during the probationary period but for the duration of the employment period. This will be in accordance with the School's training policy, and will also be informed by the annual appraisal procedure for each individual.

## 10. SAFER RECRUITMENT CHECKS FOR EXISTING STAFF

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. 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 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult 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 child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

## 11. MONITORING AND EVALUATION

The HR & Office Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through a yearly Safer Recruitment Evaluation audit, which will be presented to the Principal & Executive Headteacher to report to the Governing Body.