

---

## CHILD PROTECTION (SUITABILITY OF STAFF) POLICY

---

This policy relates to all sections and activities of the School e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and school run Holiday Activities or Clubs.

### **1 AIMS**

**1.1** Red House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**1.2** The aims of this policy is 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.

**1.3** The aims of the School's 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 2024 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (updated in March 2024), Working Together to Safeguard Children (2015, last updated 2023) 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.

**1.4** Refer to Appendix 1 for the School's Recruitment and Selection process as outlined in Part 3 'Safer Recruitment' of KCSIE (September 2024).

**1.5** The information and guidance here should be read in conjunction with Part 3 of KCSIE (September 2024) and 'Working Together to Safeguard Children' – a guide to inter-agency working to safeguard and promote the welfare of children' issued by HM Government (2015; last amended 2023).

**1.6** A Single Central Record (SCR) of appointments is kept by the Head of Finance and Compliance.

### **2 DEFINITIONS**

**2.1** Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking that role to enable those children to have optimum life chances and to enter adulthood successfully.

### **3 ROLES AND RESPONSIBILITIES**

**3.1** It is the responsibility of the Board of Governors to:

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

**3.2** It is the responsibility of the Head, the Head of Finance and Compliance, the Head of Admissions and other managers 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 children and young people at every stage of the procedure.

**3.3** The Board of Governors has delegated responsibility to the Head and the Head of Finance and Compliance to lead in all appointments.

**3.4** School governors may be involved in staff appointments but the final decision will rest with the Head.

#### **4 SAFER RECRUITMENT PROTOCOLS**

**4.1** The School's Child Protection (Safeguarding) Policy and its implementation follows guidance offered by the Hartlepool and Stockton Safeguarding Children Partnership (HSSCP). The guidance is that the following checks are made:

1. Previous employment history
2. ID
3. Right to work in the UK
4. Overseas check, where applicable
5. Children's Barred List
6. DBS Enhanced Disclosure
7. Medical
8. References
9. Qualifications
10. Disqualification from Childcare, where applicable
11. Prohibition – Teaching, where applicable
12. Prohibition – Management, where applicable

	1	2	3	4	5	6	7	8	9	10	11	12
<b>Teachers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Peripatetic Teachers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>External Coaches/Club Supervisors</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Students</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Admin/Caretakers</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self-employed Contractors in regulated activity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employees of Contractors*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supply Staff*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Regular Volunteers (Unsupervised)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Regular Volunteers (Supervised)*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visitors/Guests/External speakers**</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Members of the Board of Governors</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*School must confirm that all necessary pre-employment checks have been carried out by the employing organisation and check the individual's ID and DBS Enhanced disclosure on arrival.

\*\* Senior Management Team (SMT) approval must be sought and a supervision matrix completed for supervised visitors. A Visiting Speaker form must be completed in advance of any visit.

**4.2** The School operates safe recruitment procedures which ensure that appropriate checks are made on all staff and volunteers who work with children in regulated activity.

**4.3** The following checks are completed on all staff working in regulated activity at Red House School. Greater detail is given below:

- Proof of identity, minimum of two documents, one of which should preferably be a current photographic ID and proof of address, e.g. passport, driving licence, recent utility bill (not mobile phone), bank statement, etc.
- Receipt of a minimum of two satisfactory references. In order to safeguard and promote the welfare of children, the School reserves the right to contact any previous employer, if appropriate.
- Proof that the candidate is eligible to work in the UK.
- Successfully completing an enhanced Disclosure and Barring Service check. DBS certificate checked by the Head for authenticity (document number and watermark) and for any convictions.
- If the candidate is appointed to a management position, e.g. Head, member of the Senior Management Team (including non-teaching staff), Head of Department/Key Stage or Pastoral Leader, successful section 128, prohibition from management of independent school check.
- If the candidate is registered on the DBS Update Register, successful DBS Update Register and Children's Barred List check.
- Barred list checks are only made when the person is engaging in regulated activity at the school.
- Successful overseas and/or EEA member states check.
- Proof of qualifications, if not already provided.

- Successful completion of a Form of Declaration on Medical Fitness or a letter of declaration.
- If the candidate is to be employed in, or has management responsibility for Early Years or later years (under 8's), successful completion of a Form of Declaration of Non-Disqualification from Childcare.
- Successful check that there are no Prohibition Orders (this applies to teaching staff only).

**4.4** A recruitment checklist will be completed, signed, dated and placed on the employee's HR file as a record of the checks carried out. Once all checks have been completed they should be verified by the Head of Finance and Compliance and counter-signed by the Head.

**4.5** A start date will not be confirmed until all checks are in place with the exception of the DBS certificate. A new member of staff can start work at the school while they wait for their DBS providing they do not have unsupervised access or contact with pupils. The Pre-DBS Supervised Agreement proforma (Appendix 2) should be used until the DBS is received.

## **5 REFERENCES**

**5.1** The purpose of a reference is to obtain, in confidence, information on a candidate's employment history, qualifications, experience and/or an assessment of the candidate's suitability regarding KCSIE, for the job on offer.

**5.2** For teaching and teaching assistant roles, a minimum of two references will be sought using the standard Reference Request Form prior to interview. For all other roles, the school will endeavor to seek two references prior to interview.

**5.3** On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily and the referee should be contacted via telephone to check authenticity of the reference and provide further clarification as appropriate: for example, if the answers are vague or information is missing. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

**5.4** If a reference is taken over the phone, detailed notes will be taken, dated and signed.

**5.5** If references are not received in good time before appointment, they will be followed up by telephone and if necessary alternative referees approached. The Head will check all references.

## **6 RIGHT TO WORK IN THE UK**

**6.1** We have a duty under the Immigration Act (2016) to ensure that all our employees have leave to enter the UK and are not subject to a condition precluding them from taking up specified employment. It is, therefore, a condition of employment that proof of eligibility to work in the UK should be provided.

**6.2** Acceptable documents, to prove the candidate's right to work in the UK, can be checked via HM Government website using the following link: <https://www.gov.uk/legal-right-work-uk>.

**6.3** Failure to provide the necessary proof of eligibility will result in the withdrawal of the offer of employment.

**6.4** The School is aware of the rules for employing migrant workers (October 2013) and that there is a fine of up to £10,000 for employing an illegal worker.

## **7 OVERSEAS CHECKS**

**7.1** 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.

**7.2** The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

## **8 DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

**8.1** It is a condition of employment that all employees must successfully complete an enhanced Disclosure and Barring Service (DBS) check, including a Barred List check where the individual will be engaged in regulated activity. Please refer to the flow chart Appendix 4 to help determine when and what type of DBS check is required.

**8.2** In the job offer letter, the selected candidate will be asked to complete an on-line application form which will be forwarded to them by Atlantic Data.

**8.3** They will be requested to complete and submit the form on-line, and to provide the School with their chosen identity documents, as soon as possible.

**8.4** A DBS check will be undertaken on all new appointments before the commencement of employment. Employees appointed on casual contracts, who will be working on an ad hoc basis, will be asked to register on the DBS update register.

- 8.5** If the candidate is already registered on the DBS update register, an on-line DBS Update Register check will be made. The candidate will be requested to bring their DBS certificate into School which will be checked by the Head for authenticity and any criminal offences. If the DBS certificate does not include a Children's Barred List check, then a full DBS enhanced disclosure with Barred List check will be completed.
- 8.6** A separate barred list check will be made if an individual will start work in regulated activity before the DBS certificate is available. The DBS application must be made before work commences. A risk assessment will be made and appropriate safeguards will be put in place, such as, loose supervision; these safeguards will be reviewed at least every two weeks and the person in question will be informed of these safeguards.
- 9 PORTABILITY OF DBS CERTIFICATE CHECKS**
- 9.1** 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 DBS certificate across employers.
- 9.2** The School will:
- Obtain consent from the applicant to carry out an update search.
  - Confirm the DBS certificate matches the individual's identity.
  - Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. 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 DBS 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.
- 10 INDUCTION PROGRAMME**
- 10.1** All new employees will be given an induction programme, which will clearly identify the school policies and procedures, including the Child Protection (Safeguarding) Policy, the Staff Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities. Please refer to the School's Staff Induction Policy for further details.
- 11 PREVIOUS WORK OUTSIDE OF THE UK**
- 11.1** Where an individual has lived or worked abroad for a period greater than the duration of a tourist visa, within ten years of appointment, the candidate will be asked to provide a Certificate of Good Conduct, or equivalent, from the country in question.
- 11.2** The School will check the latest Home Office advice.
- 11.3** If a teacher has worked in an EEA member state, a check will be made using the Employer Access On-line Service.
- 12 MEDICAL FITNESS**
- 12.1** 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.
- 12.2** All applicants are requested to complete a Form of Declaration of Medical Fitness or, as a minimum, provide a declaration in writing stating *'I know of no reason, on the grounds of mental or physical health, that would prevent me from discharging the full responsibilities required in the role of a ... teacher at Red House School'*.
- 12.3** Where appropriate a doctor's medical report may be required.
- 12.4** 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.
- 12.5** 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.
- 12.6** The School will make reasonable adjustments to enable disabled people to carry out their duties effectively.
- 13 DECLARATION OF NON-DISQUALIFICATION FROM CHILDCARE**
- 13.1** Where a candidate is to be employed in, or has management responsibility for Early Years or later years (under 8's) a 'Declaration of Non-Disqualification from Childcare' is made before the appointment.
- 14 PROHIBITION FROM TEACHING AND/OR MANAGEMENT**
- 14.1** Prohibition Orders are made by the Secretary of State. Prohibition checks, on anyone employed to carry out teaching work appointed since 1 April 2012 and/or management work from 12 August 2015, will be carried out using the Employer Access On-line Service.
- 15 TUPE**

**15.1** Definition of TUPE – TUPE stands for Transfer of Undertakings (Protection of Employment). A TUPE transfer happens when: an organisation, or part of it, is transferred from one employer to another or a service is transferred to a new provider, for example when another company takes over the contract for catering.

**15.2** If staff are transferred under TUPE (where there is a gap of three months or less and all information is complete) information will be passed to the new employer and a note made on the register that details have been accepted under TUPE.

## **16 SUPPLY STAFF**

**16.1** All supply staff engaged through an agency are checked for proof of identity.

**16.2** Agencies providing supply staff are required to complete an agency vetting form provided by the School which provides written notification of the required employment checks carried out by the agency including an enhanced DBS check.

**16.3** The School will check the identity of supply staff, in addition to the check made by an agency to ensure that the person presenting themselves for work is the same person on whom checks have been made.

**16.4** Those supply staff employed directly by the School go through the same recruitment procedures used in the employment of staff.

**16.5** A new enhanced DBS check will be carried out on any individual who has a break in service of more than 12 weeks, if they are not registered on the DBS Update Register.

## **17 AGENCY STAFF/LONG TERM CONTRACTORS**

**17.1** Those contractors (including club leaders, therapists, etc.) who are working at the School on a long term basis should be subjected to the same checks as supply staff.

**17.2** Written confirmation that these checks have been carried out will be sought from their employer.

**17.3** If the contractor is self-employed, full staff recruitment checks will be carried out.

**17.4** The School will check the identity of contractors on arrival.

**17.5** A record of the check will be placed on the SCR.

## **18 CONTRACTORS – TRADESMEN**

**18.1** During school hours, when pupils are on site, all tradesmen will be fully supervised by a member of the Facilities Team. There will be no opportunity for the children to come into unsupervised contact with the contractors on site at any time.

**18.2** They will be issued with a visitor pass and a blue lanyard marked 'supervised contractor'. This ensures they are easily identifiable by staff and pupils, who can report any concerns immediately (e.g. if they are seen unsupervised) to the Head of Finance and Compliance.

**18.3** During school holidays, when there may be several different tradesmen/contractors on site, they will be issued with a visitor pass and a green 'unsupervised contractor' lanyard. Holiday club and Sports Camp leaders will be made aware of all activity in the school and will ensure that all children are supervised by a staff member at all times. There will be no opportunity for the children to come into unsupervised contact with the contractors on site at any time.

## **19 THE BOARD OF GOVERNORS**

**19.1** Governors who are volunteers are treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check should only be requested if the Governor will be engaged in regulated activity.

**19.2** The Board of Governors requires an enhanced DBS check, without a barred list check, on an individual as part of the appointment process for governors.

**19.3** The Chair of Governors requires an enhanced DBS check countersigned by the Secretary of State.

**19.4** In addition, checks will be made on: identity; right to work in the UK; overseas checks, where applicable; prohibition from teaching (only if the person will carry out teaching work); disqualification from childcare, where applicable and a section 128, prohibition from management of independent schools.

**19.5** All checks are made in advance of the appointment or as soon as practicable after appointment.

## **20 DEALING WITH CONVICTIONS**

**20.1** Red House School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience. Having a criminal record will not necessarily exclude anyone from working at the school.

- 20.2** The School operates a formal procedure if a DBS certificate is returned with details of convictions.
- 20.3** 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.
- 20.4** A formal meeting will take place face-to-face to establish the facts with the Head of Finance and Compliance. 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 Head of Finance and Compliance will evaluate all of the risk factors above before a position is offered or confirmed.
- 20.5** 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.
- 20.6** An enhanced DBS is required for all positions at Red House School. All application forms, job adverts and recruitment briefs will contain a statement that a DBS will be requested in the event of the individual being offered the position.
- 20.4** We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected' so not subject to employers and that cannot be considered.
- 20.5** The School requests that any information not subject to this filtering is sent under separate, confidential cover, to the Head within Red House School. The School guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- 20.6** The Exceptions Order to the Rehabilitation of Offenders Act (1974) allows Red House School to ask questions about all convictions, irrespective of whether they are 'spent' or 'unspent'.
- 20.7** We ensure that all those in the School, who are involved in the recruitment process, have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. The Rehabilitation of Offenders Act (1974).
- 20.8** At interview, or in discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. In this situation, Red House School will discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 21** **SUPERVISED VISITORS (AND THE PREVENT DUTY)**
- 21.1** The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. Staff must complete a Supervised Visitor Form (Appendix 3) and ask a member of SMT to approve the visit.
- 21.2** 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.
- 21.3** All visiting speakers will be subject to the School's usual visitors signing in protocol. For example, they must sign in at reception giving their name, organisation (if appropriate), car registration number, person they are visiting and time of arrival. 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.
- 21.4** The school secretary or member of staff admitting the visitor to the school must take responsibility for the visitor, as the admitting adult, and take a copy of their photo ID.
- 21.5** All visitors entering the school must be issued with a visitors' pass.
- 21.6** Any member of staff admitting an adult through any other door is personally responsible for ensuring the visitors details are entered in the visitors' book. This is particularly important if the visitor is not personally known to the member of staff.



- 21.7** Unless the admitting adult recognises the visitor and knows his/her business at the school (s)he will:
- Establish the identity of the visitor (if appropriate asking for photo identification e.g. driving licence).
  - Establish the purpose of the visit before admitting the visitor to the school and will ensure that the visitor.
  - Ensure (s)he enters adequate details in the visitors' book.
- 21.8** If in any doubt about the visitor, (s)he must be asked to wait and a member of SMT informed immediately.
- 21.9** Office staff must check the visitors' book during the lunch break and at the end of the school day to ensure that all visitors entered in the book have a departure time against their names or if not that they have left the school.
- 21.10** Any unaccompanied adult not recognised by a member of staff and not wearing a visitors' badge must be engaged with. A polite enquiry 'can I help?' is required to start ascertaining if they are a *bone fide* visitor to the school.
- 21.11** At no point must visitors be left alone unsupervised with children.
- 21.12** 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 this Policy, 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.'
- 21.13** 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.
- 21.14** The following information is to be on display in both the Junior School and the Senior School reception areas.

## **WELCOME TO RED HOUSE SCHOOL**

In order to meet our statutory responsibilities regarding the safeguarding of children and the health and safety of all on site, you are asked to note the following information:

- All visitors must sign in and out of the Visitors Book at reception.
- Visitors' badges must be on display at all times.
- Visitors are to be accompanied by a member of staff at all times, unless waiting in a designated area.
- If you have had an accident whilst on site, please inform someone before you leave. First aid is available at the School Office
- Should the evacuation alarm sound, you must accompany the member of staff you are with to the fire assembly point.

## **22 EXTERNAL SPEAKERS**

- 22.1** In addition to the procedures outlined above, the following points must also be observed when a visiting speaker is invited to speak to a group of pupils:
- Staff must complete a Supervised Visitor Form (Appendix 3) and ask a member of SMT to approve the visit.
  - Prior to booking a visiting speaker, the member of staff must complete the form below and gain permission from a member of the SMT. Details of the subject matter and background/qualifications of the speaker must be discussed.
  - The visiting speaker must be made aware of the School's ethos and its support of Fundamental British Values.
  - If the visitor is new to the school, the member of staff inviting them in to talk to the children should do reasonable background checks on the person (for example, entering their name and organisation into Google search). If this raises any concerns about the speaker, these concerns must be discussed with a member of staff immediately, and the visit cancelled if necessary.
  - All speakers are required to bring and show a form of identification on their arrival.
  - All visitors entering the school must be issued with a visitors' pass.
  - The staff member responsible for the speaker should check any material e.g. PowerPoint, presentations, leaflets, etc. ideally prior to the day of the visit, or as a minimum before the talk/presentation takes place.
  - The organising member of staff is responsible for hosting the visitor throughout their visit and should not leave the visitor alone during their visit.
  - Visitors should be returned to reception at the end of the visit.

- Should a member of staff object to anything being said or shown during a presentation, they must challenge the speaker. The talk should be stopped if a member of staff is not happy with its content.

## **23 DBS CLEARANCE**

**23.1** A DBS certificate is not required for a visitor who is coming into school on a one-off/ad hoc basis to talk to/teach the children but they must be fully supervised by a member of staff at all times.

## **24 ONGOING EMPLOYMENT**

**24.1** Red House School 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 (CPD) and support for all staff, as identified through the annual staff appraisal procedure.

## **25 RECORD RETENTION/DATA PROTECTION**

**26.1** 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 suffers from a disability or to assist with any other workplace issue.

**26.2** 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 Head's Study in a locked and secure cabinet.

**26.3** Red House 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 (i.e. shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].

## **27 MONITORING AND EVALUATION**

**27.1** The Head of Finance and Compliance will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This policy will be updated annually by the Head of Finance and Compliance and will be presented to the Head to report to the Board of Governors.

Reviewed by: Mr C Staniford and Dr R Ashcroft  
September 2024

Ratified by: The Board of Governors  
September 2024



## **APPENDIX 1: RECRUITMENT AND SELECTION PROCESS**

This process relates to the recruitment and selection within all sections and activities of the School e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and school run Holiday Activities or Clubs.

### **1 AIMS**

**1.1** The School recognises the importance of adopting a robust recruitment and selection procedure that deters and prevents people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.

**1.2** All staff involved with the recruitment and employment of staff to work with children are required to complete safer recruitment training which covers, at a minimum, the content of Part 3 of KCSIE (September 2024)

### **2 ADVERT**

**2.1** When advertising a role, the school will include the following information within the job description and/or person specification

- The skills, abilities, experience, attitude, and behaviours required for the post.
- The safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.
- The School's commitment to safeguarding and promoting the welfare of children, making clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and personal specification.
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

### **3 APPLICATION FORMS**

**3.1** Where a role involves engaging in regulated activity relevant to children, the school will

- Include a statement in the application form, or elsewhere, in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- Provide a copy of the Child Protection (Safeguarding) Policy.
- Provide details on the employment of ex-offenders in the application pack or by reference to a link on the School's website.
- Ask all applicants to provide the following personal details:
  - Current and former names.
  - Current address.
  - National insurance number.
  - Details of their present (or last) employment and reason for leaving.
  - Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment.
  - Qualifications, the awarding body and date of award.
  - Details of referees/references (see below for further information).
  - A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

**3.2** The School will only accept copies of a curriculum vitae alongside an application form. A curriculum vitae on its own does not provide adequate and comprehensive enough information.

### **4 SHORTLISTING**

**4.1** Shortlisted candidates will be asked to complete and sign a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

**4.2** The applicant will be asked if they:

- Have a criminal history.
- Are included on the children's barred list.
- Are prohibited from teaching.
- Are prohibited from taking part in the management of an independent school.
- Have any other information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted.
- Are known to the police and children's local authority social care.
- Have been disqualified from providing childcare.
- Have any relevant overseas information.

**4.3** Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will physically sign a hard copy of the declaration at point of interview.

**4.4** When shortlisting candidates, the School will:

- Ensure that at least two people carry out the shortlisting exercise and that the same two people are members of the interview panel.
- Consider any inconsistencies and look for gaps in employment and reasons given for them.
- Explore all potential concerns.
- Carry out an online search as part of their due diligence. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. School will inform shortlisted candidates that online searches will be done as part of pre-recruitment checks.

## **5 EMPLOYMENT HISTORY AND REFERENCES**

**5.1** The purpose of seeking references is to allow employers to obtain factual information to support appointment decisions. The Schools will obtain references before interview, where possible, this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.

**5.2** When seeking references, the School will not:

- Accept open references e.g. to whom it may concern.
- Rely on applicants to obtain their reference.

**5.3** When seeking references, the School will:

- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the Head as accurate in respect of any disciplinary investigations).
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer.
- Always verify any information with the person who provided the reference.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

**5.3** When asked to provide references, the School will:

- Ensure the information confirms whether they are satisfied with the applicant's suitability to work with children.
- Provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold.
- Not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

**5.4** References are an important part of the recruitment process and should be provided in a timely manner and not hold up proceedings.

## **6 SELECTION**

**6.1** The School will use a range of selection techniques to identify the most suitable person for the post including interviews and, where appropriate to the role, pupil involvement and observations of interactions with children.

**6.2** The members of the interview panel will agree structured questions which will include:

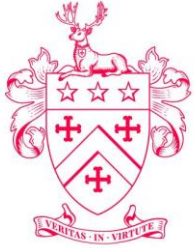
- Finding out what attracted the candidate to the post being applied for and their motivation for working with children.
- Exploring their skills and asking for examples of experience of working with children which are relevant to the role.
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.
- Exploring potential areas of concern and to determine the applicant's suitability to work with children such as:
  - Implication that adults and children are equal.

- Lack of recognition and/or understanding of the vulnerability of children.
- Inappropriate idealisation of children.
- Inadequate understanding of appropriate boundaries between adults and children.
- Indicators of negative safeguarding behaviours.

**6.3** Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

**6.4** All information considered in decision making should be clearly recorded along with decisions made.

## APPENDIX 2: PRE-DBS SUPERVISION AGREEMENT FORM



RED HOUSE  
SCHOOL

### PRE-DBS SUPERVISION AGREEMENT

NAME:

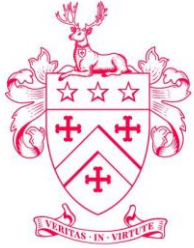
POST TITLE:

START DATE:

CHECKLIST ITEM	INITIALS	DATE
Prohibition check (teachers/teaching work)		
Section 128 List (Management positions only)		
EEA state Sanctions		
TP online barred list check		
Overseas check (cert of good conduct/police cert)		
Pre DBS supervision agreed		
ID check		

DATE	EMPLOYEE SIGNATURE	SUPERVISOR SIGNATURE
Week ending	<p>I agree to be supervised by until my DBS check is cleared and my references are received and approved.</p> <p>I understand I will not have any unsupervised contact with pupils until my DBS is received and approved.</p>	<p>I agree to supervise until his/her DBS check is cleared and references are received and approved</p> <p>I understand I will not have any unsupervised contact with pupils until my DBS is received and approved.</p>

## APPENDIX 3: SUPERVISED VISITOR FORM



RED HOUSE  
SCHOOL

## SUPERVISED VISITOR FORM

Member of staff organising visiting speaker:		Checked and Date
Day, date and time of proposed visit:		
Speaker's details - Name: Organisation: Address: Contact No.: Email address:		
Subject:		
Age group:		
Venue:		
School ethos and FBV Policy discussed with speaker:		
Materials/PowerPoint checked:		

**While in school, the visitor will be fully escorted and supervised and will have no unsupervised access/contact with pupils at any time.**

Visit approved: SMT signature

Date:

**Please complete the section below after the visit and submit to the Deputy Head/Head of the Junior School for record keeping.**

Organising member of staff's evaluation of speaker and subject matter:

--

Signature:

Date:

Deputy Head/Junior School Head Signature:

Date:

**APPENDIX 4: FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORDS CHECKS AND BARRED LIST CHECKS (FROM KCSIE SEPTEMBER 2024)**

