Shrewsbury
FAMILY OF SCHOOLS

Safer Recruitment Policy

APPLIES TO : **Shrewsbury Family of Schools**

Dated: **September 2026**

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FAMILY OF SCHOOLS

SAFER RECRUITMENT POLICY

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1. INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The Shrewsbury Family of Schools is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

2. AIMS AND OBJECTIVES

The overall aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with young people by having appropriate procedures for appointing staff.

The aims of the Safer Recruitment policy are:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2026 (KCSIE), Working Together to Safeguard Children (updated 2026), Prevent Duty Guidance for England and Wales (HM Government updated March 2024);and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The Shrewsbury Family of Schools has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The Shrewsbury Family of Schools aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.

3. ROLES AND RESPONSIBILTIES

It is the responsibility of the Governing Body to:

- Ensure the Shrewsbury Family of Schools has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor compliance.
- It is the responsibility of the Headmaster, Chief Operating Officer, Prep School Heads and other Managers involved in recruitment to:
- Ensure that safe recruitment procedures are in place and followed and all appropriate checks are carried out on all staff and volunteers who work at the school.
- Monitor contractors' and agencies' compliance with this document.
- Promote the welfare of children and young people at every stage of the procedure.

The Governing Body has delegated responsibility to the Headmaster (all teaching staff), and Chief Operating Officer (Shrewsbury School support staff), to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headmaster/Chief Operating Officer. Prep School appointments will be the responsibility of Prep School Heads.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of a School will amount to "regulated activity" if it carries out:

a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;

b) work for a limited range of establishments with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional: personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness of disability;

d) health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

4. RECRUITMENT AND SELECTION PROCEDURE

4.1 Advertising

To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicants as possible, normally this entails an external advertisement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children. This will also include the safeguarding responsibilities of the post as per the job description and person specification.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

4.2 Application Forms

All applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted.

The application form will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A CV can be submitted alongside an application form but CVs will not be accepted in place of an application form.

It is unlawful to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at a school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

4.3 Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children in a boarding environment.

4.4 Shortlisting

The shortlisting process will be carried out by a minimum of two people.
Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, and physically sign the declaration. Any relevant information can then be discussed and considered at interview.

4.5 Online Search

An online search will be performed for all shortlisted candidates, using on online search engine, to identify any incidents or issues that have happened, and may be publicly available online. If anything has been identified the interviewing officers will explore further with the applicant during the interview. The date the search was performed and results of the online search will be kept on the successful candidates personal file. Candidates are informed of these online checks in the Recruitment Packs, and in the invite to interview letter.

4.6 References

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up after the interview, if the applicant is successful.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

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. Referees will also be asked to confirm that they are satisfied with the applicant's suitability to work with children.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by telephone will be undertaken with any referee where there are anomalies, concerns or inconsistencies in the reference.

The School does not accept open references, testimonials or references from relatives.

4.7 Selection and Interviews

The School may use a range of selection techniques to identify the most suitable person for the post. There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The selection and interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment process.

5. OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

5.1 Safer Recruitment Checks

In accordance with the recommendations set out in *Keeping Children Safe in Education* (KCSIE), the requirements of the *Education (Independent School Standards) Regulations 2014*, and the standards set out in the *National Minimum Standards for Boarding Schools*, the School carries out a number of pre-employment checks in respect of all prospective employees.

All offers of employment will be conditional until satisfactory completion of the statutory safer recruitment checks. The conditional offer of employment will be subject to the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously verified), to include, if possible a copy of the applicant's birth certificate.
- the receipt of at least two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for positions which involve "teaching work":
  i. the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction, direction, prohibition or interim prohibition order issued by the Teaching Regulation Agency (TRA) or any predecessor or successor body, or the Secretary of State, or by a regulator of the teaching profession in any country outside of the UK which prevents the applicant from carrying out teaching work or working with children in a capacity relevant to the role in the School's opinion, renders the applicant unsuitable to work at the School; and

  ii. the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;

- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List[1];
- where the applicant is working with reception classes or wraparound care for children up to the age of 8, that the individual is not disqualified from working in these settings under the 2018 Childcare Disqualification Regulations.
- verification of the applicant's medical fitness for the role, including verifying the candidate's mental and physical fitness to carry out their work responsibilities.
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified), including verification of QTS status via the TRA Employer Access Service.

- For positions which are involved in the management of an independent school:
  i. confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school.
  ii. Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.
  iii. A checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

[1] *The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.*

5.2 The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Applicants are therefore required to declare any criminal convictions and cautions, except those which are protected and do not need to be disclosed in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). Any information disclosed will be considered only insofar as it is relevant to the post for which the applicant is applying.

5.3 DBS (Disclosure and Barring Service) Check

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is the School's policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee. In exceptional circumstances where all other checks have been completed satisfactorily, and only receipt of the DBS certificate is outstanding, depending upon the nature of the role the School may risk assess the individual to allow employment to start prior to having final sight of the DBS certificate.

If any employee takes an employment break for more than three months then their DBS Certificate will be re-checked before they return back to work.

If a member of staff commences employment and during a period which ended not more than three months before their start date, they have worked in a school in England in a post:

- which brought them into regular contact with children, or
- to which the person was appointed on or after 12 May 2006 and did not have regular contact with children, or

- in another institution within the Further Education sector in England providing education with regular contact with children then there is no requirement for the School to obtain an enhanced DBS certificate or carry out checks on events that may have happened outside of England during that period. It is likely the School will obtain its own DBS check to ensure that it has up to date information. All other safer recruitment checks will be completed.

Members of staff are aware of their obligation to inform the Chief Operating Officer or the HR Department of any cautions or convictions that arise during their employment and an annual declaration will be completed. Failure to inform the School of any changes in relation to their DBS status or suitability to work with children could result in disciplinary action up to and including dismissal. All employees are also expected to keep their safeguarding training up to date.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

5.4 Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a small annual fee, which is payable by the applicant, within 30 calendar days of the issue date of their DBS certificate.

This allows for portability of a Certificate across employers. The School will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the original certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced certificate/enhanced including barred list information.

The Update check will identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

5.5 DBS Certificate

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their original Certificate to the School for verification. The School will keep a record of the DBS Certificate number but will not retain a copy of the certificate, this remains the property of the employee.

5.6 Dealing with convictions and recruitment of ex-offenders

The School operates a formal process if a DBS Certificate is returned with details of convictions or a candidate shares information about any convictions during the recruitment process.

At shortlisting stage, applicants will be required to sign a declaration in relation to their criminal record and regarding information that may make them unsuitable to work with young people. The self-declaration is only shared with those involved in the recruitment process.

Failure to disclose a conviction will result in any offer of employment being withdrawn. The form will be held securely and destroyed after a maximum period of 6 months if the candidate is unsuccessful. The successful candidate's self-declaration form will be held on their personal file which is held confidentially in the Human Resources Department.

Information about previous convictions is usually disclosed through a self-disclosure by the candidate or information on the DBS check. If an applicant has self-declared that they have a conviction the Director of Human Resources and/or Designated Safeguarding Lead will arrange to discuss the information with the candidate. This will be an open and measured discussion regarding any offences or other matters that might be relevant to the position.

If information is disclosed through the DBS check then a separate discussion will be held by the Director of Human Resources and/or Designated Safeguarding Lead with the candidate to obtain further information in relation to the offences disclosed.

The Director of Human Resources and/or Designated Safeguarding Lead will liaise with the Recruiting Managers in relation to any disclosure of previous convictions.

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment (unless they have been barred or have a conviction that makes them unsuitable to work with children). Instead, each case will be decided on its merits, following discussions with the candidate and in accordance with the objective assessment criteria outlined below:

Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

The Director of Human Resources and/or Designated Safeguarding Lead will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a conditional offer of employment.

5.7 Secretary of State Prohibition Orders (Teaching & Management roles)

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the DfE's Check a teacher's record service. It is anticipated that this will be performed at conditional offer stage. A person who is prohibited from teaching must not be appointed to a role involving teaching.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school. A person who is prohibited is unable to participate in any management of an independent school, be a governor on any governing body in an independent school, or hold a management position that retains or has been delegated any management responsibilities. Appropriate section 128 checks will be undertaken in accordance with current statutory guidance. Where the role involves regulated activity, a DBS barred list check will also identify any section 128 direction.

5.8 Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview at the School will be required to bring their identification documentation, ideally birth certificate or passport, driving licence etc. with them as proof of identity/eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The School does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

5.9 Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, **after** an offer of employment has been made but **before** the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report / occupational health report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

5.10 Overseas checks

The School will carry out additional checks for applicants who have lived or worked outside of the UK. These may be a criminal records check from the relevant country, a certificate of good conduct, professional references or checks with relevant professional regulatory bodies in line with relevant guidance. The applicant will not be permitted to commence work until the overseas information has been received and risk assessed by the School.

5.11 Certificates of Sponsorship (CoS)

Shrewsbury School, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals.

If an appointed applicant is a national of a non-EEA country, a CoS may be required. Before any offer of employment is made, the Recruiting Managers should consult with the Human Resources Department to establish whether the School has any unallocated Sponsorship Certificates.

Only the Human Resources Department will be able to issue a CoS. In addition to the CoS the applicant must apply for entry clearance/leave to remain through the UKVI and comply with the UKVI requirements.

The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given.

Detailed advice on the above is available from the Human Resources Department.

5.12 Induction Programme

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the *Child Protection and Safeguarding Policy*, the *Staff Code of Conduct*, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

6. SINGLE CENTRAL RECORD

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with Keeping Children Safe in Education (KCSIE) and the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date and retained by the Human Resources Department. The Single Centralised Record will contain details of the following:-

- all employees who are employed to work at the School;
- all employees who are employed as supply staff to the School whether employed directly or through an agency;
- Governors as members of a proprietorial body;
- all others who have been chosen by the School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members.

A designated Governor and the Designated Safeguarding Lead will be responsible for auditing the Single Centralised Record. The designated Governor will report their findings to the full Governing Body during the Summer Term meeting.

7. RECORD RETENTION/ DATA PROTECTION

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies

of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer, e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment. We are committed to ensuring that all confidential personal data is stored and managed in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the School's Data Protection Policy and Privacy Notice.

We will not keep a copy of the DBS Certificate. We may, however, keep a record of the date of issue of a Certificate, the name of the subject, the type of Certificate requested, the position for which it was requested, the unique reference number of the Certificate and the details of the recruitment decision taken.

The same retention schedule applies to any suitability information obtained about volunteers involved with school activities.

Shrewsbury School will retain interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e. deleted or shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18] and the School's *Data Policies* and *Privacy Notice*.

8. ONGOING EMPLOYMENT

Shrewsbury School recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure and annual safeguarding updates.

9. LEAVING EMPLOYMENT

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the Teaching Regulation Agency.

10. CONTRACTORS, SELF-EMPLOYED AND AGENCY

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.

The School encourages self-employed and peripatetic staff to join the Update Service so their DBS can be re-checked at the start of each academic year that they work. The School will fund the initial DBS check and then there is an expectation that the individual will fund the £16 per year to remain on the Update Service and continue working with the School. Should they fail to renew their update service check, the offer of self-employed work may be removed and/or the individual may be required to fund a full DBS re-check.

11. VISITING SPEAKERS (PREVENT DUTY)

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol [Security on Site Policy]. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so, the School will always have regard to the *Visitors and Security Policy*, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

12. TRAINEE TEACHERS

If the School is employing trainee teachers full employment checks will be carried out. If the trainee teacher is fee-funded, it is the responsibility of the teacher training provider to carry out all necessary checks and provide written confirmation.

13. VOLUNTEERS

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity will be applied to all volunteers due to the boarding nature of the School).

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as

this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

14. MONITORING AND EVALUATION

The Director of Human Resources will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through regular audits of the recruitment process, of personal files and reporting to the designated Governor responsible for auditing the Single Centralised Record and reporting their findings to the full Governing Body during the Summer Term meeting.

Owner: L Woodman – Director of Human Resources
Reviewed September 2026
Next review September 2027