



## **Safer Recruitment Policy Whole school and EYFS**

### **SUMMARY**

Parsons Green Prep School is committed to safeguarding and promoting the welfare of children. We therefore adopt recruitment and selection procedures and other human resources management processes that help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. This policy sets out procedures and practices that are to be followed for the safe recruitment of all staff.

The definition of staff is any person working at the school, whether under a contract of employment, under a contract for services or otherwise than under a contract, eg teachers, peripatetic teachers and coaches, part-time staff, gap students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas and pupils paid to work at the school. We follow the list of checks provided in the regulations for each new member of staff. This policy also outlines the checks and processes required for people working at the school as volunteers or from supply agencies.

### **Elements of safer practice**

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the procedure. It requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. We will:

- ensure that the job description makes reference to safeguarding and promoting the welfare of children
- ensure that the person specification includes reference to suitability to work with children
- obtain comprehensive information from applicants
- obtain independent professional and character references that answer specific questions about suitability to work with children
- follow up one or more references with a telephone call to verify that referee is genuine and can substantiate the content of the reference letter
- ask the candidate to attend a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post
- verify the identity of the successful applicant
- verify that the successful applicant has any academic or vocational qualifications necessary. Qualifications for overseas candidates must be equivalent to UK trained teachers and can be checked using the UK National Academic Recognition Information Centre (UK Naric). UK Naric has been contracted by the DfE to provide official guidance on the UK level of overseas qualifications
- check his/her previous employment history and experience and follow up on any gaps in employment
- obtain a voluntary enhanced Disclosure and Barring Service (DBS) check for all our staff before appointment or as soon as practicable after the person's appointment
- obtain assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation working with our pupils on another site



- make our checks in advance of employment or as soon as practicable after appointment.

This checklist will be used at each stage of the process and records will be retained as a permanent record at the end of the process.

### **Advertisements**

- Vacancies are advertised through the TES or on the school website.
- When the vacancy is advertised, the advertisement will include a statement about the school's commitment to safeguarding and promoting welfare of children.
- There will be a reference to the need for the successful applicant to undertake a DBS check.
- Details of the post, salary and qualifications required will be outlined and include information about working in holiday time and for weekend events as required.
- Applicants will be asked to contact the office for a job description, personal specification and application form which are to be returned by email and a signed copy in the post.

### **Application form**

- An application form will be completed by applicants.
- The form will ask for previous education and employment history, relevant training, skills offered, suitability for the post, other interests and details of any criminal records.

Candidates will be asked for:

- Personal details (full name, address, contact telephone numbers, date of birth).
- DfE number (where applicable).
- The name of their degree qualification, the awarding institution and the date awarded.
- The name of their teaching qualification, the awarding institution and the date awarded.
- Details of two referees (including their last employer).
- A current enhanced disclosure (where applicable) until such time as an enhanced DBS check has been undertaken
- A DBS update service ID number if applicable.
- A personal declaration stating if they have anyone in their household to their knowledge who is disqualified from childcare.
- A personal declaration of medical fitness to carry out the duties described in the job description.
- In the case of overseas applicants we would also ask about their visa status, if applicable, and confirmation that they held a police check from their home country.
- We carefully check the employment history of candidates to see if there are any breaks in service that cannot immediately be explained and seek advice if concerned. Also, for any period of living abroad for three months or more within the last two years, an overseas criminal records check is required.

### **Job description**

The job description should clearly state the main duties and responsibilities of the post and include the individual's responsibility for promoting and safeguarding the welfare of children.



### **Candidate's information pack**

The pack will include:

1. the application form
2. the job description and person specification
3. relevant information about the school.

### **Shortlisting**

- All applications will be scrutinised to ensure that they are fully and properly completed and that employment is consistent and does not contain any discrepancies.
- Incomplete applications will not be accepted.

### **REFERENCES**

- Employment references must be received and deemed satisfactory prior to offering an interview at which an employment decision will be made.
- Two written references are required, the first of which must be from the current employer, or most recent employer if the person is not currently working.
- The purpose of receiving references is to obtain objective and factual information to support appointment decisions.
- References will always be sought and obtained directly from the referee and we will not rely on references provided by the applicant or open references.
- The reference request will ask for a range of specific comments related to the post, including whether the candidate has ever been the subject of a disciplinary or capability process, whether he/she meets in full the criteria for the post, and whether there is any known reason why the person should not be employed to work with children. If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- The reference request will also ask the following question of the referee following guidance from the Prevent Duty Guidance 'Are you completely satisfied that the applicant is not involved in 'extremism' being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.'
- One or more referees will be contacted to verify the reference and to obtain more information if required. Notes of these conversations will be kept on the candidate's file. These will be signed and dated.
- References sent by email will be authenticated by a phone call to the referee.
- If a candidate refuses to allow us to take up a relevant reference, whilst being sympathetic, we would explain that we could not continue the registration process unless we could take the reference.
- For supply teachers and tutors found through agencies, we require written notification from the agency that they have completed the necessary reference checks. We do not ask for copies of these documents.
- For supply teachers and tutors that we have recruited all the processes for school employed staff apply.
- For parent employed staff we will carry out references should they be deemed appropriate.



### **Ex-offenders**

Parsons Green Prep is committed to the fair treatment of the staff we employ, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants/maternity status, age, physical/mental disability, marriage or civil partnership, gender reassignment or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, Parsons Green Prep complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed. However, it is unlikely we will choose to employ a member of staff who has previous convictions of a serious nature.

- We require all staff offered employment to provide details of their criminal record. We request that this information is sent under separate, confidential cover, to the school HR manager, Mr N Christey, and we guarantee that this information will only be seen by those who need to as part of the recruitment process.
- Parsons Green Prep will be required to ask questions about your entire criminal record due to the nature of work with children.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.
- Disclosure is required for all staff.
- We confirm that all those in Parsons Green Prep who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstance of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with a person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

### **The interview process**

- The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children.
- A member of the interview panel will have completed Safer Recruitment training.



- A guided tour of the school will be provided.

#### **Invitation to interview - teaching assistants and teachers**

- Candidates are asked to bring documents confirming any educational and professional qualifications that are necessary or relevant to the post, i.e. the original certificate, or diploma or a letter of confirmation.
- Candidates are interviewed by the headteacher with a set of interview questions appropriate to the job.
- Candidates will be required to teach a lesson for 45 minutes.
- Candidates may be required to attend a second interview and to teach another 45-minute lesson.

#### **Invitation to interview - headteacher**

- Candidates are asked to bring documents confirming any educational and professional qualifications that are necessary or relevant to the post, i.e. the original certificate, or diploma or a letter of confirmation.
- Candidates are interviewed by a panel with a set of interview questions appropriate to the job.
- The panel will always include the proprietor and a member of the senior leadership team who has completed Safer Recruitment training.
- Candidates are invited back for a second interview to teach a class for 45 minutes and a whole school assembly under scrutiny of the panel.
- To meet again with the panel.

#### **Conditional offer of employment**

An offer of appointment to the successful candidate is to be conditional upon: receipt of at least two satisfactory references, verification of the candidate's identity and right to work in the UK, a satisfactory DBS check, verification of the candidate's medical fitness, verification of qualifications and the satisfactory completion of a probationary period.

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

Parsons Green Prep requires all staff working regularly with opportunity for contact with children to have a apply for a DBS check. Disclosures show spent and unspent convictions and cautions. The police may also provide details of acquittals or other non-conviction information held on local police records which are relevant to the job or role being sought. DBS guidelines advise that a criminal record can start as early as the age of 10 years. Until the school has had sight of the original disclosure certificate the applicant will be treated as unchecked.

#### **Barred list/List 99 check**

This check will be used in the event that an enhanced disclosure is not received in advance of a member of staff starting work, or where a certificate is delayed and the staff member has a DBS from a previous employer with no more than a three-month gap between employments. We obtain this through the Teachers' Pensions online service (TP online). TP online deals with checks for all staff, not just teachers.

The flowchart of Disclosure and Barring Service criminal record checks and barred list checks (Department for Education, 2016) is used to decide which check is applicable and when. (Appendix 1)



### **Prohibition order**

This check will be carried out on all teachers and staff members who are in regular contact with children via the NCTL Teacher Services site. It is possible to access details of teachers who have sanctions against them in relation to teaching in England and EEA member states. The NCTL Teacher Services include teachers who:

- have failed to successfully complete their induction or probation period
- may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current
- have been prohibited from teaching
- have sanctions from EEA member states
- have been prohibited from management within a school (Section 128)

### **Processes for all employed staff:**

- All staff employed in regular work with the opportunity for contact with children will be required to complete criminal records check with the DBS and prohibition and barring checks prior to employment.
- New staff who have an existing enhanced DBS check with another body will be able to commence working at the school providing they are registered with the DBS online update service. A separate barred list check will also be undertaken.
- If a DBS certificate is delayed and the member of staff has an original certificate from their most recent employer, providing their last day of employment was not more than three months the school will carry out a barred list check and a risk assessment. The risk assessment will be reviewed regularly and will describe the supervision measures taken.
- Records of satisfactory DBS checks will be held centrally.
- When a conviction or caution is revealed in a DBS check the HR countersignatory will speak to the headteacher in confidence. Rigorous checks of references will be implemented and a confidential note relating to this discussion will be sent to the headteacher for inclusion on the centrally held register. The headteacher will also attach to the file a brief written rationale for action and decisions taken.
- All staff will be asked to renew a DBS check every 5 years or agree to an online update service.

### **Processes for supply staff**

Parsons Green Prep will only use supply agencies that carry out DBS checks and confirm that checks are satisfactory. Prior to working at Parsons Green Prep, all supply staff employed through agencies must have either an enhanced DBS check or relevant foreign police check undertaken by their agency as a condition of employment at Parsons Green Prep. Where the DBS check identifies any issues that are pertinent to schools, the agency will inform the school before the worker is deployed. The school expects to see the original DBS check and photographic ID. If the supply staff person is self-employed and recruited by the school an enhanced DBS check will be carried out by the school or an online update completed.

### **Processes for tutors**

Tutors are employed by parents and they teach their pupils in school time in designated areas. We encourage the use of established agencies to help parents to find a tutor for their child. If they are found through an agency we ask the agency to confirm that a satisfactory DBS check has been received before they commence working with the pupil. They complete a vetting form which provides us with the DBS check number and date. The tutor



is asked to bring the original DBS check to us so that we can check it against the vetting form. If the tutor is not found through an agency we ask the tutor to provide a satisfactory enhanced DBS check or to approve a satisfactory DBS online update before they can work with the pupil on the school premises. The headteacher will carry out a safer recruitment interview with the tutor and will include a check over the tutor's employment history.

### **Processes for volunteers and helpers**

All regular volunteers and helpers at the school will complete an enhanced DBS check prior to taking up their role and this also applies to other individuals who have regular contact with the school. The enhanced DBS check will be required for any unpaid person working with the children more than 3 times in any given month.

### **Processes for students and trainee teachers**

Students and trainee teachers on work placements are not volunteers. The school will ensure that they have an enhanced DBS check prior to their placement if they are over 16 years old.

### **Processes for outside contractors**

The headteacher must be satisfied that all regular contractors (eg cleaning staff employed by an outside contractor) have carried out enhanced DBS checks on their staff. Only those suppliers that conform with this requirement for enhanced DBS checks on their staff will be contracted for work at Parsons Green Prep during the hours when children are present.

### **Processes for guest speakers**

Where a guest speaker or visitor is invited into the school checks will be made to ensure that the visitor is suitable to address the children on the chosen topic. This will be done by internet search and a check with any affiliated organisations.

### **The process for obtaining a DBS check for the Parsons Green Prep proprietor**

Our proprietor will obtain the following and send completed to the DfE:

- An application form from the DBS Bureau.
- Documents to verify their identity.

### **Delayed DBS checks**

If an enhanced DBS check is delayed the headteacher may allow a member of staff to commence work if the following conditions are in place:

- The appointment is not confirmed.
- The DBS application has been made.
- Supervision of the individual is in place.
- A review of the safeguards is undertaken every 2 weeks.
- The individual is informed about the safeguards.
- A check against the barred list/List 99 is made.
- A note is placed on the Single Central Register to record the measures in place.

### **Previous employer disclosure**

The headteacher may accept a satisfactory enhanced DBS check from a previous employer providing that the following are in place:

- All other checks are completed.
- A check against the barred/List 99 is made.



- There is not a gap in employment of 3 months or more.
- There is written consent from the subject.
- Details must be recorded of who obtained the disclosure, the level, date and unique reference number.

### **People not requiring an enhanced DBS check**

Examples of people who do not need to apply for a disclosure include:

- Visiting specialist teachers have a short one-off lesson with children with a teacher present. Supervision for people in this category will be arranged at all times.
- Visitors who have business with the headteacher or other staff or who have only brief contact with children with a teacher present. Supervision for people in this category will be arranged at all times.
- Visitors who come on site only to carry out repairs or service equipment. If children are on site supervision of these visitors will be arranged at all times.
- Building and other contractors. Children are not allowed in areas where builders are working for health and safety reasons so workers should have no contact with children. If contractors are on site whilst children are in the school they will be supervised at all times. However, if there is ongoing work to be completed the school will ensure that arrangements are in place with contractors to make sure that any contractors who come into contact with children undergo appropriate checks.
- People who are on site before or after school hours when children are not present, e.g. local groups who hire premises for community or leisure activities.
- Students aged 16 or under.

(Note: if children are participating in the activity during the hire period, whether pupils of the school or not, a DBS check will be required).

### **Verification of qualifications**

Parsons Green Prep class teachers are graduates, to degree level, and hold a recognised teacher qualification. This applies to both UK and overseas candidates. In order to verify qualifications candidates are asked to provide original certificates and, in the case of UK-trained teachers, their DfE number. We check Qualified Teacher Status (QTS) using the Employer Online Service. Qualifications for overseas candidates must be equivalent to UK-trained teachers and can be checked using UK National Academic Recognition Information Centre (UK Naric). UK Naric has been contracted by the DfE to provide official guidance on the UK level of overseas qualifications.

### **IDENTITY AND CONFIRMATION OF ADDRESS**

Identity checks are made against an official document such as a passport, a driving licence or a birth certificate. Photographic identity will be required. In addition to this, we confirm their home address by requesting a form of official documentation (from different sources), e.g. a utility bill, bank statement.

### **MEDICAL ASSESSMENT**

Parsons Green Prep requires a Medical Assessment which enquires about any previous or existing medical conditions of the candidate. If the response to any question is 'yes', further specific details are requested. Candidates are also asked to sign a Medical Declaration giving permission for us to approach their own GP, where necessary, to establish their medical fitness for any post.





### **OVERSEAS CHECKS**

If a candidate has lived abroad for a period of 3 months prior to the appointment the school will check evidence from the person's country of origin and countries where they have lived before an appointment is made. We will use the Home Office guides to see what checks are available from different countries. A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct/police clearance or equivalent from the country in question. If a police clearance/certificate of good conduct or equivalent is not available we will obtain more references and seek an Embassy Check.

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

We will check that any person over the age of 15 that we employ is entitled to work in the UK. We will refer to the UK Border agency booklet Prevention of Illegal Working – Summary Guide for employers.

### **SUMMARY OF VETTING PROCEDURES**

All of our candidates are carefully assessed and vetted in accordance with DfE regulations and employment legislation and our own quality control procedures. We take our security procedures very seriously and random audit checks are regularly carried out to ensure the continuing standards of our systems.

Parsons Green Prep checks the following:

(a solicitor or Justice of the Peace or person of equivalent standing must countersign any photocopies if originals are not supplied)

- Original certificates are produced for copying. A letter from the DfE confirming qualifications will suffice in cases where the original certificates are missing.
- Previous employment history.
- References will be sought directly from the referee and, where necessary, he/she will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.
- Identity Check x 2.
- UK visa or right to work check.
- Disclosure and Barring Services Enhanced Check.
- List/List 99 check.
- Prohibited Check.
- Prohibition from management (section 128 directions).
- Disqualification from childcare (including by association).
- Overseas check including a check of sanctions from EEA member states.
- Health Check.
- National Insurance Number proof.
- Face-to-face registration and interview process.
- All teachers are issued with our Safeguarding Policy, Whistle blowing policy, Keeping Children Safe in Education part 1 with Annexe 1, Staff Code of Conduct



Policy and Equal Opportunities policies.

- Overseas Qualified Teachers must supply the same information as above, plus proof of registration as a teacher in their own country, and clear national police checks for each country in which they have resided. If a National Police Check is not available extra references will be sought and an Embassy Check. Where an Embassy Check is not available and all opportunities have been exhausted to contact relevant departments to obtain a criminal record check, a statement from an official person who has known the candidate during their employment in the country will be accepted providing it is satisfactory to the headteacher.

## REFERENCES

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the 'property' of the selection panel and strict confidentiality will be observed. Employer testimonials, i.e. those provided by the candidate and/or marked 'to whom it may concern', will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview. If the field of applicants is felt to be weak, the post may be re-advertised.

## NEW STAFF PACK

This will include:

- Term dates.
- Parent's handbook.
- Newsletter.
- Prospectus.
- Job Description.
- The Staff Employment Handbook including the Staff Code of Conduct will be sent when letter of intent has been signed and returned.
- A Staff Employment Details Form to be returned to the school's Business



Manager.

- A Health Questionnaire, to be returned to the headteacher.
- Details about a DBS check.
- Details about the contract (given after a satisfactory probationary period).
- Details of the confirmation of permanent employment date (probationary periods can be extended).

## **RECORD KEEPING**

### **INDIVIDUAL RECORDS**

A record file will be held for all individuals within the following categories:

- All staff who are employed to work at the school.
- All staff employed as supply staff to the school whether employed directly by the school or local authority or through an agency and have regular contact with children.
- All others who work at the school who have regular contact with children. This will cover volunteers, people brought into the school to provide additional teaching or other experience for pupils but who are not staff members, e.g. a specialist sports coach or artist.

### **THE SINGLE CENTRAL REGISTER OF APPOINTMENTS**

The Single Central Register (SCR) is kept in electronic form and updated by the school administrator. The headteacher is responsible for ensuring that the SCR is accurate and complete.

#### **Members of staff**

The following information will be held on the school's Single Central Register for staff currently employed, plus the date of the check and the initials of the person who completed the check:

- Identity - name, address and date of birth.
- Post start date and title.
- Identity check – Address, date of birth and passport seen, the initials of the person who has seen it and the date it was seen.
- Qualifications required – initials of the person who seen them and the date they were seen if applicable.
- DBS – the number and date printed on the certificate, the initials of the person who saw it and the date the certificate was seen.
- Barred list/List 99 – status, date of check and initials of checker.
- Overseas checks if carried out.
- Evidence of right to work in UK for those who are not nationals of a European Economic Area (EEA) country.
- Details of two satisfactory employment references.
- Employment history – initials of the staff member who checked and confirmed the employment history.
- Prohibition checks - status, date of check and initials of checker.
- Overseas checks where applicable.
- Notes.



### **Supply staff**

The following information will be held on the SCR for supply staff, plus the date of written notification from the supply agency that has made the checks and the initials of the member of staff who received the notification:

- Identity.

Plus written notification from the agency that they have checked:

- Barred list/List 99.
- Disqualification from childcare (including by association).
- Prohibition from teaching.
- Qualifications.
- Overseas checks, where applicable.
- Right to work in UK.
- Date of written notification that the school or supply agency received an enhanced disclosure and the date of the disclosure.
- If applicable there will be an entry of the date of written notification of contents of a disclosure or equivalent and receipt of copy of the certificate.

### **Proprietor**

The following information will be held on the SCR for the proprietor, plus the date of the check and initials of the person making the check:

- Enhanced Disclosure.
- Identity.
- Right to work in UK.
- Overseas check, where applicable.

The proprietor will ensure that checks for other shareholders are in place.

### **Volunteers**

Regular volunteers will be required to have:

- An enhanced disclosure.
- Note of an informal interview.
- A note that no concerns have been raised by others on the school community.

The date of these checks and the initials of the person who completed the checks will be included on the SCR.

One-off volunteers who are supervised by a member of staff will not require these vetting checks.

### **Checks that take place but are not included on the SCR**

#### **Visiting Professionals**

We will check the identity of all visiting professionals such as psychologists, nurses, dentists, sports referees but we will not require to see their disclosure as appropriate checks will have been carried out by their employing organisation.

#### **Contractors**

As far as possible, contractors are to work on-site when the children are not on-site. However, when this is not a possibility, we require all our contract companies whose staff have access to areas where unsupervised contact with children is possible, to complete the following checks on their staff:



- Enhanced disclosure (including barred List check).
- Overseas criminal record check where appropriate.
- Right to work in UK.
- Medical fitness.
- Qualifications.
- Identity.
- References.

The school must have confirmation from the company that these checks have been made before the contractor starts work. The school will require photographic identification on arrival.

### **Supply staff**

We require confirmation from the supply agency that they have:

- Taken up references.
- Obtained a declaration of medical fitness.
- Checked previous employment history.

### **Those who do not require vetting checks**

We do not undertake vetting checks on the following types of visitor to Parsons Green Prep:

- Guests of the headteacher and staff, who will be supervised at all times.
- Workshop leaders who work in the presence of a teacher.
- Visitors carrying out repairs or servicing equipment, who will be supervised by a member of staff.
- Those who work on-site when pupils are not present.
- Secondary school pupils on work experience.

### **Appointment of EYFS staff**

All EYFS staff will be appointed using the procedures and checks outlined in this policy. In addition, we will ensure that our head of EYFS has at least 2 years' experience of working in an early years setting before he/she is appointed to this role. We appoint EYFS staff who have sufficient understanding of the use of English to ensure the well-being of children in their care, to complete written records, to liaise with other agencies in English, to summon emergency help and to understand instructions such as those for the safety of medicines or food hygiene.

### **INDUCTION**

All new staff will receive induction training in the following:

- Help in understanding roles and responsibilities.
- Information about emergency evacuation procedures.
- Safeguarding and child protection.
- Our Equality Policy.
- Health and safety issues.
- Computer use.
- How to access key documents and policies.
- Record keeping.

### **CONTINUING AWARENESS**

It is a requirement that all members of staff attend training annually in regards to



Safeguarding Children and that all members of staff are briefed regularly on the schools Safeguarding Children Policy and should not hesitate to report any concerns to the school's Safeguarding Children Officers. The designated safeguarding lead (DSL) will attend Safer Recruitment training. We will renew DBS Disclosures every 5 years or organise an update service check every 5 years.

<b>This policy will be reviewed annually</b>		
Reviewed: September 2010	By: Janie Richardson	DfE name update
Reviewed: September 2011	By: Janie Richardson	None
Reviewed: September 2012	By; Janie Richardson	Changes
Interim review: November 2012	By: M McLachlan	Insertion of DBS changes addendum at beginning of policy
Reviewed: February 2013	By: M McLachlan	Removal of addendum at beginning of policy. Insertion of all references to DBS checks and the new Disclosure and Barring Service requirements. All references and changes to any practice by Parsons Green Prep in obtaining satisfactory DBS Enhanced Disclosures. Insertion of page number footer.
Reviewed: 28 November 2013	By: Pippa Hogg-Andrews	Changes: Updated DBS checks process DBS policy and Ex-offenders Policy incorporated into this policy Checked against ISI handbook & EYFS guidelines
Reviewed 18 December 2014	By: Pippa Hogg-Andrews Checked by Neil Christey	Former CRB/DBS policy merged into this policy. Detail added to overseas checks DBS update service included, prohibited checks added.
Reviewed November 2015	By Neil Christey : Checked by Helen Stavert	Protected characteristics updated, prohibition from management, process for guest speakers, prohibition checks and disqualification from childcare (including by association) added.



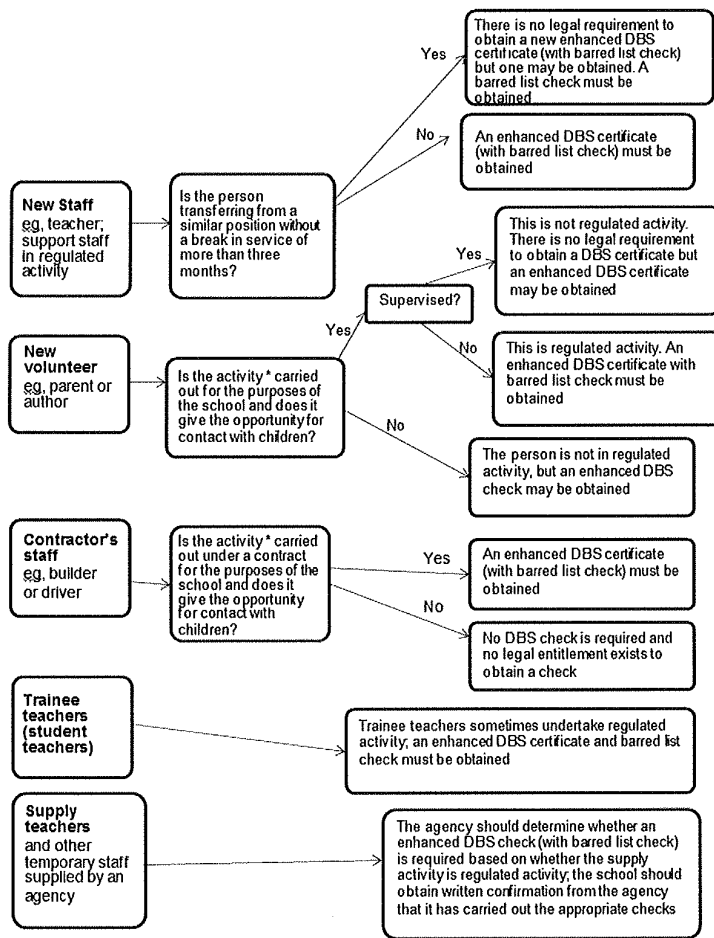
Reviewed: 1 August 2016	By: Neil Christey Checked by: H Stavert Checked by: L Waring	Appendix 1 from DfE KCSIE Flowchart, N Christey as HR manager, NCTL Teacher services not Employer access, Veri-fy removed and verification documents inserted, EEA member state sanctions included in prohibition checks, DBS process including regular with opportunities for contact with children included. References must be deemed satisfactory before an interview is arranged.
Reviewed: 1 August 2017	By: Neil Christey and Tim Cannell	No Changes Details of references to be taken and interviews with tutors to go over C.V.
Next review: 1 August 2018	By: Tim Cannell	



**APPENDIX 1**

For information only. Guidance will commence on 5 September 2016

**Flowchart of Disclosure and Barring Service criminal record checks and barred list checks**



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'