



Safer Recruitment and Single Central Register Policy

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School Aims

Our warm, caring and friendly School aims to give children a sense of belonging, community and respect for others. Our broad and balanced curriculum, experienced staff and small classes are designed to promote an education tailored to individual needs, encouraging children to develop their particular talents and abilities. We aim to lay strong foundations for each child's future, helping them to develop confidence, a sense of self and potential. We aim to instil in them a love of learning and exploration, encouraging effort and enthusiasm.

Aims of this policy

It is vital that our School creates a culture of safe recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who might have previously demonstrated signs of neglect, lack of care or abuse of children or may not have their welfare as their primary concern.

Introduction

This note sets out the requirements of the School in connection with pre-employment vetting and the Single Central Register and the policy the School has adopted. Details of the requirements and guidance can be found in the document: "Keeping children safe in education statutory guidance for schools and colleges". The sections in yellow set out the School's policy requirements.

Single Central Register

The Education (Independent School Standards) Regulations 2014 set out certain standards to be met by independent schools. The standard relating to the suitability of staff is met if the prescribed checks are done when recruiting staff and the school maintains a single central record (SCR) of these checks. Click link for details <https://www.legislation.gov.uk/uksi/2014/3283/schedule/made>. This Regulation sets out the minimum information to be kept in the register. The School will go further and record on the SCR all the checks referred to in this policy. The register will be kept electronically.

It is agreed that all columns should be completed including the use of N/A (not applicable). If this is used we will offer an explanation of why this check is considered not applicable. Use will be made of the explanatory notes section on the SCR in the case of late receipt of any documents, any risk assessments used or where any discretions have been exercised.

Who is responsible?

- The Office Administrator is responsible for collecting the relevant information and entering it onto the electronic system
- The Bursar is responsible for checking the information and the SCR **online** each week
- The Chair of Governors will check the SCR each term prior to the Governors' meeting

What checks must be done?

A recruitment checklist is used as a part of every appointment. This ensures that all checks are completed and in the right sequence. See Appendix 1.

In summary, the following checks must be carried out before a person starts:

- DBS checks (including barred list)
- Prohibition from teaching
- Right to work in the UK
- Identity check
- Medical fitness
- Qualifications
- Prohibition from management
- Disqualification from Childcare
- Self-Disclosure
- Appropriate checks on persons who have lived outside the UK

Appendix 4 lists the ISI required information checklist, which is used as the template for our SCR.

DBS Checks

As part of the vetting process a DBS check will be done.

What is a DBS check?

DBS means: Disclosure and Barring Service. There are three levels of DBS checks: basic, standard and enhanced.

Basic DBS: The lowest level of disclosure which checks the Police National Computer for details of all current criminal convictions.

Standard DBS: This provides the same information as a standard check, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS: The highest level of disclosure. An enhanced DBS will show the following offences: sexual, violence, the supply of drugs and safeguarding. With an enhanced check, the School can also request to

see whether a potential or current employee is listed on the Children's Barred List. This ensures that a candidate is not barred from working with vulnerable groups but can only be requested if the candidate or employee will be involved in a regulated activity (see below).

DBS Policy

A new DBS check is not required if an applicant has a current DBS certificate and has not been out of teaching for more than 3 months, or if they are subscribed to the update service.

Staff

The prospective member of staff will be required to produce a DBS certificate. As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for appointments of all staff.

A person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school or college) for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school or college
- where that work provides an opportunity for contact with children; or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

Volunteers

The School policy is that a volunteer (even if supervised) who regularly teaches will be asked for an enhanced DBS which includes barred list information.

A person who sometimes volunteers in the School will not be asked for a DBS certificate but will at all times be supervised when in contact with children.

A guidance document by the Independent School's Inspectorate concerning vetting checks on volunteers (Commentary on Regulatory Requirements September 2020, Appendix 3) is attached in Appendix 2.

Governors

Governors are required to have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity. As most of our Governors will have contact with children we will also seek barred list information for them. DFE approval is sought before the appointment of a new Chair of Governors.

Non employed staff

DBS checks will be carried out for non employed staff, such as catering staff, by their employer. Non employed staff who do not have an employer will be required to provide DBS checks at the required level. The School policy is that the providers of non employed staff will be required to confirm that they have carried out the necessary DBS checks and that the check is at the required level. An identity check will also be carried out when they first attend the School.

Visitors

For visitors (for example children's relatives or other visitors attending a sports day, a member of the Senior Leadership Team will be consulted and confirm any requirements about the need to escort or supervise visitors.

When is a DBS done?

The regulations provide that an applicant must show the original DBS certificate to the School before they take up a post, or as soon as practicable afterwards. It is the policy of the School that all enhanced DBS certificates must be shown before taking up a post unless it has been otherwise agreed with the Head. Where the Head agrees to allow an individual to start work in regulated activity before the DBS certificate is available, they will ensure that a risk assessment is undertaken and held on file and the individual is appropriately supervised and that all other checks, including a separate barred list check, have been done.

When is a barred check done?

Although the Regulations allow a person to start work before the DBS checks have been done, the policy of the School is that no member of staff may work in the School until the School has received their barred list check.

An enhanced DBS certificate must not be more than 3 months old on the day the person is due to start work at the School unless it is directly undertaken by Windlesham.

Prohibition from teaching check

No member of staff who is appointed to carry out teaching can start unless a check has been carried out to ensure they are not prohibited from teaching. The Prohibition from Teaching database is managed by the National College for Teaching and Leadership, click [here](#). This check is normally carried out by the Bursar.

Right to work in the UK

All employers are required to check that all employees have the right to work in the UK. This can usually be done by checking their passport. If they have a UK passport then that will be a sufficient check.

Note that the freedom of movement between the UK and EU has ended and the UK has introduced an immigration system that treats all applicants equally, regardless of where they come from.

Anyone being recruited from outside the UK, excluding Irish citizens, needs to meet certain requirements and apply for permission first.

A guide to the necessary checks which must be carried out can be found [here](#). These checks must be done before they start work. The relevant teachers' regulatory body may be locatable in the Regulated Professions Database (<https://ec.europa.eu/growth/tools-databases/regprof/>).

Identity check

A person's identity must be checked before they start work. This is done by checking the person's passport or driving license, for example. An electronic copy of the id is saved to the network and a hard copy is stored on the person's HR file.

Medical fitness

The aim of the fitness to teach requirement is to ensure that a future teacher has both the physical and mental fitness to perform their duties without putting children and young people at risk.

New starters are required to complete a confidential health questionnaire (see Appendix 3) which is then returned to the Bursar or the Headteacher for review. Any issues are then discussed with the candidate if necessary. This is undertaken after the job offer has been made to the candidate but the check must be done before the person starts work.

Social media check

An online check of the main search engines and social media sites e.g. Facebook and Instagram will be carried out by the Bursar. This will check the following only:

- Information which seems contrary to that supplied by the candidate
- Derogatory posts written about a former employee or employer
- Inappropriate language or images
- Illegal or offensive behaviour

This check should be completed before interview, but must be completed before the person starts work.

Qualifications

The candidate is asked to produce originals of their qualification certificates which are checked by the Bursar. Copies are made and kept on file. This check must be done before the person starts work.

Directions under sections 128 and 142

The School must check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State. The background is that the Secretary of State is able to make

directions prohibiting individuals from taking part in independent school management under section 128 of the Education and Skills Act 2008. Individuals taking part in 'management' may include individuals who are members of proprietor bodies (including governors if the governing body is the proprietor body for the school).

The School policy is that this check will be done for all governors, the Headteacher and the Senior Leadership Team.

A check on a prohibition direction will be included in the enhanced DBS check. The Bursar or Headteacher (if Bursar is being recruited) also checks for this information on the Prohibition from Teaching database which is managed by the National College for Teaching and Leadership.

Person who has lived outside the UK

If a person has lived or worked outside the UK immediately prior to joining the school, it will be necessary to make further checks.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information) even if the individual has never been to the UK.

In addition, the School will make any further checks the Head or the Bursar thinks appropriate so that any relevant events that occurred outside the UK can be considered. These checks may include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found [here](#)
- for teaching positions, obtain a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body should be contacted is available from the National Recognition Information Centre for the United Kingdom, UK NARIC. Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Completing the SCR

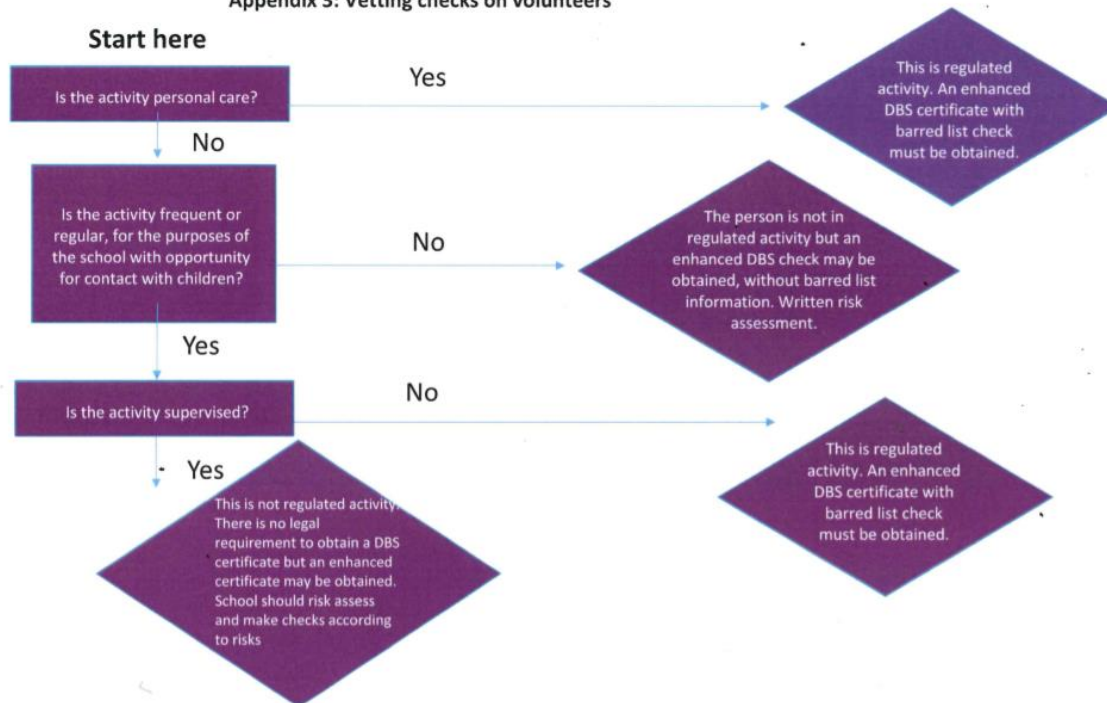
In accordance with regulatory guidance, the School will maintain additional explanatory notes and information as necessary in cases where such information is deemed necessary eg. with late DBS checks, checks on overseas applicants etc. All columns on the SCR should be completed (even if NA) to ensure that each requirement has been addressed.

Appendix 1 Recruitment checklist

Vacancy:
Advertise job online (TES, Indeed, school website) emphasising the school's commitment to safeguarding children
Headteacher to date and sign applications
Create shortlist form for SLT based on essential and desirable skills, SLT to assess applications (Sharepoint, SLT folder)
Headteacher invites successful candidates to interview. Informs unsuccessful candidates.
If governor also interviewing, email advert, job description and application forms
File unsuccessful applicant details in filing cabinet (for 3 months)
On interview day, PA checks candidates' id
Successful candidate: [Name]
Request written references X 2 after conditional job offer made (subject to satisfactory references) and include copy of job description/ person specification - wait for receipt of references before proceeding to next step.
BURSAR to carry out barred list and prohibition from teaching checks
BURSAR to carry out social media check
Headteacher email PA offer letter (which should state 'subject to qualification check and DBS clearance'), BURSAR issues contract within 6 weeks of starting
BURSAR to check pay against application
PA email candidate conditional offer letter and request confirmation by email. Also, email: health questionnaire and new staff form to be completed and returned (before applicant starts work) with a passport sized photograph for id card, staff handbook and term dates. Ask applicant to bring in qualifications to be photocopied (should be checked before appointment is confirmed).
Save copy of id to office-shared/ HR../ Staff Id and add hard copy to HR file, and save photo to Photos/Engage Photos .../ Staff Photos ...
If required, apply for DBS certificate - <i>if DBS late, check Barred List</i>
Order ID card
Hard copies in HR folder for BURSAR
Interview notes
Copy of id
Offer letter and candidate's written acceptance
References, signed and dated by Headteacher
Qualifications
Health questionnaire and staff details questionnaire
Application form, signed and dated by candidate
Evidence of DBS check
Additional admin
Complete all details on Engage/ SCR

Appendix 2 Vetting checks on Volunteers

Appendix 3: Vetting checks on volunteers





Appendix 3 Health Questionnaire

Confidential - Health Questionnaire

Name:

Date:

Before answering the following questions you should read the declaration to be signed at the end of this questionnaire.

Answer each question by indicating a YES or NO* response. If you answer YES to any question, please give additional details. You may write your explanations on a separate piece of paper and place it in a sealed envelope for the attention of the Headteacher.

Is your general health good? appropriate)		YES/NO* (*Please delete as appropriate)
How many days absence have you had from work during the last 3 years? If none, enter 0.		
Please give reasons for absence. If you wish, you may give reasons in confidence to the Headteacher in a sealed envelope.		
Give reasons (in confidence as above if you wish) for any Medical Certificates received during the last 3 years.		
Question	YES/NO* (*Please delete as appropriate)	If you answer YES to any question please give additional details here
1. Have you ever had in your life, to your knowledge, any of the following? -		
a) Blackouts, epilepsy, fits or fainting	YES/NO*	
b) Heart disease or disorder	YES/NO*	
c) High blood pressure	YES/NO*	
d) Tuberculosis, bronchitis, asthma	YES/NO*	
e) Nervous or mental disorder 'nerves'	YES/NO*	
f) Skin disease or dermatitis	YES/NO*	
g) Recurrent gastric, stomach trouble or vomiting	YES/NO*	
h) Diabetes or sugar trouble	YES/NO*	
i) Eye disease or disorder	YES/NO*	
j) Major accident resulting in injury	YES/NO*	
k) Recurrent diarrhoea or bowel trouble	YES/NO*	
2. Are you at present taking any medicines or tablets prescribed by your Doctor or Consultant?	YES/NO*	
3. Have you ever had a serious operation? If so, when and for what?	YES/NO*	
4. Have you stayed away from work or school in the last year, as a result of an illness or injury, for longer than one week? If yes, then why and for how long?	YES/NO*	

Appendix 4 continued

5a) Have you consulted a Doctor in the last 5 years? If so, when and for what?	YES/NO*	
5b) Have you consulted a Doctor prior to this 5 year period? If so, when and for what?	YES/NO*	
6. Have you ever had a Chest X-Ray? If yes, give the date of the last X-Ray.	YES/NO*	
7. Are you registered as a disabled person?	YES/NO*	
8. Have you ever claimed a Disability Pension?	YES/NO*	
9. Have you ever changed your job for health reasons?	YES/NO*	
10. Are you awaiting any surgical operation or hospital appointment?	YES/NO*	
11. Have you ever had an accident or illness that is still affecting you?	YES/NO*	
12. Have you ever been vaccinated against German Measles (Rubella)?	YES/NO*	
13. Do you wear glasses or contact lenses?	YES/NO*	
14. Do you suffer from hearing difficulties in either ear?	YES/NO*	
15. Do you have discharging ears?	YES/NO*	
16. Have you ever had, or have you at present, a rupture or hernia?	YES/NO*	
17. Have you ever been referred to a Psychiatrist?	YES/NO*	
18. Have you any allergies?	YES/NO*	
19. Have you experienced any recurring neck or back problems?	YES/NO*	
20. Are there any other health matters that you wish to inform us about?	YES/NO*	
21. Are you willing to have a medical at the school's request and expense, if deemed necessary?	YES/NO*	

3: Your current Doctor's details – if none state 'none'

Name of Doctor	
Address	
Post Code	
Telephone No.	

4: Name and address of any other Doctor who has attended you during the last 5 years from whom information regarding your health may be obtained – if none state 'none'

Name of Doctor	
Address	

Appendix 4 continued

Post Code	
Telephone No.	

5: Declaration

I know of no reasons on the grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post to which I am being appointed. I declare that all the answers contained in this Health Questionnaire are, to the best of my knowledge, true.

Signed _____ Date _____

PLEASE RETURN THIS HEALTH QUESTIONNAIRE TO:
THE HEADTEACHER, WINDLESHAM SCHOOL