

## CHRIST'S HOSPITAL

### SAFER RECRUITMENT POLICY & RECRUITMENT AND SELECTION PROCEDURE

#### 1. Introduction

- 1.1 Christ's Hospital is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. Christ's Hospital expects all staff, contractors, Governors, visitors and volunteers to share in this commitment.
- 1.2 Christ's Hospital is also committed to providing a supportive working environment to all its members of staff. Christ's Hospital recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The Christ's Hospital Recruitment and Selection Policy is mandatory for all new appointments and must be followed at all times. Failure to do so may result in formal action being taken.
- 1.3 The aims of Christ's Hospital Recruitment and Selection Policy are as follows:
  - to ensure that the best possible people are recruited on the basis of their merits, abilities and suitability for the position;
  - to ensure that all job applicants are considered equitably and consistently;
  - to ensure that all job applicants are treated fairly regardless of their race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
  - to ensure that each candidate has the right to work in the UK, in compliance with UK legislation and the UK Visas and Immigration (UKVI) requirements;
  - to ensure compliance with all relevant statutes and guidance relating to the recruitment and selection of individuals working in schools;
  - to ensure that Christ's Hospital meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks fully and in good time. Current members of the Christ's Hospital staff involved in the recruitment and selection of new staff are responsible for familiarising themselves with and complying with the provisions of this policy;
  - to ensure that all nominated employees involved in the recruitment and selection process for all recruitment have undergone online Safer Recruitment Training or other suitable alternative 'safer recruitment' training within the last five years.
- 1.4 Christ's Hospital has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person.
- 1.5 Data Protection: The data collected as part of the recruitment process will be confidential and will be processed for the purposes of staff selection. The successful applicant's data will be held in their personal record. Further information is available in the Christ's Hospital Privacy Notice available on the intranet or the School Internet.

1.6 During the process of recruitment and selection Christ's Hospital will, at all times, give due regard to the current guidance published by the Department for Education and the appropriate regulatory bodies.

1.7 This policy covers all business units of Christ's Hospital.

## 2. Definitions

2.1 **Barring check** – this is a check conducted by the Disclosure and Barring Service that is additional to the enhanced disclosure that includes, for a children's check, a check of the DBS Children's Barred List and/or for an adult's check, a check of the DBS Adults' Barred List.

2.2 **Contractor** – this is an individual who undertakes work at Christ's Hospital irrespective of whether it is on a long term or short term basis, under a contract for services. They are not on the payroll of Christ's Hospital, but they are on the payroll of the organisation that employs them, or they are self-employed.

2.3 **Criminal records check** – this is a check conducted by the Disclosure and Barring Service, see enhanced disclosure and barring check.

2.4 **Early Years** – this applies to children from birth to 31<sup>st</sup> August in the academic year in which they become five.

2.5 **Employee** – this is an individual who works at Christ's Hospital and is on the payroll. This includes full and part time staff, on permanent, fixed term, casual or temporary contracts.

2.6 **Enhanced disclosure** – a check conducted by the Disclosure and Barring Service, that includes a check of the Police National Computer records plus other information held by police such as interviews and allegations. This information must be relevant to the sector/role for which the disclosure is requested, and be approved by the police for inclusion on the certificate.

2.7 **Regulated Activity** – The Department for Education (DfE) has defined Regulated Activity as "A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor); or
- in a college, will regularly come into contact with children under 18 years of age."

In a school a supervised volunteer who regularly teaches or looks after children is not in regulated activity.

2.8 **Volunteer** – this is an individual who undertakes work at Christ's Hospital but is not paid for doing so.

### **3. Recruitment & Selection Procedure**

- 3.1 No recruitment can commence without the [Recruitment Request](#) - Authorised Signatory Form being completed and returned to HR – See Appendix A for copy of form and details of staff involved in the recruitment process.
- 3.2 All applicants for employment (which includes permanent, temporary or contracting staff and may involve volunteer staff) will normally be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be considered as presented and applicants are only given the opportunity to complete them more fully in exceptional circumstances.
- 3.3 Curriculum vitae will not normally be accepted in place of the completed application form but may be submitted in addition. The requirement of an application form is to ensure a consistent approach in the collation of data applicable to the role and to avoid any risk of discrimination.
- 3.4 A job description and person specification for the role will normally be made available to applicants. Applicants may then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.
- 3.5 The recruitment process must include a person who has completed the NSPCC ‘Safer Recruitment in Education’ training or equivalent in the period of not more than five years prior to the recruitment process starting. The minimum recruitment process that will satisfy the requirements of all regulatory bodies and the inspectorate is an interview and meeting with HR to ensure necessary pre-employment checks are carried out. In some cases work-based assessments or equivalent will be required. For hiring managers please refer to Appendix B for the Recruitment Process Map and Appendix C for supporting notes. This gives more detail on the application process, short-listing candidates, interviews and assessments and the selection decision.

### **4. Pre-employment Checks**

- 4.1 This section sets out the requirements of checks to be made on those wishing to be employed as either a member of staff or a volunteer at Christ’s Hospital.
- 4.2 In accordance with the requirements of the DfE, Independent Schools Standards Regulations, and Boarding Schools National Minimum Standards, Christ’s Hospital carries out a number of pre-employment checks in respect of all prospective employees.
- 4.3 Any offer of employment will be conditional on the following:
  - a. the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
  - b. Verification of identity and address and evidence that the candidate has the Right to work in the UK, in compliance with UK legislation and the UKVI requirements (HR can provide further guidance);
  - c. Receipt of two references (ideally both of which will be from the applicant's most recent employers) which Christ’s Hospital considers satisfactory;
  - d. Receipt of an Enhanced Disclosure, with, where appropriate, a barring check, from the Disclosure and Barring Service with which Christ’s Hospital is satisfied, and where relevant, the necessary overseas documentation (details in the Recruitment Process Map, Appendix C).

- e. Satisfactory medical assessment if deemed necessary following receipt of pre-employment medical questionnaire;
- f. Receipt of a satisfactory check confirming that any individual to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, a sanction or restriction imposed by the General Teaching Council for England (GTCE), or any restriction or sanction imposed by any EEA professional regulating authority;
- g. Verification of the applicant's professional qualifications, as appropriate;
- h. Successful completion of an agreed probationary period, confirmed in writing will be required before permanent tenure is granted;
- i. If the individual is involved with the management of Christ's Hospital, receipt of a satisfactory check confirming that the individual is not subject to a prohibition order issued by the Secretary of State. Appendix D sets out the roles that the organisation considers are within the criteria of Management of Independent Schools as defined by the DfE;
- j. Where appropriate, confirmation that the applicant is not disqualified from working in connection with early or later years provision.

#### **4.4 Verification of Identity, Qualifications & Right to Work in the UK**

4.4.1 All applicants who are invited to a Formal Interview will be required to bring evidence of their identity, their qualifications, and of their right to work in the UK to the HR department as part of the process:

4.4.2 These documents will be used to satisfy the requirements of:

- UKVI - to prove the individual's right to work in the UK,
- DBS – to prove the identity of the individual to proceed with an Enhanced DBS check,
- Qualifications – to prove the individual is qualified for the role they have applied for.

4.4.3 If the individual is unable to satisfactorily meet these requirements, any conditional job offer made will be withdrawn.

4.4.4 Full details of the evidence required to as proof of identity for the purposes of the DBS and of evidence of the right to work in the UK are given in Appendix E.

4.4.5 All professional posts will require proof of professional qualifications and status.

4.4.6 Where an applicant states to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. The DBS offers a confidential checking service for transgender applicants in accordance with the Gender Recognition Act 2004. This is known as the sensitive applications route and gives transgender applicants the choice not to have any gender or name information disclosed on their DBS certificate that could reveal a previous identity. More information is available: <https://www.gov.uk/guidance/transgender-applications>.

#### **4.5 References**

4.5.1 All offers of employment will normally be subject to the receipt of a minimum of two satisfactory references, ideally both of which must be from the applicant's most recent employers. If this is not possible the applicant should give a suitable professional referee. A referee cannot be a relative or someone known to the applicant solely as a

friend.

- 4.5.2 If an applicant has previously worked in an environment with children, but is not currently working with them, a reference will be sought from this source irrespective of whether this was their most recent employer.
- 4.5.3 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. The referee will be asked to confirm the following:
- the applicant's dates of employment, salary, job title/duties, reason for leaving (if known), performance, sickness and disciplinary record;
  - whether the applicant has ever been the subject of disciplinary procedures;
  - whether the applicant has ever been involved in issues related to the safeguarding and welfare of children (including any in which a disciplinary sanction has expired);
  - whether the applicant has ever been involved with extremism;
  - whether any allegations or concerns have been raised about the applicant that relate to the safeguarding and welfare of children or young people or behaviour towards children or young people.
- 4.5.4 Christ's Hospital will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- 4.5.5 Christ's Hospital will compare all references with any information given on the application form. Any discrepancies, gaps, or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.
- 4.5.6 Should Christ's Hospital assess it as appropriate, or there are concerns regarding any reference it receives, Christ's Hospital may decide to contact a referee by telephone to verify the source of the reference.

#### **4.6 Disclosure and Barring Service (DBS)**

- 4.6.1 Due to the nature of the work, Christ's Hospital applies for enhanced criminal record certificates from the DBS in respect of prospective staff members. A satisfactory enhanced disclosure is required for all eligible posts at Christ's Hospital. Where the individual will be engaged in a role that deemed to be 'Management of an Independent School', appropriate additional checks will be made. This is likely to be for any role that has delegated budgetary authority.
- 4.6.2 An Enhanced DBS Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. If the individual is applying for a position in Regulated Activity the enhanced disclosure with barring check will also reveal whether he/she is barred from working with these vulnerable groups by virtue of his/her inclusion on the lists of those considered unsuitable to work with vulnerable groups maintained by the DBS. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- 4.6.3 Provided the check is suitable, all applicants using the Update Service and with a portable DBS certificate will have the details checked and verified on-line, however

they may be subject to a new Enhanced DBS check. This procedure will be undertaken in line with current DBS guidance.

4.6.4 Where the Update Service is used to check an Enhanced DBS Disclosure, an up-to-date Barring Check will also be undertaken.

4.6.5 In the event of an enhanced disclosure with barring check not being received in advance of a member of staff commencing work in regulated activity, a separate barring list check must be undertaken before the individual starts work.

#### **4.7 Starting work pending receipt of the DBS disclosure**

4.7.1 If there is a delay in receiving a DBS disclosure and there will be a significant detriment to the School if the individual is unable to start work, subject to the consent of the Head Teacher for all Academic appointments, and the COO for Support and CHEL roles, a staff member may start work, pending the checking and verification of the DBS Enhanced Disclosure and providing that all other vetting checks have been completed and are satisfactory, including the barring check. The employee may then start work on the strict understanding that he/she does not have unsupervised access to children. In order to ensure this, staff must either follow the Buddy Process (Appendix F) for OR a risk assessment must be carried out. All staff who have not received their DBS disclosure must be adequately supervised during this time. A "Supervision Record" must be completed by the line manager detailing how the new staff member will be supervised during this time and by whom, authorised by a member of SLT and returned to HR for the personal file. Arrangements must be reviewed and documented every two weeks. This documentation must be submitted to HR to note on the Single Central Register.

4.7.2 Once the DBS disclosure has been received by the HR department, HR will inform the line manager and relevant SMT members. HR will record the information on the DBS disclosure checklist and the Single Central Register.

4.7.3 If a Criminal Records Disclosure Certificate is received that contains a disclosure and is unsatisfactory, a thorough documented risk assessment will be carried out and a meeting held with the individual. For all Academic appointments this meeting will be with the Deputy Head (Staff); and for Support and CHEL roles the COO<sup>1</sup> in conjunction with the HR Manager. The Deputy Head Teacher or COO respectively will make the decision whether to appoint the individual or not, based on the information disclosed at application stage and on the risk assessment. The outcome of any meeting will be placed on the individual's file.

4.7.4 Applicants with periods of overseas residence for 3 months or longer during the preceding ten years and those with little or no previous UK residence will also be asked to apply for the equivalent of a disclosure. This should include a Certificate of Good Conduct/Police Clearance which may be obtained from the country of residence by the applicant. They may also be required to provide a certified translation of the certificate, validated by their embassy. Additionally, they will be required to undertake an enhanced DBS check.

#### **4.8 Medical Assessment**

4.8.1 In order to assess an individual's medical fitness to undertake the role they have been offered, all employees at Christ's Hospital are required to complete a pre-employment

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<sup>1</sup> Or nominated appropriate representative

medical questionnaire. Further assessment by a medical practitioner may be required, depending on the information provided on the questionnaire, before the new recruit is deemed medically fit to perform the role they have been employed to fulfil.

#### **4.9 Role specific requirements**

4.9.1 Some roles may have role specific requirements upon which an offer of employment is conditional. For example, teaching staff will be expected to provide evidence of relevant subject qualifications. Details of any role specific requirements will be established at the start of the recruitment process including whether or not the individual is subject to a prohibition, sanction or restriction imposed by the DfE, or authorised agent or any EEA equivalent restriction. Roles that may be relevant are teaching roles and those involved with Early Years Provision.

#### **4.10 Probationary Period**

4.10.1 All employees at Christ's Hospital will be subject to a probationary period. Length of probation will vary according to the role. All probationary periods will be reviewed periodically by the line manager. Confirmation of whether a probationary period has been successfully passed will be put in writing.

#### **4.11 Previous Employment History**

4.11.1 All applicants will need to provide a full employment and education history from the date of the end of their full time compulsory education up to the date of their application. Any gaps for whatever reason (e.g. maternity leave, unemployment, imprisonment, etc.) must be fully accounted for. Any history that is contradictory or incomplete should be followed up and a record made of the outcome.

#### **4.12 Early Years - Disqualification by Association**

4.12.1 All employees engaged in Early Years education will need to complete a declaration on appointment and in each subsequent year confirming that they are not disqualified by association from working in Early Years provision.

#### **4.13 Single Central Register**

4.13.1 Christ's Hospital will maintain a Single Central Register (SCR) of employment checks in line with regulatory requirements.

### **5. Recruitment of Ex-offenders**

5.1 Christ's Hospital will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. Christ's Hospital makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar them from employment within Christ's Hospital. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

5.2 In view of the fact that all staff positions within Christ's Hospital perform "Regulated Activity" as defined by the Protection of Freedoms Act 2012, (and were previously considered to be "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000)), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974).

A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

5.3 Under the relevant legislation, it is unlawful for Christ's Hospital to employ anyone who is barred from working with children. In addition, it will also be unlawful for Christ's Hospital to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other sexual offences, grievous bodily harm or other acts of violence.

5.4 It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within Christ's Hospital. If:

- Christ's Hospital receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- Christ's Hospital has serious concerns about an applicant's suitability to work with children

it will report the matter to the Police, the DBS and any other relevant authorities.

5.5 It is Christ's Hospital's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other sexual offences, grievous bodily harm or other acts of violence;
- class A drug related offences, robbery, burglary, theft, deception or fraud;
- convicted of drink driving within the last ten years.

## **6. Volunteers**

6.1 Line managers wishing to engage the services of a volunteer should speak to HR before starting any activity to recruit the volunteer.

6.2 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

6.3 For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis Christ's Hospital will obtain an enhanced DBS certificate with barred list check. In addition, depending on the nature of the role, Christ's Hospital will risk assess and consider what additional checks may be required. As well as considering which, if any, elements of the full battery of recruitment and vetting checks that are completed for employees, Christ's Hospital should consider any contrary indications from Christ's Hospital community as to the individual's suitability.

6.4 For new volunteers not in regulated activity Christ's Hospital will obtain an enhanced DBS certificate.

6.5 For existing volunteers who provide personal care, Christ's Hospital will consider obtaining an enhanced DBS certificate with barred list check.

6.6 For other existing volunteers who are unsupervised and continuing with their current



duties, unless there is cause for concern Christ's Hospital will not request a DBS check with barred list check because the volunteer should already have been checked.

- 6.7 For existing volunteers not in regulated activity there is **no requirement** to request an enhanced DBS check. However, Christ's Hospital may choose to request one as it judges necessary but **may not** request a check of the barred list.
- 6.8 If a volunteer is not engaging in regulated activity, in addition to obtaining an enhanced DBS Certificate, Christ's Hospital will undertake a documented risk assessment and use their professional judgement and experience to decide what other checks to undertake to be assured of the suitability and competence of the individual. The checks may include: referees; an informal interview; and checking with Christ's Hospital community for any concerns. In deciding what checks are required Christ's Hospital will consider:
- the nature of the work with children;
  - what Christ's Hospital knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers; and
  - whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability.
- 6.9 The Protection of Freedoms Act 2012 amended the Safeguarding Vulnerable Groups Act 2006, removing supervised volunteers from regulated activity. The Secretary of State issued guidance to assist in deciding what level of supervision is required so that this exclusion would apply. If the volunteer is to be supervised while undertaking an activity which would be regulated activity if it was unsupervised, the statutory guidance must be followed. See Appendix G. The guidance issued following this change requires that:
- there must be supervision by a person who is in regulated activity;
  - the supervision must be regular and day to day; and
  - the supervision must be "reasonable in all the circumstances to ensure the protection of children".
- 6.10 Line managers of supervised volunteers must maintain a supervision log, detailing who will be undertaking the supervision, in what way and how often. See template in Appendix H. A copy of the completed supervision log must be submitted to HR for filing.
- 6.11 Christ's Hospital is not legally allowed to request a barred list check on a volunteer who, because they are supervised, is not in regulated activity.
- 6.12 New regular volunteers should have an enhanced disclosure. Christ's Hospital will decide what other checks to undertake to be assured of the suitability and competence of the individual; these may include: references; an informal interview; and checking with Christ's Hospital community for any concerns. Appendix I sets out the minimum standard of vetting checks that are required of volunteers.
- 6.13 'One-off' volunteers, for day outings, School concerts and such would not require vetting checks but they should not be unsupervised or undertaking any kind of personal care.
- 6.14 Existing volunteers should have been checked as required at the time of appointment. Christ's Hospital will consider obtaining a new check if there are concerns.

6.15 Regular visiting speakers would be subject to the same vetting regime as volunteers. (Visiting Speakers are subject to the Visiting Speakers Policy contained in the Access, Visitors and Security Policy).

6.16 The school will maintain a record of the vetting checks conducted on the volunteer.

## **7. School Governors - Members of the Board of Council, the Trustees of the Foundation and the CHEL and BCS Boards**

7.1 Members of the Board of School Governors, the Trustees of the Foundation and the CHEL and BCS Board are volunteers and are to be treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check should only be requested if they will be engaged in regulated activity. Christ's Hospital can request an enhanced DBS check without a barred list check on an individual as part of the appointment process. As a general rule, members of the Board of School Governors and the Trustees of the Foundation are often seen as in a position of authority/trust, are not subject to robust supervision and consequently an enhanced DBS with barred list check will be obtained.

7.2 The Chair of the Board of School Governors is deemed by the Independent Schools Inspectorate to be the Proprietor of the School. As a result, on appointment, the individual will be subject to further vetting checks by the Secretary of State, as set out in the Registration of Independent Schools Information Pack.

7.3 As these individuals are involved with the management of Christ's Hospital, their appointment is conditional upon receipt of a satisfactory check confirming that the individual is not subject to a prohibition order issued by the Secretary of State.

7.4 Further checks as Christ's Hospital considers appropriate should be undertaken where, by reason of the individuals living or having lived overseas for more than 3 months in the past 10 years, obtaining an enhanced DBS check is not sufficient to establish his or her suitability to work in Christ's Hospital.

7.5 As part of their appointment procedure, Christ's Hospital will confirm the individual's identity and their right to work in the UK.

7.6 The Charities Act 2011 makes it a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Act sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

7.6.2 A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At Christ's Hospital the disqualification rules will be applicable to all members of Council, the Trustees of the Foundation and the CHEL and BCS Boards, the Head Teacher, Chief Operating Officer and potentially other senior staff who report directly to the governors.

- 7.6.3 All those who are covered by the disqualification rules are required to complete a self- declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of the appointment or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

- 7.6.4 To ensure that it has accurate and up to date information the School will also check the following registers in respect of each governor and senior manager who is already in post or is appointed in future:

- (a) the Insolvency Register;
- (b) the register of disqualified directors maintained by Companies House; and
- (c) and the register of persons who have been removed as a charity trustee.

- 7.6.5 A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

## **8. Presentation Governors and Blue Fund Representatives**

- 8.1 The nature of the role of Presentation/Donation Governor or Blue Fund Governor is that of a volunteer that allows for unsupervised access to pupils. As a consequence the role is considered to be regulated activity and an enhanced disclosure with barring check is required.
- 8.2 Under the terms of the Blue Fund, only the elected Blue Fund Governors is allowed access to the pupil they are supporting.
- 8.3 For further information, please refer to 'A Guide for Donation Governors'

## **9. Contractors**

- 9.1 Contractors who are working at Christ's Hospital on a long term basis (Chartwells, ICS, et al) and are considered to be 'adopted contractors' will be subject to the same checks as all other staff (see section 3 above), with written confirmation supplied by the employing organisation. On successful completion of these checks, adopted contractor staff will have unsupervised access to children matching that of School staff.

- 9.2 Where it is possible that the employees of other contractors will have access unsupervised contact with children, Christ's Hospital has arrangements in place to ensure that DBS checks are undertaken by the employing contractor. Before a new individual starts work, Christ's Hospital should receive confirmation from the employing contractor that the required checks have been undertaken and make a check of photographic identification on their initial arrival of the employee at the premises. Christ's Hospital will keep records of employing contractor confirmations, to be available for inspection as per safeguarding guidance requirements.
- 9.3 If the individual is involved with the management of Christ's Hospital, their appointment is conditional upon the receipt of a satisfactory check confirming that the individual is not subject to a prohibition order issued by the Secretary of State.
- 9.4 Where contractors are self-employed and vetting checks are appropriate, Christ's Hospital may assist the contractor to undertake vetting checks to ensure the individual's suitability.
- 9.5 Further details are contained in the Contractor's Policy.

## **10. Employees of Third-Parties (Visiting Professionals)**

- 10.1 Individuals working at Christ's Hospital but employed by third-parties (for example, psychologists, nurses, dentists, paramedic and other public sector staff) should have been checked by their employing organisation. It is not necessary for Christ's Hospital to see their disclosure as appropriate checks should have been carried out, and should be confirmed in writing by the organisation. Christ's Hospital will however want to check identity when an individual arrives to ensure imposters do not gain access to children.
- 10.2 The same rules apply to CCF instructors, sports referees and equivalent professionals supplied by a central body. Student teachers (unless employed by Christ's Hospital) will have been checked by the supplying university and so Christ's Hospital does not need to complete vetting checks, except for identity.

## **11. Supply Staff**

- 11.1 For each assignment undertaken by an individual Supply Staff member, Christ's Hospital will check with the relevant supply agency that the required checks have been carried out: CV/Application Form, medical fitness declaration, disqualification from childcare (where appropriate), identity, enhanced disclosure, right to work in the UK, barred list check, qualifications, overseas checks.
- 11.2 In addition, on behalf of Christ's Hospital, the line manager will carry out an identity check before the supply staff begin working.
- 11.3 This information will be recorded on the Single Central Register. It will show that all these checks have been carried out.
- 11.4 Before the agency member of staff can begin their assignment, in all cases Christ's Hospital must have sight of the member of staff's original criminal records disclosure certificate. Provided the employee has been working continuously for the agency in a school or FE college in a role that brought them regularly into contact with children or young people during a period which ended not more than three months before they are due to begin work at Christ's Hospital, the certificates must be no older than three years old. If employment has not been continuous, a new certificate would be required.

- 11.5 To demonstrate their regard to KCSIE, the agency will provide Christ's Hospital with notification confirming that the agency has completed all the required pre-engagement recruitment checks. If the agency does not have a proforma for supplying this information, Appendix J provides a template.

## **12 Visiting Speakers**

- 12.1 In all cases, the Christ's Hospital Visiting Speakers Policy will apply to individuals who are invited to speak to pupils.
- 12.2 Appropriate vetting checks will be conducted on all visiting speakers.
- 12.3 Where the visiting speaker is engaged in regulated activity, they will be subject to the necessary vetting checks. See Volunteers
- 12.4 Where vetting checks have been completed, they will be recorded on the Single Central Register.

## **13. Retention and Security of Disclosure Information**

- 13.1 Christ's Hospital's policy on the retention and security of disclosure information is contained in a separate policy.
- 13.2 Christ's Hospital complies with the provisions of the DBS code of practice.

## **14. Retention of Records**

- 14.1 The data collected as part of the recruitment process will be confidential and will be processed in accordance with the Data Protection Act 2018 for the purposes of staff selection.
- 14.2 If an applicant is appointed, Christ's Hospital will retain any relevant information provided on their application form (together with any attachments) on their personal file in the HR department.
- 14.3 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests Christ's Hospital to keep their details on file.
- 14.4 The records of those who leave will not be removed from the SCR until at least the end of that academic year.

## **15. Queries**

- 15.1 If an applicant has any queries on how to complete the application form or any other matter concerning recruitment and selection then they may contact the HR Department.

## **16. Offer Stage**

16.1 Offers of employment can only be made by the HR Department or,

- for Academic and Support appointments, the Head Teacher/Deputy Head, or
- for Support appointments, the COO, or,
- for CHEL appointments, the Commercial Manager.

16.2 Offers of employment should be conditional offers, subject to the satisfactory completion of all pre-employment checks and references.

### **16.3 Start Date**

16.3.1 A provisional start date must not be agreed if any of the following are outstanding:

- Confirmation of Right to Work in the UK
- Unable to provide sufficient evidence of identity to satisfy the requirement of the DBS
- References have not been received
- Medical clearance has not been received
- There are unaccounted gaps in the applicant's employment history
- There is any outstanding paperwork that Christ's Hospital requires before employment should commence – e.g. evidence of qualifications

16.3.2 All new recruits will receive an appointment letter and terms and conditions of employment. Terms and conditions may vary depending on the nature of the role.

### **16.4 Induction Stage**

16.4.1 There will be an induction for all staff and volunteers newly appointed to include the following:

- Mandatory attendance at Safeguarding training and introduction to Health and Safety training
- Introduction to the Designated Safeguarding Lead and the Compliance officer
- Receipt of the Christ's Hospital policies in relation to Safeguarding and promoting the Welfare of Children
- Communication of the Christ's Hospital standards of Conduct and Behaviour will be carried out by the line manager within the first week of employment
- Provided with a copy of Part 1 of the most recent Keeping Children Safe in Education guidance

16.5 Please note - any failure to follow the Safeguarding Children recruitment process may result in disciplinary action being taken.

## 17. Document Reference Guide:

- a. Independent Schools Inspectorate – (ISI) – Commentary on the Regulatory Requirements (September 2017)
- b. Boarding Schools – National Minimum Standards (revised April 2015) - Standard 14:- Staff Recruitment and checks on other Adults – The NMS
- c. The Independent Schools Standards and Regulations (revised September 2017) – Part 3, paras 7 and 8 (Safeguarding) and Part 4 (Suitability of staff, supply staff and proprietors) – the ISSR
- d. Safeguarding Children and Safer Recruitment in Education. Every Child Matters published November 2006
- e. Keeping Children Safe In Education - Statutory Guidance For Schools and Colleges – September 2019
- f. DBS Guidelines

## Version Control

Version	Date	Author/Reviewer	Changes	Next Review Date	Approved By
Ver 3.0	3 Dec 12	Patricia Soulsby	Updates to existing policy to introduce changes to DBS process and update policy format	Sept 2013	Phil Sharp
Ver 3.1	20 Dec 13	Phil Sharp	Policy Review	Sept 2014	Phil Sharp
Ver 3.2	1 Jun 14	Phil Sharp	Policy review following publication of KCSIE by DfE	Jun 2015	Phil Sharp
Ver 3.3	16 Oct 14	Phil Sharp	Policy submitted for approval by Head Master	Jun 2015	Phil Sharp
Ver 4.0	4 Nov 14	Phil Sharp	Policy approved by Head Master	Nov 2017	Head Teacher
Ver 4.1	20 Nov 14	Phil Sharp	Updates to Authorised Signatories List	Nov 2017	Phil Sharp
Ver 4.2	26 Jan 15	Phil Sharp	Updates following receipt of the ISSR Jan 2015	Nov 2017	Phil Sharp
Ver 4.3	2 Feb 15	Phil Sharp	Updates to include Early Years Disqualification by Association requirements	Nov 2017	Phil Sharp
Ver 4.4	26 Mar 15	Phil Sharp	Updates following launch of the Blue Fund Scheme	Nov 2017	Phil Sharp
Ver 4.5	31 Dec 15	Phil Sharp	Updates following the publication of revised statutory guidance Clarification regarding the scope of the policy	Dec 2017	Phil Sharp
Ver 4.6	22 Dec 16	Phil Sharp	Updates following the publication of revised statutory guidance	Dec 2019	Phil Sharp
Ver 4.7	Aug 2018	Phil Sharp	Revised title and updates following the publication or revised statutory guidance	Dec 2021	Phil Sharp
Ver 4.8	Aug 2019	Liz Heyburn	Minor updates to nomenclature and other language and to reflect changes to statutory guidance	Dec 2022	Liz Heyburn/ Amie Plummer/ JNC

## **Appendices**

Please see Human Resources\Employment Policies and Procedures\Safer Recruitment Policy and Recruitment and Selection Procedure on the staff intranet

### **Appendix A**

Recruitment Request Form

Details of staff involved in recruitment process

### **Appendix B**

Recruitment Process

### **Appendix C**

Recruitment Process Supporting Notes and Checklist

### **Appendix D**

Roles that the organisation considers are within the criteria of “Management of Independent Schools” as defined by the DfE:

- School Academic – Heads of Department and above, Houseparents, Heads of Year
- Support – COO’s management direct reports and above All those with budgetary responsibility
- CHEL & BCS – Commercial Manager, Sport Centre Manager (if not Commercial Manager), Nursery Manager
- All Council members
- Contractors – Senior Leaders,

### **Appendix E**

- Guidance on acceptable documents confirming right to work in the UK  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/311668/Code\\_of\\_practice\\_on\\_preventing\\_illegal\\_working.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/311668/Code_of_practice_on_preventing_illegal_working.pdf)
- Documents the applicant must provide in order for the DBS check to be made  
<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

### **Appendix F**

Buddy Process

### **Appendix G**

Statutory Guidance

### **Appendix H**

Volunteer Supervision Log

### **Appendix I**

Vetting checks on volunteers

### **Appendix J**

Certificate of Compliance – Agency Workers

Author: LLH

Authorised by: LLH / AXP

Date of last review: August 2019

Date of next review: August 2022