

THE LION WORKS SCHOOL POLICY



Safer Recruitment Policy

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| Author of policy and position of responsibility: Justine Collinson, Headteacher | Date policy finalised: September 2024 |
| Approved by: Bruno Davis, CEO | Date of approval: September 2024 |
| Due to be reviewed: July 2025 | Date of review: |

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1. Aims

This policy aims to outline how we ensure the safer recruitment of staff to uphold our commitment to safeguarding and promoting the welfare of our students.

The school has a proactive and dedicated culture of safeguarding and safer recruitment is a vital component of this.

2. Legislation and guidance

This policy is based abides by and is informed by the following statutory and non-statutory information:

[Keeping Children Safe in Education 2024 \(part Three as well as wider guidance\)](#)

[The Independent School Standards 2014 Part 4, suitability of staff, supply staff and proprietors](#)

3. Recruitment and selection process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training (see log in **appendix 1**).

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

For each role advertised a member of the school team, usually Senior Leadership, will be appointed as the “responsible recruiting person”. They are responsible for ensuring all aspects of this policy are followed when recruiting for the advertised position. This responsibility rests with the headteacher who may delegate it accordingly.

Advertising

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
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- The person specification and job description or a link or description to where these can be found
- 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
- CV’s can be accepted as part of an application but a school application form must also be completed

Application forms

Our application forms will:

- 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)
- Include a copy of, or make reference to, our Child Protection and Safeguarding Policy

Shortlisting

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

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- Ensure at least one shortlisting member has up to date and valid Safer Recruitment training

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
- Whether they are known to police and Local Authority Children's Social Care
- Sign a declaration confirming the information they have provided is true (if this is signed electronically then a hand signature will be required on the declaration at interview)

We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. These are recorded by the school and information is retained on these checks. They may be repeated periodically, or responsively, throughout an individual's employment with the school.

Seeking references and checking employment history

We will obtain references before interview, where possible. Any concerns raised will be explored further with referees and taken up with the candidate at 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
- Confirm validity of reference with a phone call, usually to the referees' place of work during working hours

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made
- Ensure at least one member of the interview panel has up to date and valid Safer Recruitment training
- Ask why the candidate is interested in this post and why they want to work with children
- Ask questions exploring their relevant experience
- Provide tasks and opportunities for the candidate to be observed interacting with children

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity ([KCSIE paragraph 238](#) and [ISS 18,2,C](#))
- 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 recruitment decision taken ([KCSIE paragraph 238, bullet point 2](#) and [ISS 18,2,A/D](#))

- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available ([KCSIE paragraph 238, bullet point 3](#))
- Verify their mental and physical fitness to carry out their work responsibilities via an employee health declaration form ([KCSIE paragraph 238, bullet point 4](#) and [ISS,18,2,C,I](#))
- 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 ([KCSIE paragraph 238, bullet point 5](#) and [ISS,18,2,C,III](#))
- Verify their professional qualifications, as appropriate ([KCSIE paragraph 238, bullet point 7](#))
- 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 records checks for overseas applicants. ISS 18,2 D](#)
 - 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 ([KCSIE paragraph 262, bullet point 1](#) and [ISS 18,2, B](#))

* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

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 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.

[KCSIE 2024 clause 239](#) specifies that there is no requirement for a school to carry out an enhanced DBS check on a new employee who has left employment in a school within the last three months, subject to 3 considerations. However, out of an abundance of caution, the school will in most cases complete an enhanced DBS check if the candidate is not on the live update service (and in possession of their original certificate) but has left employment with a school in the previous 3 months.

Regulated activity means ([KCSIE 2024](#)) a person who will be:

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

4. 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 may refer to the LADO for advice in this situation.

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

5. Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out 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 on whom the checks have been made.

6. 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 includes contractors who are provided through a PFI or similar contract). 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.

Students frequently attend school via dedicated taxi transport provided by the local authority. School staff will confirm the identity of drivers and record their identity at each collection. The school will obtain and hold on file written confirmation from each relevant local authority that all transport staff used have had appropriate checks completed.

The school will hold on file written confirmation from the Child and Adolescent Mental Health Service (CAMHS) that all of their staff have had the relevant checks completed on them in line with KCSIE legislation.

7. Trainee/student teachers

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

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

8. Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- 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

- 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

9. The School Board

All members of the School Board 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 proprietors and School Board members 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

10. 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.

11. 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 also 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.

12. Monitoring arrangements

This policy will be reviewed annually by the headteacher. This policy has been agreed by the CEO who will do so with guidance and advice from the School Board.

13. Links with other policies

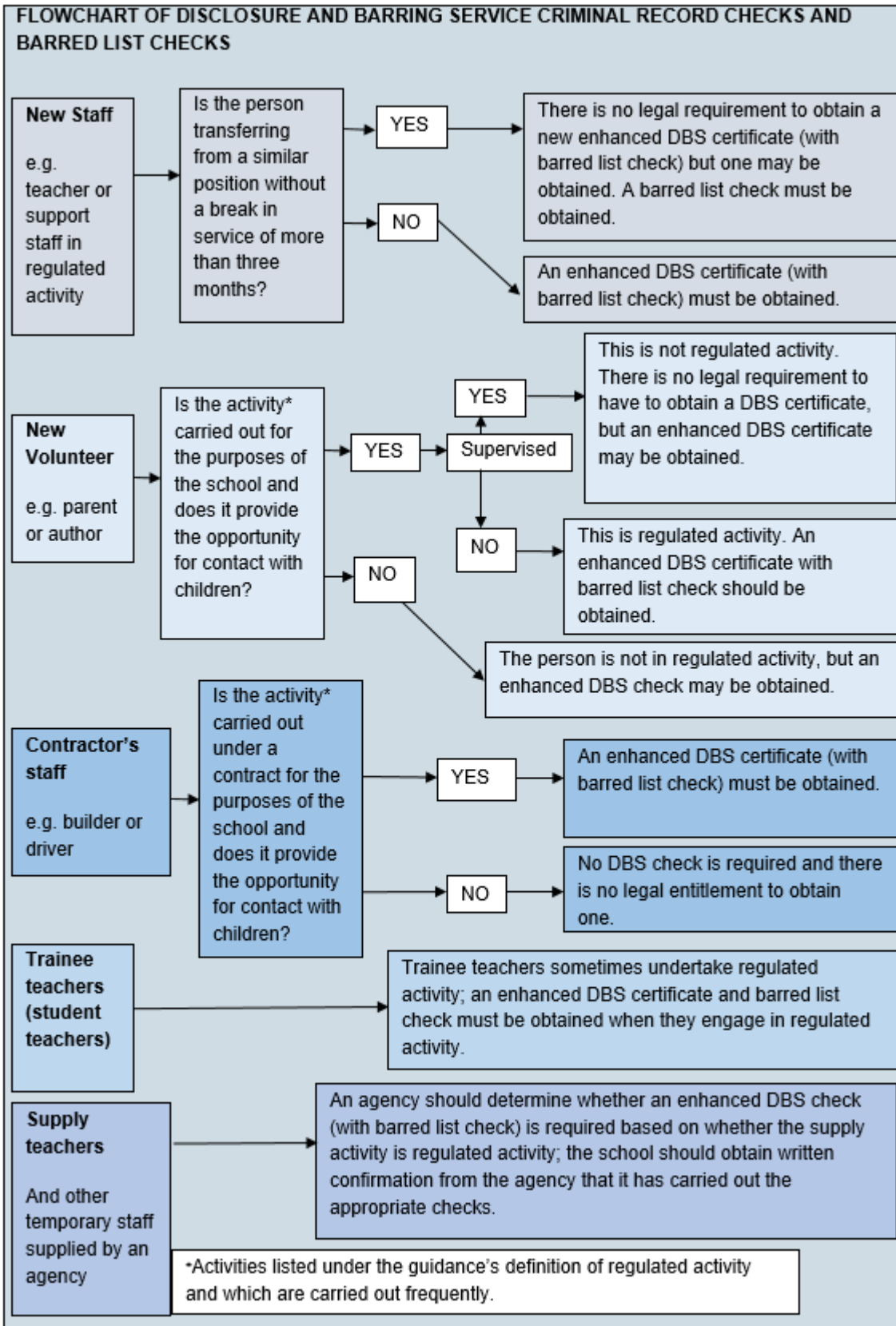
This policy should be read in conjunction with the following:

- Child Protection and Safeguarding Policy
- Single Central Record Policy

Appendix 1 – Safer Recruitment Training Log

| STAFF MEMBER(S) TRAINED: | ROLE IN SCHOOL: | TRAINING RECEIVED: | DATE COMPLETED: | TRAINER / TRAINING ORGANISATION: | SUGGESTED REVIEW DATE: |
|---------------------------------|------------------------|--------------------------------|------------------------|---|-------------------------------|
| Bruno Davis | CEO | Safer Recruitment in Education | 01.03.2024 | Educare | 01.03.2025 |
| Caroline Chadwick | Administration Support | Safer Recruitment in Education | 19.06.24 | Educare | 19.06.2025 |
| David Farley | Board Member | Safer Recruitment in Education | 05.03.24 | Educare | 05.03.2025 |
| Eleanor Vinall | Board Member | Safer Recruitment in Education | 30.12.2023 | Educare | 30.12.2024 |
| Kelly Twitichen | Deputy headteacher | Safe Recruitment in Education | 15.6.2024 | Educare | 15.6.24 |
| Justine Collinson | Headteacher | Safer Recruitment in Education | 07.09.2024 | Educare | 07.09.2025 |
| Daniel Ringrow | Assistant headteacher | Safer Recruitment in Education | 30.06.2025 | Educare | 30.06.2025 |

Appendix 2 – KCSIE flowchart showing which disclosure and barring service check is required



Appendix 3 Declaration for external providers of student contact services

This form confirms that, I **(insert name.....)**, as a senior and suitably authorised representative of **(insert company/organisation name.....)**, am declaring that all individuals provided via the aforementioned organisation to work at, with or in contact with students of, The Lion Works School have had the following checks completed and a record is retained of these checks:

- An identity check that complies with [KCSIE paragraph 232](#), as well as reference to the [ISS 21.3\(a\)](#). As well as this the organisation is aware of and complies with KCSIE and Local Safeguarding arrangements.
- A check confirming the individual is not barred under [section 128 of the Education and Skills Act 2008](#) or [section 142 of the Education Act 2002](#) and a check with [Disclosure and Barring service barred list](#)
- An Enhanced Disclosure and Barring Service check with children’s barred list
- Right to work in the UK checks

I confirm that these checks were completed, there is a record of these checks, a record of who made the checks and the date on which those checks were made.

| Name | Position | Date |
|-----------|----------|------|
| | | |
| Signature | | |

Appendix 4: Flowchart showing Safer Recruitment stages and responsibilities

| |
|---|
| <p>Recruitment need identified and Responsible Recruiting Person identified</p> <p style="font-size: small; margin: 0;">Page 14 of 23 © The Lion Works School</p> <ul style="list-style-type: none"> • Made in compliance with “Advertising” section in Safer Recruitment policy |
|---|



Shortlisting of candidates

- Completed by 2 people. At least 1 of whom has SR training.
- Short listing form completed



Candidates complete self-declaration form

- Completed as per “shortlisting” section in Safer Recruitment policy



References sought and employment history checked

- Completed as per “Seeking references and checking employment history” section in Safer Recruitment policy



Interview and selection

- Completed as per “Seeking references and checking employment history” section in Safer Recruitment policy



Pre-appointment checks

- Completed as per “Pre-employment checks” section in Safer Recruitment policy



Added to Single Central Record and given start date

- New employee added to Single Central Record and given start date. Headteacher is now responsible for induction.

Appendix 5: Online searches one-page protocol

TLWS – One Page Online Searching Protocol

The Lion Works School are committed to prioritising the Safeguarding and protection of all its children and young people.

As part of our safer recruitment practices and in line with: [KCSiE 2023](#), which states that: “establishments “**should** consider carrying out an online search as part of their due diligence on the shortlisted candidates”,

TLWS will now be carrying out online checks on every shortlisted candidate prior to appointment. These procedures will be clearly outlined for potential applicants on the application form and throughout the application process.

On the application form, we include the following question:

**In line with KCSiE 2024 requirements we are required to conduct an online search. Is this Ok?
Yes No (Please circle)**

If the answer was ‘No’ this would raise ‘red flags’ for our organisation anyway and be recorded and followed up with the candidate.

We will also request the following information:

Please provide the social media handles you use on: Twitter Instagram Facebook

<https://www.brownejacobson.com/education/training-and-resources/legal-updates/2022/06/keeping-children-safe-in-education-2022-online-searches-for-shortlisted-candidates>

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Appendix 6 – Post employment and selection request to offer form

| | | | |
|---|--|-------------------------------|--|
| Date | | Person completing form | |
| Post being advertised | | Proposed start date | |
| Candidate name | | | |
| Summary of interview questions and responses | | | |
| Summary of observed interaction | | | |
| Experience and pay scale point | | | |

| | | | |
|--|------------|-----------------|--|
| | | | |
| Any areas of concern that require further discussion/analysis | | | |
| Proprietary body notes | | | |
| Name | | Position | |
| Notes | | | |
| Approval to make offer of employment | <i>Yes</i> | <i>No</i> | |

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Appendix 7: Criminal record self-declaration form

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We won't use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

| Name | | Role | |
|------|--|------|--|
| | | | |

Self-declaration

| Question | Answer | |
|--|--------|----|
| | Yes | No |
| Delete this row if the job isn't in a regulated activity | | |
| The role you've applied for is 'regulated activity', so is eligible for a barred list check. | | |
| Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)? | | |

| | | |
|---|------------|-----------|
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes | No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes | No |
| Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK? | Yes | No |
| Delete this row if the role is not management | Yes | No |
| Are you subject to a section 128 direction? | | |
| Delete this row if the role isn't covered by childcare disqualification requirements | Yes | No |
| <p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Orders disqualifying you from caring for children - Orders disqualifying you from private fostering - Any refusal of an application for you to be registered in relation to a children's home <p>Care/child protection orders issued in respect of a child in your care</p> | | |
| Delete this row if the role isn't covered by childcare disqualification requirements | Yes | No |
| <p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Any offence against or involving a child - Any sexual offence - Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) | | |
| Do the police or children's social care have your name and/or information on file for any reason? | Yes | No |

If you answered 'yes' to any of the questions above, please provide further information.

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed:

Date:

Appendix 8 – New staff health declaration form

| Name | | | Role | |
|--|-----|----|--|--|
| Do you have any health condition that affects you in the following ways or any of the conditions listed below? If 'yes', please give full details. | | | | |
| Condition | Yes | No | Treatment (in the last five years, current or planned in the future) | |
| Any condition that affects your physical ability to walk, balance, bend, kneel or lift a child or young person. | Yes | No | | |
| Any condition that might make you become confused or disorientated. | Yes | No | | |
| Any condition that affects your hearing in any way (after correction with a hearing device). | Yes | No | | |
| Any condition that affects your eyesight in any way (after any lens correction). | Yes | No | | |
| Depression, stress-related or emotional issues, or any other condition that causes anxiety, panic attacks, mood swings or anger. | Yes | No | | |
| Any condition that causes severe pain. | Yes | No | | |
| Any condition that causes excessive drowsiness. | Yes | No | | |
| Epilepsy or any other condition that causes blackouts, fits or fainting. | Yes | No | | |
| Any heart problems. | Yes | No | | |
| Diabetes. | Yes | No | | |
| Asthma or any other breathing difficulties. | Yes | No | | |
| Any alcohol or drug dependency or misuse. | Yes | No | | |
| Any significant infectious diseases such as tuberculosis or hepatitis, which may pose a risk if not treated. | Yes | No | | |
| Any mental health disorder. | Yes | No | | |
| Medication | | | | |

| Are you taking any medication which may affect your suitability to care for children? If 'yes', please complete this section below | | Yes | No |
|--|-----------------------|--------|--|
| Medication name | Reason for medication | Dosage | How long you've been taking medication |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| In the past five year have you: | | | |
| had any other medical problems or degenerative conditions that may affect your suitability to care for children | | Yes | No |
| been admitted to hospital or had outpatient treatment for any other reason? | | Yes | No |
| If yes to any of the above, please provide details | | | |
| Declaration | | | |
| I declare that to the best of my knowledge the answers given to the questions above are full and correct. I understand that a failure to declare anything could count as gross misconduct. As this role is in a "regulated activity" any attempt to mislead or conceal information could result in me being referred to the Local Area Designated Officer or the DBS referral service. | | | |
| Signed | | | |
| Print name | | | |
| Date | | | |