



Policy No: 17.1

APPLEFORD SCHOOL

SAFER RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE AND SINGLE CENTRAL REGISTER FOR STAFF APPOINTMENTS

This policy applies to the whole school, including boarding

All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. This policy also takes into consideration the National Minimum Standard (NMS) for residential special schools (RSS).

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (child protection). Our fundamental priority is our children and their wellbeing; this is first and foremost.

With the exception of the *ISI Commentary on the Regulatory Requirements*, *all other documents are in the public domain*. However, *the Ofsted Non-Association Handbook* (which is in the public domain) also provides the same conditions for safer recruitment. In addition, these documents provide links to other legislation and regulations that impact on this policy.

The requirements for safer recruitment selection and disclosures policy and procedure and single central register for staff appointments are exceptionally detailed and this policy does not attempt to state the full content of the documents cited above, but instead signposts the areas pertinent to Appleford and to give some depth to those which have a particular implication for boarding.

Availability: All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register

Legal Status: **This policy and its procedures** are in accordance with the *Independent School Standards Regulations* (ISSRs) (DFE: currently in force), the Ofsted Social Care Common Inspection Framework (SCCIF) (April 2025), the Independent Schools Inspectorate (ISI) framework (September 2025), Keeping Children Safe in Education (KCSIE) Part 3 (DfE: September 2025), Working together to Safeguard Children (WtSC) (DfE: 15th December 2023), the DBS ID Checking Guidelines (Gov.uk November 2025), the Prevent Duty Guidance for England and Wales (Home Office: March 2024) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headmaster and the Human Resources Department. The Proprietor and headmaster will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Signed:

Dr Peter Gardner
Proprietor

Mr David King
Headmaster

Date: January 2026

Review Date: January 2027

Appleford School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with pupils including volunteers, supply staff and those employed as third parties. To verify identity, we use the Cabinet Office ‘*How to prove and verify someone’s identity*’ (updated 14th November 2024) Good Practice Guides (GPG) version 5.2

The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The aims of the school's recruitment policy are as follows:

- 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;

Appleford fully appreciates and understands that the regulations relating to vetting checks are the most complex and particularly require our careful attention. Over time *KCSIE (currently in force)* has substantively restructured Part 3 (Safer Recruitment) to align it with the recruitment process. This includes an emphasis on:

- the recruitment and selection process;
- pre-appointment and vetting checks, regulated activity and recording of information;
- other checks that may be necessary for staff, volunteers and others, including responsibility for children in boarding;
- how to ensure the ongoing safeguarding of our students and the legal reporting duties on employees.

Data protection: The school is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the school to carry out the checks that are applicable to their role. The school may also be required to provide certain information to third parties, such as the Disclosure and Barring Service (DBS) and the [Teaching Regulation Agency](#) (TRA). Failure to provide requested information may result in the school not being able to meet its employment, safeguarding or legal obligations. We will process personal information in accordance with our Data Protection and Confidentiality of Information policies.

Appleford’s Recruitment and selection process: Our Rationale focuses on ensuring potential applicants are given the right messages about the school’s commitment to recruit suitable people. We create a culture that safeguards and promotes the welfare of the pupils, adopting robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities at Appleford. Those involved with the recruitment and employment of staff to work with our students have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of KCSIE (Part three) and the ISSR (Part four) and the NMS for boarding schools currently in force.

Adverts: Appleford is clear about the information required when defining the role (through the job or role description and person specification). For any given post, the job description and personal specification includes the skills, abilities, experience, attitude, and behaviours required for the post, its safeguarding responsibilities, including the extent to which they will be in contact with children (engaging in regulated activity). Therefore, Appleford adverts include our commitment to safeguarding, promoting the welfare of students, also making clear that safeguarding checks will be undertaken.

Application forms (application process): All applicants are required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete forms will be returned to the applicant where the deadline for completed application forms has not passed. These forms are designed in accordance with current regulations and include a statement that it is an offence to apply for a role at Appleford if the applicant is barred from engaging in regulated activity relevant to children. Additionally, Appleford provides its Safeguarding (Child Protection) Policy on the school website, and the policy and practices on the employment of ex-offenders are available within the employment pack. Applicants are required to provide:

- personal details, current and former names, current address and national insurance number;

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- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references (see below for further information), and;
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

We do not accept a curriculum vitae (CV) on its own, as it does not provide adequate information, as required by regulation.

Shortlisting: We require only those candidates who have been shortlisted to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This would include, for example:

- if they have a criminal history;
- if they are included on the children's barred list;
- if they are prohibited from teaching;
- if they are prohibited from taking part in the management of an independent school;
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- if they are known to the police and children's local authority social care;
- if they have been disqualified from providing childcare (see paras 262-266 of KCSIE currently in force), and;
- any relevant overseas information.

Applicants are required to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview. The purpose of this self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Appleford:

- ensures that at least two people carry out the shortlisting exercise, and, for consistency, that those who shortlist are part of the interview panel;
- considers any inconsistencies and looks for gaps in employment and reasons given for them, and
- explores all potential concerns.

In addition, as part of the shortlisting process we carry out an online search as part of our due diligence on the shortlisted candidates. This is designed to identify any incidents or issues that have happened, and are publicly available online, which we will want to explore with the applicant at interview.

If a shortlisted applicant is invited to attend a formal interview, questions will be asked about their relevant skills and experience. To safeguard our students, the interview panel will explore:

- *The candidate's attitude toward children:* This may be assessed through their personal statement and through questions that probe their values, beliefs and ethics.
- *The candidate's motivation to work with children:* Questions on how they have applied their vision for education and learning and development of the child and young person, can help you assess their motivation.
- *Their ability to form relationships and retain personal boundaries:* This will be assessed through focused questions and complementary activities, such as group exercises or occupational personality questionnaires.
- *Their emotional resilience in working with challenging behaviours and their attitudes in managing discipline and towards authority:* Questions asking them to draw on previously difficult situations and how they managed these will help us assess this.
- *Their ability to support the school's agenda for safeguarding and promoting the welfare of children:* Clarification on their understanding of the School's /County's view on child protection policies and procedures, questions that ask them to explain when and how they have had to work within such procedures and policies.
- Gaps in the candidate's employment history and explanation of repeated changes in career are to be discussed and clarified.
- Concerns or discrepancies arising from the information provided by the candidate or referees.
- If for any reason references have not been provided before the interview the candidate will be given the opportunity

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to declare/discuss anything that may come to light on the collection of references.

- We ask the candidate if they wish to declare anything in light of the requirement for DBS checks to be made.

Employment history and references: We always try to obtain references before interview for academic staff, allowing any concerns raised to be explored further with the referee and taken up with the candidate at interview.

Appleford:

- does not accept open references e.g. to whom it may concern;
- does not rely on applicants to obtain their reference;
- ensures any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or school based, the reference is to be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations);
- obtains verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secures a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), and if the applicant has never worked with children, then ensures a reference from their current employer;
- always verifies any information with the person who provided the reference;
- ensures electronic references originate from a legitimate source;
- contacts referees to clarify content where information is vague or insufficient information is provided;
- compares the information on the application form with that in the reference and takes up any discrepancies with the candidate;
- establishes the reason for the candidate leaving their current or most recent post, and
- ensures any concerns are resolved satisfactorily before appointment is confirmed.

When asked to provide references, Appleford ensures references it provides confirm our satisfaction with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. This does not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. In respect to low-level concerns, we comply with Part Four of KCSIE and the ISSR (currently in force), along with our low-level concern policy, which is publicly available on the school website. We regard references as an important part of the recruitment process and endeavour to provide them in a timely manner. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious are not included in any reference provided by Appleford.

Selection: Appleford uses a range of selection techniques to identify the most suitable person for the post. Those interviewing agree structured questions, including:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- exploring their skills and asking for examples of experience of working with children which are relevant to the role, and
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

We also use interviews to explore potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children, and;

- indicators of negative safeguarding behaviours.

Any information about past disciplinary action or allegations is considered in the circumstances of the individual case. We involve our pupils in the recruitment process in a meaningful way, including feedback from teaching and structured questions. We observe how shortlisted candidates interact with our pupils, and any such interaction is always appropriately supervised. All information considered in decision making is clearly recorded along with decisions made.

The Teachers Services' system will be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation. The Early Careers Framework (ECF) the induction period as a trainee teacher, referred to as an Early Career Teacher (ECT) is now two years and Teaching Regulation Agency (TRA) is responsible for awarding qualified teacher status (QTS).

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. It is Appleford School's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. The school sends the completed form our Human Resources agency, who review the information contained in the Health Questionnaire. 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 i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The school may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. 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, considering reasonable adjustments and suitable alternative employment.

Pre-appointment vetting checks, regulated activity and recording information: These checks will help Appleford to identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children and/or working as a teacher). These checks are an essential part of our wider whole school approach to safeguarding our pupils, which continues following the appointment of a candidate. All offers of appointment are conditional until satisfactory completion of the mandatory pre-employment checks, in which we:

- verify a candidate's identity, ensuring certainty that the person is who they claim to be, including being aware of the potential for individuals changing their name. We check the name on their birth certificate, where this is available. For the verification of identity, we also refer to the Cabinet Office How to prove and verify someone's identity Good Practice Guide (GPG) 45, versions 5.2 and 5.0 respectively;
- obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children); and if we use the DBS update service, we still obtain the original physical certificate;
- verify the candidate's mental and physical fitness to carry out their work responsibilities ensuring the job applicant is asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verify the person's right to work in the UK, including EU nationals and if there is uncertainty about whether an individual needs permission to work in the UK, then we follow government advice on checking a job applicant's right to work, available on the [GOV.UK](https://www.gov.uk) website;
- if the person has lived or worked outside the UK, we make further checks which we consider appropriate on a case by-case basis and these, for example, would include a third reference in relation to those countries which do not provide information regarding candidates;
- verify professional qualifications, as appropriate, along with (if applicable) using the Teaching Regulation Agency's (TRA) Employer Access Service to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.;
- check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State, and;
- ensure that an applicant to be employed to carry out teaching or boarding duties is not subject to a prohibition order issued by the Secretary of State for prohibition checks or any sanction or restriction imposed (that remains current) by

the GTCE before its abolition.

- Run a screening for social media and online content – The candidate is asked to give consent for this process.

Applicant moving from previous post: Whilst there is no requirement for Appleford to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK, provided that the candidate has worked in a school in England during a period of three months before their appointment in certain capacities defined in KCSIE (2025), we do undertake full checking procedures, inclusive of an enhanced DBS, to ensure that we have up to date information. We also carry out all other relevant pre-appointment checks, as listed in KCSIE (2025). This includes a separate children's barred list check.

NMS Compliance: Appleford ensures that it complies with the National Minimum Standards (NMS) for Boarding Schools. With regard to this Safer recruitment, selection and disclosure policy and procedure and single central record for staff appointments policy, we operate safer recruitment and adopt procedures in line with the regulatory requirements. Additionally, we refer to guidance issued by the Secretary of State. For all members of staff households who are aged 16 and over, living on the same premises as boarders by not employed by Appleford, we obtain an enhanced certificate with a check of the children's barred list from the Disclosure and Barring Service. This also applies to all other persons aged 16 and over not on the roll of the school.

Appleford has in place written agreements with any person aged 16 and over not employed by the school but living on the same premises, which specifies the terms of their accommodation, guidance and expectations on contact with pupils, visitor supervision responsibilities and notice that their accommodation may cease to be provided if there is evidence of their unsuitability to have regular contact with students. Additionally, they are required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

For all members of staff and volunteers working with boarders, Appleford has in place a job description reflecting their duties. They are provided with induction training in boarding when newly appointed and receive regular reviews of their boarding practice. The role of spouses, partners and/or other adult members of staff in households are always made clear. Boarding staff are now required to have the appropriate qualification as stated by regulation for the duties which they wish to undertake. All our Policies and Procedures are understood by staff, including our approach to Safer Recruitment.

Regulated Activity: At Appleford, a person engages with regulated activity with children if as a result of their work they are teaching, supervising pupils or working in the boarding houses. A full definition of what constitutes regulated activity can be found in KCSIE (2025). The nature of Appleford as a boarding school is as such that all staff and volunteers could find themselves in a situation in which they have unsupervised access to our pupils. As such, all staff and volunteers within the school are subject to an enhanced DBS check, including a check of the children's barred list information.

Update Service: We require new staff to join the DBS Update Service as part of their employment contract. The benefits are as follows:

- portability of a DBS check across employers;
- free online checks to identify whether there has been any change to the information recorded, since the initial certificate was issued and advice whether the individual should apply for a new DBS check, and;
- that individuals will be able to see a full list of those organisations that have carried out a status check on their account.

Before we use the Update Service, we:

- obtain consent from the individual to carry out an online check to view the status of an existing standard or enhanced DBS check;
- confirm the DBS certificate matches the individual's identity;
- examine the original certificate to ensure that it is valid for employment with the children's workforce, and;
- ensure that the level of the check is appropriate to the job for which they are applying e.g. enhanced DBS check/enhanced DBS check including barred list information.

Prohibitions, directions, sanctions and restrictions: Teacher prohibition and interim prohibition orders prevent a person from carrying out teaching work as defined in the Teachers' Disciplinary (England) Regulations currently in force. Information

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about the duty to consider referring to the Teaching Regulation Agency (TRA) can be found in KCSIE (currently in force) para. 351. Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the TRA.

Secretary of State section 128 direction: A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school. There is no exhaustive list of roles that might be regarded as 'management' for the purpose of determining what constitutes management in an independent school. The roles involving, or very likely to involve, management of a school include (but are not limited to) headteachers, principals, deputy/assistant headteachers, advisory board members and Proprietors. The individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be considered to be 'taking part in management' depends on the facts of the case. A section 128 direction will be disclosed when an enhanced DBS check with children's barred list information is required.

The Teacher Regulation Agency (TRA), using the Teacher Employer Access service: This is used by Appleford to make prohibition, direction, restriction and children's barred list checks.

Recording Information:

Appleford maintains a **single central record (SCR)** of pre-appointment checks, referred to in the Regulations as "the register", which includes:

- all staff, including teacher trainees on salaried routes (see KCSIE) agency and third-party supply staff, even if they work for one day and;
- all members of the Appleford proprietorial body, which is the Advisory Board and Proprietor (who are now required to have safeguarding training appropriate to their role).

The minimum information which Appleford records in respect of staff members is set out below. For agency and third-party supply staff, Appleford includes whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff. Our SCR includes the dates on which the following checks were carried out or the certificates obtained:

- an identity check;
- a standalone children's barred list check;
- an enhanced DBS check (with children's barred list check) requested/certificate provided;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK (see KCSIE, currently in force, paragraphs 279-284);
- a check of professional qualifications, where required, and;
- a check to establish the person's right to work in the United Kingdom.

We record details of the section 128 checks undertaken for those in management positions. The details of individuals are removed from the SCR once they no longer work at the school. The **non-statutory information** recorded by Appleford includes:

- checks made on volunteers;
- checks made on advisors;
- dates on which safeguarding and safer recruitment training was undertaken, and;
- the name of the person who carried out each check.

Our SCR is kept in electronic form but is available to be printed out upon request.

Retention and security of disclosure information: The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken. We do not keep copies of DBS certificates, but simply the certificate number and signature of the recipient;

- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

Safe Recruitment in relation to Boarding: In accordance with the National Minimum Standards for Residential Special Schools ([RSS DfE: 2022](#)), all members of staff households who are aged 16 and over (not on the roll of, nor employed by, the school) and who live on the same premises as boarders, an Enhanced certificate with a check of the Children's Barred List will be obtained from the Disclosure and Barring Service (DBS). For all other persons aged 16 and over, not on the roll of, nor employed by the school, who live on the same premises as boarders, an Enhanced certificate with a check of the Children's Barred List will be obtained.

There is a written agreement between the school and any person aged 16 and over not employed by the school but living in the same premises as children (for example, members of staff households). This specifies the terms of their accommodation, guidance and expectations on contact with pupils, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They are required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence. All persons visiting residential accommodation or staff accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining unsupervised access to boarders or their accommodation.

Individuals who have lived or worked outside the UK: Such individuals must undergo the same checks as all other staff at Appleford, including obtaining (via the applicant) an enhanced DBS certificate (including children's barred list information) even if the individual has never been to the UK. Additionally, we make any further checks we think appropriate, so that relevant events what occurred outside of the UK can be considered. Following the UK's exit from the EU, Appleford applies the same approach for any individuals who have lived or worked outside the UK regardless of whether it was in an EEA country or the rest of the world. These checks include, where available, criminal records checks for overseas applicants (please refer to the Home Office guidance found on [GOV.UK](#)).

We seek to obtain a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the [Regulated Professions database](#). Whilst the safeguarding and qualified teacher status (QTS) processes are different it is likely that this information will be obtained from the same place therefore applicants can also contact the [UK Centre for Professional Qualifications](#) who will signpost them to the appropriate EEA regulatory body.

Where this information is not available, Appleford seeks alternative methods of checking suitability, and may undertake a risk assessment and additional reference that supports an informed decision on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, Appleford always considers the circumstances that led to the restrictions being imposed when considering a candidate for employment. We refer to the DfE guidance: [Recruit teachers from overseas](#).

Not all countries provide criminal record information, and where they do, the nature of this information varies from country to country. Appleford bears this in mind and is also aware that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. We refer to the Home Office guidance on criminal record checks for overseas applicants.

Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. Appleford, however, notes that holding a teaching qualification (wherever it was obtained) does not provide assurances that a candidate is suitable to work with children, or that they have not been found guilty of any wrongdoing or misconduct.

Agency and third-party staff (supply staff): Appleford obtains written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working within the school that we would otherwise perform. In respect of the enhanced DBS check, Appleford ensures that written notification confirms the certificate

has been obtained by either the employment business or another such business. Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at Appleford, which has disclosed any matter or information, or any information was provided to the employment business, Appleford always obtains a copy of the certificate from the agency. Additionally, the agency or third-party must obtain a children's barred list check by obtaining an enhanced DBS certificate with children's barred list information, prior to appointing the individual. Appleford then also checks that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors: Where Appleford uses contractors to provide services, their safeguarding requirements are always set out in the contract between the organisation and the school. We ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information). For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) is required. Where the contractor does not have opportunity for regular contact with children, Appleford decides on whether a basic DBS disclosure would be appropriate.

Under no circumstances does Appleford allow a contractor on whom no checks have been obtained to work unsupervised or engage in regulated activity relating to children. At Appleford, we recognise our responsibility for determining the appropriate level of supervision depending on the circumstances. If an individual working at the school is self-employed, we obtain the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. We will always check the identity of contractors on arrival at the school.

Trainee/student teachers: All such teachers have checks made on them as would be the case for any other member of staff working within Appleford.

Visitors: Appleford recognises that there are different types of visitors. There are those with professional roles i.e. educational psychologists, social workers etc., those connected with the building, grounds maintenance, relatives or other visitors attending an activity in the school. We do not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day. The Headmaster uses his professional judgement about the need to escort or supervise such visitors.

For visitors to the school in a professional capacity, Appleford checks their ID and ensures that they have had the appropriate DBS check (or that their employers have confirmed that their staff have appropriate checks. In these circumstances, we do not ask to see the certificate). We recognise that, whilst external organisations can provide a varied and useful range of information, resources and speakers that can enrich our educational provision, we carefully consider the suitability of any external organisations. Arrangements for individuals coming onto the school's premises are set out in our Safeguarding (Child Protection) Policy, including an assessment of the educational value, age appropriateness of what is going to be delivered and whether relevant checks will be required. (Please also refer to our visiting speakers' policy).

Volunteers: Appropriate checks are made on all our volunteers, who play an important role and are often seen by our pupils as being safe and trustworthy adults. We undertake a written risk assessment and exercise our professional judgement and experience when deciding what checks, if any, are required. Our risk assessment considers:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision;
- what Appleford knows about the volunteer, including formal or informal information offered by staff, parents or other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability;
- whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity. Details of the risk assessment are recorded.

We obtain an enhanced DBS check (including children's barred list information) for all volunteers who are new to working in regulated activity with children, including where they are unsupervised and teach or look after children in our boarding houses or medical centre. For the supervision of volunteers, we have regard to the statutory guidance issued by the Secretary of State (replicated at Annex E of KCSIE (currently in force). Our supervision of volunteers is carried out by a person who is in

regulated activity relating to children, regular and day to day, and reasonable in all circumstances to ensure the protection of students. To reiterate, we ensure that both existing and new volunteers have a DBS check at the appropriate level to the volunteering role.

Adults who supervise children on work experience: Where we organise work experience placements, we ensure that the placement provider has policies and procedures in place to protect our pupils from harm. Children's barred list checks via the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. We consider the nature of the supervision and the frequency of the activity being supervised to determine whether checks are necessary, and we comply with paragraphs 328 to 333 inclusive of KCSIE (currently in force) with regards to adults who supervise children on work experience. Where young people are conducting work experience themselves, this would not usually require vetting checks, and we would as such consider them to be volunteers, and follow these procedures as such. This may include vetting checks if the young person engages in a regulated activity. With reference to our pupils staying with host families (homestay) and private fostering (LA notification when identified), we also comply with paragraphs 335 to 340 inclusive of KCSIE (currently in force) and part 9 of the [Children Act 1989](#).

Ensuring the ongoing safeguarding of pupils and Appleford's legal reporting duties as an employer: Our safeguarding requires a continuing commitment from all staff to ensure that the safety and welfare of our pupils is embedded in all of Appleford's processes and procedures, and consequently enshrined in our ethos. Parts 1 and 2 of KCSIE currently in force, along with our Safeguarding (Child Protection) Policy, Low-Level Concerns Policy and Staff Behaviour Policy (Staff Code of Conduct) provide us with a coordinated, whole school approach to safeguarding. This ongoing vigilance maintains an environment that deters and prevents abuse at Appleford and challenges any inappropriate behaviour. We fully appreciate that the Senior Management and Senior Leadership team must create the right culture and environment, so that all our staff and volunteers feel comfortable discussing matters both within, and where it is appropriate, outside of the workplace, which may have implications of the safeguarding of our pupils.

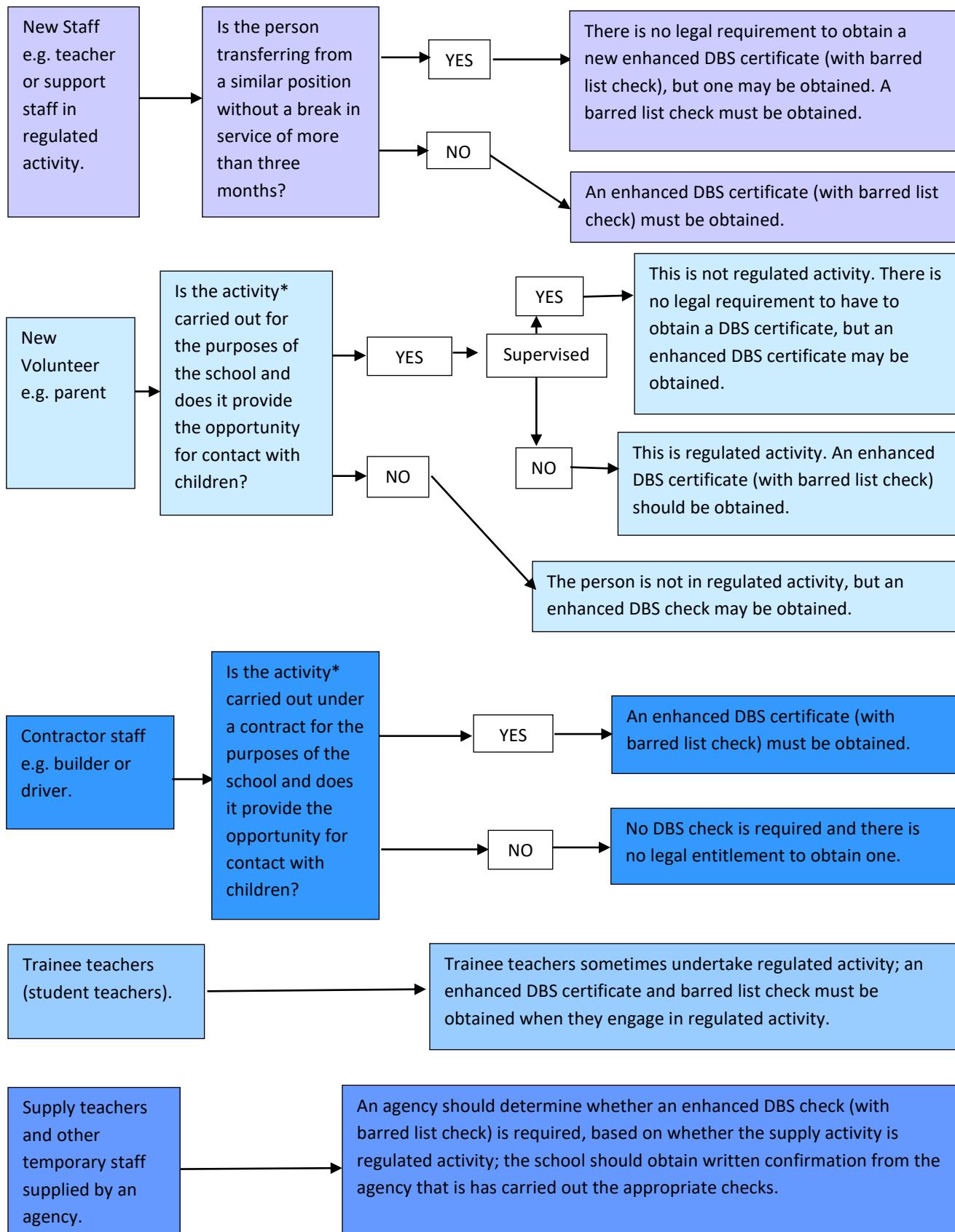
Existing Staff: We recognise that there are limited circumstances where we may need to carry out new checks on existing staff at Appleford. These are when:

- an individual working at the school moves from a post that was not regulated activity with children into work which is considered to be regulated activity with children where, in such circumstances, the relevant checks for that regulated activity will be carried out;
- there has been a break in service of 12 weeks or more, or;
- there are concerns about an individual's suitability to work with children.

Duty to refer to the Disclosure and Barring Service and the Teaching Regulation Agency: When an allegation has been made (in compliance with part four of KCSIE currently in force) and our Safeguarding (Child Protection) Policy, an investigation is carried out to gather enough evidence to establish if it has a foundation, and as an employer, Appleford ensures that there is sufficient information to meet the referral duty criteria explained in the [DBS referral guidance](#). We understand our legal requirement as a school to make a referral to the DBS where we remove an individual from regulated activity (or would have been removed had they not left), where we believe the individual has engaged in relevant conduct in relation to children and/or other adults, satisfied the harm test in relation to children and/or vulnerable adults, and/or been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. The DBS will then consider whether to bar the person. We refer to government guidance on [when to refer to the DBS](#), including what the harm test is and relevant conduct. We appreciate the importance of providing as much relevant information to the DBS as possible. Appleford has a duty to refer to the Teaching Regulation Agency, where we dismiss or cease to use the services of a teacher because of serious misconduct, or might have dismissed them had they not left us. We consider whether to refer the case to the Secretary of State, as required by regulations currently in force. Then, the Secretary of State may investigate the case.

This Safer Recruitment Policy, and its procedures, is therefore a safeguarding document, which is fully cognisant of KCSIE, the ISSR, the NMS and the ISI Commentary on the Regulatory Requirements.

APPENDIX 1: FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS



APPENDIX 2: THE SINGLE CENTRAL REGISTER

The School maintains an electronic single central record of pre-appointment checks, referred to in the Regulations as the register. Our single central record covers the following people: all staff, including teacher trainees on salaried routes; supply staff who work at the School and the Headmaster.

The bullet points below set out the minimum information that is recorded in respect of staff members (including teacher trainees on salaried routes). The record indicates whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- a section 128 check (for management positions for independent Schools);
- further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- References
- a check of professional qualifications, where required;
- a check to establish the person's right to work in the United Kingdom.

In addition, we record whether the person's position involves 'relevant activity', i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18. For supply staff we also include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff. Whilst there is no statutory duty to include on the single central record details of any other checks, we also record other relevant information. For example, checks for childcare disqualification, volunteers, and safeguarding and safer recruitment training dates. We also record the name of the person who carried out each check.

Although we do not need to retain copies of DBS certificates in order to fulfil our duty of maintaining the single central record, we may choose to hold copies of these, but this will be for no longer than six months. Any copies of other documents used to verify a successful candidate's identity, right to work and required qualifications will be kept in their personnel file. Individuals who have lived or worked outside the UK will undergo the same checks as all other staff in the School. In addition, the School will make any further checks we feel appropriate so that any relevant events that occurred outside the UK can be considered.

APPENDIX 3: LIST OF VALID IDENTITY DOCUMENTS

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard with paper counterpart; full or provisional; UK/Isle of Man/Channel Islands and EU)
- birth certificate (UK & Channel Islands; issued at the time of birth (within 42 days of date of birth); full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence (paper version; UK/Isle of Man/Channel Islands and EU; full or provisional)
- current driving licence (photocard; all countries; full or provisional)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands; issued at any time after the date of birth by the General Registrar Office/ relevant authority i.e. Registrars)
- marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- firearms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and social history documents

- mortgage statement (UK or EEA) **
- bank/building society statement (UK and Channel Islands or EEA) *
- bank/building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA) *
- financial statement - e.g. pension, endowment, ISA (UK)**
- P45/P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands) **
- work permit/visa (UK; valid up to expiry date)
- letter of sponsorship from future employment provider (non-UK/non-EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill) *
- benefit statement - e.g. child benefit, pension (UK)*
- a document from central or local government/government agency/local authority giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security (UK and Channel Islands) *
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of applications)
- letter from Principal (for 16-19-year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

Note: If a document in the list of valid identity documents is:

Appendix 1 denoted with * - it should be less than three months old

Appendix 2 denoted with ** - it should be less than 12 months old

APPENDIX 4: REGULATED ACTIVITY

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a [Factual note on regulated activity in relation to children: scope.](#)

Regulated activity includes:

(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 (known as 'specified places', which include Schools and schools), 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 or disability; health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

APPENDIX 5: DISQUALIFICATION UNDER THE CHILDCARE ACT 2006 - AMENDED 2018

A change in the law means that Disqualification by Association will only apply on domestic premises. However, Disqualification under the Childcare Act 2006, still applies to staff themselves. Schools must no longer ask about the cautions or convictions of someone living or working in their household. (It should be noted that other statutory guidance may be relevant where the third party lives on the School premises, such as in boarding Schools.)

Main Points:

- Disqualification by Association now only applies in domestic settings, not Schools.
- Disqualification under the Child Care Act still applies to staff themselves who work in a childcare capacity, whether paid, volunteer or are on work placements.
- Relevant staff are those working in childcare, or in a management role because they are: working with reception age children at any time; or working with children older than reception until age eight, outside School hours.
- Keeping Children Safe in Education (DfE, 2018) paragraph 116 also refers to disqualification: "For staff who work in childcare provision or who are directly concerned with the management of such provision, the School needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009".
- Schools are free to decide how to bring these requirements to the attention of their staff. As a means of making staff aware of their duty to provide such information, they may, for example, choose to include a section in the School's safeguarding policy, or another policy document, or by means of an addition to new staff members' contracts of employment. Schools should draw this guidance to the attention of their staff and the information [provided by Ofsted referenced in this guidance](#).
- Schools will need to review any historic data collected and destroy any information which is no longer required.
- Ofsted and the Independent School Inspectorates will check the management of Disqualification under the Childcare Act as part of their routine School inspection process.

What should Schools do:

- Inform staff of the changes and record the date that they were informed; a letter, or email might be best.
- Ensure that this information is included in the Safeguarding and Child Protection Policy; and in the Safer Recruitment Policy
- Identify and record which staff are covered by Disqualification under the Childcare Act 2006 (including volunteers and people on work placements).
- Ask relevant staff to self-declare that they are not Disqualified under the Childcare Act 2006. (A form is not necessary). [An

Appleford School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Enhanced DBS Certificate will confirm this for new staff; for existing employees

- Remind all staff about the expectation to inform the School where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the School.
- Remind all staff that if their circumstances change, they must inform the School.
- Review any historic data collected and destroy any information which is no longer required.