



FOREST SCHOOL

Safer Recruitment Policy and Procedure

Whole School including EYFS

V2.1

Approved (Date):	19 September 2024
Next review (Date):	September 2025
Owner:	Warden, Bursar and Head of the Preparatory School
Classification:	Statutory
Comment:	KCSiE update Sept 24. Online search form added to appendix. Minor amendment for internal recruitment



1	Introduction.....	3
2	Scope of this Policy.....	3
3	Policy Statement.....	4
4	Recruitment Process.....	4
5	Pre-employment checks.....	9
6	Expenses.....	25
7	Data Protection/Confidentiality.....	25
8	Supply Staff/Contractors/Agency Staff.....	25
9	Volunteers.....	26
10	Visiting Speakers and the Prevent Duty.....	27
11	Visitors and Site Security.....	28
12	Policy on the Recruitment of Ex-Offenders.....	28
13	New Staff Training on Safeguarding and Child Protection.....	30
14	Induction Procedures on Child Protection.....	31
15	Whistleblowing and exit interviews.....	32
16	Referrals to the DBS and Teaching Regulation Authority.....	33
17	Queries.....	33

1 Introduction

- 1.1 Forest School (the **School**) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding the welfare of children and promoting the welfare of children and young people is our highest priority. The School is also committed to providing a supportive and flexible working environment to all its members of staff.
- 1.2 The primary place of work for all staff will be Forest School.
- 1.3 The School aims to recruit and retain staff of the highest caliber 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.
- 1.4 Forest School is owned and operated by the Board of Governors. The Board of Governors have overall responsibility for recruitment within Forest School. This is delegated to the Warden, Head of the Preparatory School or the Bursar as appropriate.
- 1.5 This policy should be read in conjunction with:
 - Safeguarding and Child Protection Policy
 - Visitor and Site Security Policy
 - Staff Code of Conduct
 - Equal Opportunities Policy
 - Data Protection Policy
 - Applicants Privacy Notice
 - Whistleblowing Policy

2 Scope of this Policy

- 2.1 The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to all internal and external candidates who are applying to work at the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

“Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract but does not include supply staff or a volunteer”.
- 2.2 This policy and procedure cover all activities that form part of the recruitment and selection process.
- 2.3 All appointments follow the statutory guidance given in ‘Keeping Children Safe in Education’ – September 2024 (KCSiE).

3 Policy Statement

- 3.1 The School is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy, maternity, race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation at any stage of the recruitment process or in terms and conditions offered to new employees, or promoted employees.
- 3.2 In addition, 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 compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (1 September 2024) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales (2015 updated on 1 April 2021) (the **Prevent Duty Guidance**) 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.
- 3.3 In order for the policy and procedure to be effective, it is essential that any staff involved in any aspect of the recruitment and/or selection staff is aware of this document and follows it. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- 3.4 The School will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.
- 3.5 Recruiting and selecting the best people is of paramount importance to the continued success of the School.

4 Recruitment Process

The School's approach to each aspect of the recruitment process is outlined in sections 4.1 to 4.8 below

4.1 Identification of a Recruitment Need

Before any position (permanent or temporary) can be advertised or recruited, line managers must submit a Staff Recruitment Approval Form for consideration. A Staff Recruitment Approval Form must be submitted, whether it is:

- To replace an existing role
- A new role created
- A change of role (including fixed term to permanent)
- A short and long-term cover for a role

Recruitment approval must be obtained from the Staffing Committee (comprised of the Bursar, HR Representative, Warden). Their role is to consider and respond to all requests, identify the staffing needs of the School, ensure the job description and person specification are accurate, agree the justification and the costing of any recruitment.

4.2 Job Description (including Person Specification)

Applicants will receive a job description and person specification for the role applied for.

A job description and person specification will be created for all posts detailing the duties and responsibilities of the post. It must be accurate, up to date and specific to the role.

The job description will also include the person specification which outlines all the necessary qualifications, experience, knowledge and skills requirements for the post.

The job description will always state that the person appointed will be responsible for the safeguarding of children and will include a link to the School's Safeguarding and Child Protection Policy.

The person specification must make reference to the responsibility for safeguarding and promoting the welfare of Forest pupils.

4.3 Advertising

All vacant positions will be advertised on the School's website and via appropriate channels to ensure the best field of applicants are obtained.

All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the School's intranet.

All advertisements for jobs, whether on-line, in newspapers or magazines, will include this statement:

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.'

4.4 Applications and Shortlisting

All applicants (internally or externally) for employment must fully complete the relevant application form containing questions about their academic and employment history and

their suitability for the role; CVs will not be accepted in substitution for completed application forms.

Shortlisted applicants (including internal applicants) will be informed that online searches can be carried out (see section 5 for more information). This information must be provided by the applicant in order for the application to be accepted.

The School will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for interview. The shortlisting exercise will usually be conducted by at least two people, applying the same criteria from the post and person specification to each applicant.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment and any discrepancies will be discussed with the candidate. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. Applicants must provide the School with factually accurate answers.

Shortlists will be determined by the extent to which an applicant's experience, knowledge and skills match the role requirements as demonstrated within their application. Shortlisted applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. All shortlisted applicants will also be tested at interview about their suitability to work with children.

All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview.

Applicants will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at shortlisting stage.

4.5 Closing Date

All advertisements will include a closing date for receipt of application. The School will aim to give applicants as much time as possible to complete the application form.

Incomplete application forms will be returned to the applicant where the application deadline has not passed.

4.6 Selection (Assessments and Interviews)

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

All formal interviews will have a panel of at least two people chaired by the Warden, Head of the Preparatory School or The Bursar as appropriate or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Wardens appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

Candidates may be required to complete assessments, case studies, presentations and/or other job-related exercises as appropriate for the job.

The HR department are responsible for drawing up the interview schedule in advance, liaising with key stakeholders, book rooms and catering and ensuring compulsory questions are asked and ID is verified for Right to Work. Qualifications should also be photocopied and signed by the checker. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be passed back to the HR department and following the process, will be kept for a minimum of 6 months.

4.7 Appointing New Employees

If the School decides to make an offer of employment following the **formal interview**, any such offer will be conditional on 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 (where that has not previously been verified)
- verification of qualifications, whether professional or otherwise, which the School takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not
- verification of the applicant's employment history
- the School being satisfied that any information generated through online searches does not make the applicant unsuitable to work at the School;
- the receipt of 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", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at the School

- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School
- where the position amounts to "regulated activity (see section **Error! Reference source not found.** below) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory
- where the position amounts to "regulated activity" (see section below) confirmation that the applicant is not named on the Children's Barred List*
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School
- confirmation that the applicant is not disqualified from acting as a trustee / governor or senior manager of a charity under the Charities Act 2011 (if applicable, see section **Error! Reference source not found.** below)
- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable, see section **Error! Reference source not found.** below)
- verification of the applicant's medical fitness for the role (see section **Error! Reference source not found.** below)
- verification of the applicant's right to work in the UK; and
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

* 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.

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.

4.8 Artificial intelligence

The School does not use artificial intelligence software as a decision making tool at any stage of the recruitment process, including in respect of external and internal applications and promotion proposals.

5 Pre-employment checks

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the ISSRs the School carries out a number of pre-employment checks in respect of all prospective staff.

In fulfilling its obligations to carry out pre-employment checks 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, gender reassignment, disability or age.

In respect of internal candidates, once all pre-employment checks have been completed, the file should then transfer to the HR department to complete the DBS, add the employee to the Single Central Register (SCR), overseen by the Health & Safety Compliance Director, and add to the School MIS. In the case of internal appointments which take place mid-year and which attract timetable remission, the School cannot guarantee that the remission will be available as advertised.

5.1 Online searches

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. In accordance with paragraph 221 of KCSIE this will include online searches on shortlisted candidates (**online searches**). The online searches the School carries out may include searches of internet search engines, websites and social media platforms. Applicants are not required to provide account passwords or to grant the School access to social media or professional networking account content that is not publicly available. However, if information (such as profile pictures and / or account bios) is publicly available when a social media or professional networking site account is locked and can therefore be viewed by the School, it may be taken into account as part of the online search.

Online searches will be carried out at the shortlisting stage The School will not carry out online searches as part of its initial sift of applications.

The School will determine how it approaches online searches on a case by case basis. However, all applicants for a role at the School will be treated consistently with regard to online searches.

Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment

decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at the School or in an education setting;
- is of a safeguarding nature; and / or
- may have an impact on the School's reputation (whether positive or negative).

Any information generated from online searches will be entered in an 'Online search results record'. Where online searches are undertaken on shortlisted applicants any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at interview. All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School in light of any information generated from online searches.

In evaluating any online information for relevance the School will use the following criteria:

- whether the information is relevant to the position applied for;
- whether the information is relevant to the applicant's suitability to work at the School or in an education setting;
- whether the information could have an impact on the School's reputation (whether positive or negative);
- whether the information calls into doubt the applicant's willingness or ability to uphold the School's commitment to safeguarding and promoting the welfare of children;
- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published;
- whether the information reveals a pattern of concerning behaviour; and
- the relevant circumstances and the explanation(s) offered by the applicant.

Online Searches Framework

1. Candidates must be informed that online searches form part of our recruitment process at point of application and reference to the search must be included in the sent materials. This should make it expressly clear that the reason for the online search is to identify any matters that might relate directly to the employer's legal duty to meet the safeguarding duties set out in KCSIE. There is no other purpose for a search.
2. Online searches should only be conducted for shortlisted candidates (and, therefore, cannot form part of the shortlisting process)
3. A single, designated member of staff – who is not involved in recruitment decisions – should conduct the search.

4. The member of staff conducting the search should work with the Designated Safeguarding Lead to clarify the purpose and parameters of the search, i.e. content that calls into question the candidate's suitability to work with children and/or causes harm to the reputation of the school. Essentially, this can be summarised as **evidence of inappropriate or offensive behaviour, discrimination, drug or alcohol misuse and inappropriate photos or videos.**
5. The search can only be conducted once and is simply a 'snapshot' of the applicant's digital footprint. The search should start with a Google Search, followed by the most popular social media and video sharing platforms, such as LinkedIn, Facebook, X, Instagram, TikTok and YouTube. The school must not attempt to 'friend' a shortlisted candidate or 'add' them to their social media channels as a way of eliciting information.
6. Forest School must not base its decisions about staff appointments on any information gathered through an online search that does not relate to these specific duties. Searches must not be open-ended 'fishing' exercises.
7. Details of the search, including the names of sites and platforms viewed, and when they were viewed, should be recorded.
8. Any information gathered through an online search that gives rise to legitimate areas of concern should be raised with the candidate directly in the interview. It would not be appropriate or fair not to appoint a candidate based on information gathered through an online search that they did not have a reasonable opportunity to contest or explain.
9. The DSL should be an ongoing source of support and guidance.

For successful candidates, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its Information and Records Retention Policy after employment ends. If nothing is highlighted within the search this will be recorded upon an online searches form (Appendix 2) to be placed upon their staff file. The form holds the candidates name, date of check, initials of checker, information found relating to the suitability of the role.

For unsuccessful candidates, the School retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

5.2 Verification of identity, address, right to work in the UK and qualifications

All applicants who are invited to an interview will be required to bring with them evidence

of their identity, right to work in the UK, address and qualifications.

The School asks for this information at interview to ensure that the person attending the interview is who they claim to be, that they are permitted to work for the School if appointed and that they hold appropriate qualifications.

Identity and address: all applicants must bring with them to interview, original documents which evidence their identity and address as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1*; and
- two further documents from either of Group 1*, Group 2a or Group 2b, one of which must verify the applicant's current address;

(*applicants must always provide their birth certificate as one form of identity unless there is good reason why this cannot be provided).

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. They will also be required to provide their birth certificate.

The School asks for the date of birth of all applicants in order to verify identity and check for any unexplained discrepancies in the employment and education history. The School does not discriminate on the grounds of age.

Right to work in the UK: all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist': (Right to work checklist (publishing service.gov.uk)) and in some cases the evidence of your right to work in the UK can also be used as evidence of your identity and address for DBS identity checking purposes.

The School will check evidence of your right to work in the UK in accordance with the Home Office 'Code of Practice on preventing illegal working: Civil penalty scheme for employers: 6 April 2022' (which can be found here: <https://www.gov.uk/government/publications/illegal-working-penalties-codes-of-practice-for-employers>)

Qualifications: all applicants must also bring to interview original documents which evidence any educational and professional qualifications referred to in their application form and / or which the School requests.

Retention of records: the School will retain copies of the documents used to verify candidates' identity, right to work and qualifications in accordance with the Information and Records Retention policy.



5.3 References

References will be taken up on short listed applicants prior to interview where possible.

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

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. Neither referee should be a relative or someone known to the applicant solely as a friend. References must be received by a senior person with appropriate authority.

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. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be unsubstantiated, unfounded, false or malicious; and
- whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism" at section 10 below).

(*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. Where references are received electronically, the School will ensure they originate from a legitimate source.

If it has not been possible to obtain a reference prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

The School treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.

All references received from a school must be countersigned by the Head of that school.

All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. References may be taken up on internal candidates as part of the application process and can be provided by colleagues as the School will be the most recent employer and will previously have taken up references from past employers.

5.4 Criminal records checks

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

5.4.1 DBS filtering rules

With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School

during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

The filtering rules have recently been updated and work as follows:

For those aged 18 or over at the time of an offence

A spent criminal conviction for an offence committed in the United Kingdom when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant) if:

- eleven years have elapsed since the date of the conviction;
- it did not result in a custodial sentence; and
- it was not imposed for a "specified offence".

A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- six years have elapsed since the date it was issued; and
- it was not issued for a "specified offence".

For those aged under 18 at the time of an offence

A spent conviction for an offence committed when a person was under the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- five and a half years have elapsed since the date of the conviction;
- it did not result in a custodial sentence; and
- it was not imposed for a "specified offence".

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

5.4.2 Regulated activity

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. Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

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.

It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

5.4.3 The DBS disclosure certificate

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School upon request within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the School should be arranged with the HR department as soon as it has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the HR Department. Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work or on the first working day.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

5.4.4 Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

5.4.5 Applicants with periods of overseas residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances.

For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The School's policy is to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous five years.

When requesting such information the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.

The School may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and / or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.

If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

The School will take proportionate risk based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file

If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

5.5 If disclosure is delayed

A short period of work is allowed under controlled conditions, after due consideration by the Health and Safety & Compliance Directors and the DSLs. However, if an 'enhanced disclosure' is delayed, The Warden may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Where the individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organization (and where all other relevant checks have been carried out)
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by HR Dept, H&S&Compl Dir and the member of staff. This is documented within the Forest School Pending DBS Risk Assessment;

- The person in question is informed what these safeguards are; and
- It is recommended, but not a requirement, which a note is added to the single central register and evidence kept of the measures put in place.

The above will be documented using the Schools Pending DBS Risk Assessment proforma.

5.6 Prohibition from teaching check

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. The School uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition the School asks all shortlisted applicants to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body), whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012, which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

5.7 Prohibition from management check

The School is required to check whether any applicant for a management position is 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 (**a section 128 direction**).

The School will carry out checks for section 128 directions when appointing applicants into management positions from both outside the School and by internal promotion.

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team.

The School will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

All individuals who are appointed to the governing body will be subject to a section 128 direction check.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The School will use either, or both, methods to obtain this information.

In addition the School asks all shortlisted applicants to declare whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body, whether or not that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

5.8 Disqualification from acting as a charity trustee or senior manager

5.8.1 Background

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

5.8.2 Who is covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an

independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the School the disqualification rules will be applicable to all governors, the Warden, Bursar and potentially other senior staff who report directly to the governors.

There is no single list or register that covers all of the disqualification criteria and the School therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

5.8.3 Self-declaration

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

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

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

5.8.4 Checks by the School

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

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

5.8.5 Waiver

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

The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission.

The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

5.9 Childcare disqualification

The Childcare Act 2006 (**Act**) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (**Regulations**) state that it is an offence for the School to employ anyone in connection with our early years provision (**EYP**) or later years provision (**LYP**) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

5.9.1 Definitions

- a) EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child's 5th birthday, which takes place on the school premises during or outside of the normal school day;
- b) LYP includes provision for children not in EYP and under the age of 8 which takes place on school premises outside of the normal school day, including, for example breakfast clubs, after school clubs and holiday clubs. It does not include extended school hours for co-curricular activities such as sports activities.

DUCA states that only those individuals who are employed directly to provide childcare are covered by the Regulations. "Childcare" means any form of care for a child, which includes education and any other supervised activity for a child who is aged 5 or under. "Childcare" in LYP does not include education during school hours but does cover before and after school clubs.

5.9.2 Relevant roles

Roles which will be covered by the Regulations are teaching and teaching assistant positions in EYP, and those which involve the supervision of under 8s in LYP. Those who are directly involved in the management of EYP and LYP include the Head, and may also include other members of the leadership team as well as those involved in the day to day management of EYP or LYP at the School.

DUCA contains an express statement that cleaners, drivers, transport escorts, catering and office staff are not covered by the Regulations.

Some roles at the School may involve the provision of childcare in EYP or LYP on an occasional basis. They will not automatically be within the scope of the Regulations and the School will therefore consider whether they do on a case by case basis. The Regulations only apply to a limited number of roles within the School but do extend beyond employees to governors and volunteers who carry out relevant work in EYP or LYP.

5.9.3 Grounds for disqualification

The grounds on which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children's Barred List) but also include:

- having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas;
- various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
- having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled;
- having been refused an application for registration of a children's home or having had any such registration cancelled; or
- having been prohibited, restricted or disqualified from private fostering.

5.9.4 Self-declaration form

All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a self-declaration form confirming whether they meet any of the criteria for disqualification under the Regulations.

The School will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the School in any relevant role will be conditional upon completion of the self-declaration form and upon the applicant not being disqualified.

The School cannot permit any person who is currently disqualified to start work in a relevant role. The School also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the School, any information disclosed in the self declaration form renders that person unsuitable to work at the School.

Applicants who have any criminal records information to disclose about themselves must also provide the following information:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and
- a copy of the relevant order or conviction.

Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 5.4.1 above).

For the avoidance of doubt the School does not require applicants to request any criminal records information directly from the DBS. The School only requires applicants to provide relevant information about themselves "to the best of their knowledge".

5.9.5 Waiver of a disqualification

A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The School may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted waiver application. If a waiver application is rejected the School will withdraw the conditional offer of employment.

5.9.6 Retention of disqualification information

The School will securely destroy any information which is provided by an applicant which is not relevant to the childcare disqualification requirements as soon as it is established that it is not relevant. Where a person appointed to a role at the School is found to be disqualified the School will retain any relevant information only for the period it takes for a waiver application to be heard and the decision communicated to the School, after which it will be securely destroyed.

5.9.7 Continuing duty to disclose change in circumstances

After making this declaration staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct.

5.10 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 the School's practice that all applicants, to whom an offer of employment is made, must complete a Health Questionnaire. The School will arrange for the information

contained in the Health Questionnaire to be reviewed by the School's medical advisor. 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's medical advisor 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.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the HR Department so that appropriate arrangements can be made.

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.

6 Expenses

Forest School will reimburse candidate's reasonable, standard class travel expenses on request. Accommodation and overseas travel expenses will only be reimbursed by agreement in advance by the Bursar.

7 Data Protection/Confidentiality

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 enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Data Protection Policy. For further information, please refer to the Data Protection Policy.

8 Supply Staff/Contractors/Agency Staff

- 8.1 Any position, whether it is budgeted for or not and which will require payment, must be approved via the Staffing Recruitment Committee by completing the Ad Hoc Request Form.
- 8.2 The School must complete the same checks for contractors and their employees undertaking regulated activity at the School as it does for its own employees. In the case

of agency or contract workers, the School shall obtain written confirmation from the contractor that it has carried out these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff.

- 8.3 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.
- 8.4 The School will independently verify the identity of individuals supplied by contractors or an agency in accordance with section 5.2 above and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.
- 8.5 In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

9 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 set out in section 5.4.2 above will be applied to all volunteers).

The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

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.

All potential volunteers will be vetted and risk assessed by the Lead organiser and approved by the Health and Safety & Compliance Director prior to confirmation that they can be appointed. The DSL will have an oversight of all completed risk assessments and will make recommendations where required. If the result of the DBS check is not known at the time of the volunteer starting work, they will be required to be supervised at all times on site or when supervising our children off site until the result is known. References may be taken up for the volunteer if appropriate. Please [click here for the Volunteer Request and Risk Assessment form](#).

10 Visiting Speakers and the Prevent Duty

The School is aware of its responsibility to check the suitability of visiting speakers in accordance with the 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 Visitor and Site Security Policy. This will include signing in and out at Reception, the wearing of a visitors 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 Visitor and Site 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, gender reassignment, disability or age.

Please refer to the Safeguarding and Child Protection Policy for more information. A record of this process is kept with the Health and Safety & Compliance Director. Please [click here for the Visitor/Contractor and Speaker Request Form](#)

11 Visitors and Site Security

Visitors must to be signed in and out at Reception and to be escorted about the school. The member of staff organising the visitor should complete the [visitor form on the intranet](#). More information can be found within the Safeguarding and Child Protection Policy and the Visitor and Site Security Policy.

12 Policy on the Recruitment of Ex-Offenders

12.1 Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out at section 12.2 below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 5.4.1 above).

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

It is unlawful for the School 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 the School. The School will make a report to the police and/or the DBS if:

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

12.2 Assessment criteria

In the event that relevant information (whether in relation to previous convictions or

otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

12.3 Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by health and Safety & Compliance Director and the DSL of the School 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.

12.4 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.

13 New Staff Training on Safeguarding and Child Protection

- 13.1 Prior to the employees start date (not necessarily the appointment date) all staff must undergo the following training prior to starting work at Forest School.
- 13.2 The Education (Independent School Standards) Regulations 2014 require that all staff, including Support staff, music and sports coaches are thoroughly vetted before appointment and then trained in child protection policies and procedures. The requirement applies to everyone (including volunteer helpers and Governors) who are likely to have contact with children and young people, irrespective of whether they are employees of the School or, for example, employees of a catering company based in the School.
- 13.3 The only exceptions are occasional visitors, who are escorted throughout their visit, or those, such as night-time cleaners who work exclusively when pupils are not present. Governors must be offered child protection training shortly after appointment, and the topic must appear on the agendas of Governors' meetings once a year, when the Designated Safeguarding Lead (DSL) presents his report.
- 13.4 Forest School invests considerable time in the induction training of their staff, covering a number of different aspects relating to the functioning and management of the school. Most of this training is likely to center round the individual's role and responsibilities; but the induction training in a few areas, such as child protection and fire evacuation procedures, will be identical to all, irrespective of role.
- 13.5 This training is given to volunteers and Governors as well. The training will be factual in content, and the School will record the names of those who received the training, together with the date on which it took place. All staff members must receive appropriate child protection training. The DSL and all deputies must undergo updated child protection training every two years.
- 13.6 The Warden and all staff members must undergo child protection training which is updated regularly, in line with advice from the Local Safeguarding Children Board. (Waltham Forest Safeguarding Children's Board)
 - **Related Child Protection Policies/Guidance**
 - **Safeguarding and Child Protection Policy**
 - **Child on Child Abuse Policy**
 - **Mental health Policy**
 - **Online Policy**
 - **Safer Recruitment Policy**
 - **Staff Code of Conduct**
 - **Behaviour Policy**
 - **Whistleblowing Policy**
 - **Safe Handling, Searches, Contact and Restraints Policy**

- **Keeping Children Safe in Education, Part one and Annex A (those who work directly with children) – September 2024**
- Working Together to Safeguard Children, Amended December 2023

13.7 Those highlighted in bold are to be issued to the new member of staff during the induction process, as a minimum.

13.8 Following the issuing of the above documents, we then must ensure we have a mechanism in place to help the member of staff understand the contents of Keeping Children Safe in Education. For the most appropriate mechanism please liaise with the DSL.

14 Induction Procedures on Child Protection

Every new member of the Teaching and Support staff, including new peripatetic musicians and sports coaches, trustees, Governors and volunteers is required to attend training on Safeguarding and child protection. These sessions are organised by Jeff Kayne (KCSiE Part 1), supported by Wayne Bishop (Annex A), or our Deputy Designated Safeguarding Leads and this will be conducted prior to the start date. The DSL will work with HR to determine what staff require KCSiE part 1 and who only need Annex A. Similar training is offered to all Governors and to the parents who help with activities that bring them into contact with children.

All new employees of Chartwells, the company that runs our catering and cleaning, are also required to be given training in child protection. The only adults who work or visit the School who are exempted from this requirement are:

- Night-time cleaners whose hours of work mean that they do not have any contact with pupils.
- Occasional visitors, including occasional lecturers and contractors, who sign in and are given a security badges by our Receptionist and who are escorted throughout their visit.
- Contractors working on a designated site that is physically separated from the rest of the School who are required to sign in and out at their site office and to wear security badges at all times.
- Contractors working during the school holidays.

14.1 What is the reason for the training?

Child protection is always our top priority. Every member of staff needs to be confident that he or she understands his or her role in:

- Keeping children safe
- Promoting the welfare of pupils
- Promoting equal opportunities and inclusion
- Preventing bullying and harassment

14.2 What topics does the training cover?

Our induction training may include:

- Definition of Safeguarding and Child Protection
- Categories of child abuse and their definitions, signs and symptoms
- Internet and technological bullying, including mobile phones and the potential risks of the internet and social networking sites.
- What you (Staff) might notice
- Abuse and neglect statistics, sources from NSPCC
- Who might abuse children
- Who to report ANY concerns to and how
- Roles of the Designated Safeguarding Lead (including identity of the designated safeguarding lead and any deputies).
- Child disclosure, advice for listening, confidentiality
- Other agencies
- Vulnerable children, factors
- Proactive safeguarding
- Forest School policies and procedures
- FGM, Child Sexual Exploitation, so-called 'honour-based' abuse
- Forced marriages
- Safeguarding and Child Protection Policy
- Whistle-blowing Policy
- Staff Code of Conduct, including staff and pupils' relationships, communications, including the use of social media
- Anti-bullying policy
- Child on child abuse
- Online safety, including filtering and monitoring
- Health & Safety policies
- Parent, carer partnerships

Our induction training will also include the following Prevent (anti-radicalisation) topics:

- Signs to look out for
- Who to contact
- External agency - CHANNEL

Copies of these documents can be found on our website/intranet. We also draw upon official guidance, such as ['Keeping Children Safe in Education' September 2024](#).

We train staff in being alert to the signs of bullying or children at risk of radicalisation. Training includes awareness to equip staff to identify children at risk of being drawn into terrorism.

15 Whistleblowing and exit interviews

Please refer to the Whistleblowing Policy (list it at the top)

Exit interviews

We use exit interviews to improve and strengthen our process

All staff are contractually obligated to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Safeguarding Policy and the Staff Code of Conduct). All staff receive training so that they understand the School's expectations. Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff performance development reviews and appraisal and finally at an exit interview which is held with all leavers.

16 Referrals to the DBS and Teaching Regulation Authority

This policy is primarily concerned with the promotion and practice of safer recruitment. However, applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children; and / or
- an individual 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.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency.

The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

17 Queries

All queries from applicants on the School's recruitment process, including on how to apply for a post at the School, should be directed to Warden, Head of the Preparatory School or the Bursar as appropriate.

List of valid identity documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence photocard - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - 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: photocard - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- current driving licence paper version if issued before 1998 - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non UK country in which the role is based)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

All driving licences must be valid.

Group 2b: Financial and social history documents

- mortgage statement (UK)**
- bank / building society statement (UK and Channel Islands)*
- bank / building society statement (countries outside the UK)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK)*
- financial statement - e.g. pension or endowment (UK)**
- P45 / P60 statement (UK and Channel Islands)**
- council tax statement (UK and Channel Islands)**
- letter of sponsorship from future employment provider (non UK 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 council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (UK and Channel Islands)*
- EEA national ID card (must be valid at time of application)
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must be valid at time of the application)
- letter from Head or College Principal (UK; 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:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old



Appendix 2

Online searches: results record

Applicant name:	
Position applied for:	
Application deadline:	

General questions		
1	Did the applicant provide information to enable a review of their online profile including social media accounts?	Yes / No (deleted as appropriate)
2	If yes, what information did the applicant provide? Please record any website information and social media handles provided	
3	What additional search terms were used?	
4	Which websites, search engines and social media platforms were searched?	
5	Was this information provided by the applicant representative of the information obtained when additional search terms were used?	Yes / No (deleted as appropriate)
6	If you answered no to question 5, please provide an explanation below:	

--	--

The applicant's suitability for the post		
7	Was any information identified which may be relevant to the applicant's suitability to carry out the role for which they have applied?	Yes / No (deleted as appropriate)
8	Was any information identified which may be relevant to the applicant's suitability to work at the School or in an education setting?	Yes / No (deleted as appropriate)
9	Was any information identified which is of a safeguarding nature?	Yes / No (deleted as appropriate)
10	Was any information identified which may have an impact on the reputation of the School (whether positive or negative)?	Yes / No (deleted as appropriate)
11	If you have answered yes to any of the questions 5 to 10 inclusive, please provide details below: <i>Please also attach screenshots of relevant information to this form. Please do not rely on website links as information might be removed or become inaccessible.</i>	

Search carried out by:	
Date:	
Checked by:	
Shared with the interview panel on*:	

*Record only to be shared with the interview panel if there is relevant information to discuss at interview.