

Quest School



Achievements never thought possible

Policy for Safer Recruitment

This policy was written and agreed by:	
BOM-Author:	AM
Co-author:	ED
Responsible Trustee (if applicable):	n/a
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Primary governing regulations	Keeping Children Safe in Education (2022) Working Together to Safeguard Children (2018) The Rehabilitation of Offenders Act 1974 Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 Childcare Act 2006

What to do if you have a concern or query:

If you believe you, or someone else has breached this policy (or any school policy), or if you have any questions relating to this policy, please do speak to either your line manager or member of the school's Senior Leadership Team in the first instance, who will advise you accordingly.

If you have a serious concern related to this policy, or any aspect of the school's work, please refer to the school's Whistle Blowing policy.

To raise a concern under the Whistle Blowing policy:

- *Staff members may raise concerns with their immediate manager, Head teacher or the Designated Safeguarding Lead (DSL). If your concern is about the Head teacher, contact the designated safeguarding trustee (deborah.bruce@questschool.co.uk).*
- *Concerns may be raised verbally or in writing.*
- *While concerns will usually be raised internally, the school recognises that employees may feel unable to do this, and that they may wish to contact an independent, external organisation such as the NSPCC Whistleblowing helpline hotline on; (0800 028 0285, 8am - 8pm Mon - Fri, Email; help@nspcc.org.uk)*
- *A third option for employees who wish to raise concerns is to contact the Public Concerns at Work helpline 020 7404 6609. This helpline offers independent and confidential advice to workers who are unsure whether or how to raise a public interest concern.*

1.0 INTRODUCTION

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

2.0 AIMS AND OBJECTIVES

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

The aims of the School's Safer 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;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2021 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (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.

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

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2021 and Prevent Duty Guidance).

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

The school aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The Quest School.

3.0 ROLES AND RESPONSIBILITIES

3.1 Trustees and Board of Management

It is the responsibility of the Trustees and Board of Management of Quest to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the school's compliance with them.

3.2 Head teacher, DSL, HR and BOM

It is the responsibility of the Head teacher, Designated Safeguarding Leads, Human Resources Manager and other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The Trustees may be involved in staff appointments but the final decision will rest with the Head teacher with regards to all appointments.

4.0 SAFER RECRUITMENT COMMITMENT

Throughout the selection and recruitment procedure, the school will have regard to the guidance as set out in the aforementioned documents. The school is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding.

This will involve:

- Including the School's Child Protection policy statement in any job advertisements.
- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, a declaration of existing contacts in the School and details of referees;
- Providing a Job Description and Person Specification that contains the school's Child Protection policy statement.
- Providing each applicant with a copy of this Safer Recruitment Policy, and the school's Child Protection Policy.
- Ensuring all recruitment documents also clearly state that:

“Quest is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

The Quest School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role.

Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a relevant barred list check (Children’s and/or Adults barred list check depending on the role)..”

- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.

5.0 RECRUITMENT PROCESS

5.1 Advertising

To ensure equality of opportunity, when the school chooses to advertise a vacant post externally, the school will advertise the position to as wide a field of applicant as possible, which would normally entail various appropriate recruitment websites, job boards, relevant publications in addition to the school’s website.

Any advertisement will make clear the school’s commitment to safeguarding and promoting the welfare of children.

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

5.2 Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

5.3 Application

All applicants for employment will be required to complete an application form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number.
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps.
- Any academic and/or vocational qualifications that are relevant to the position for which they are applying to.
- A declaration of any existing contacts in the School.
- Details of referees.

Candidates will be asked to complete any incomplete forms.

A Curriculum Vitae will not be accepted in place of the completed application form.

Along with the application form, applicants will receive an application pack containing the following:

- A job description including a person specification,
- The school's Child Protection Policy,
- Equal Opportunities in Employment Policy
- GDPR Recruitment Statement

The application form includes a statement confirming the Quest School is legally obligated to process an enhanced DBS check and Barring Service check before confirming appointments to relevant posts and makes it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

The statement confirms that it is unlawful for the School to employ anyone who is barred from working within regulated activity if you are on a barred list.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

5.4 Interview

Long-listed applicants may be invited to a brief, informal, initial telephone screening interview with the Human Resources Manager to enable a more accurate short-listing process.

Short-listed applicants will be invited to attend a first stage interview. This interview may take place either in school or remotely, via Teams.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

As part of the interview, the candidate will be questioned with regards to their awareness and experience with regards to child protection and safeguarding, to better understand the candidate's attitudes, motivations and suitability to work with children.

The recruitment panel will consist of at least two members of the school staff, usually the Human Resources Manager and a member of the Senior Leadership Team. At least one member and ideally all members of the interview panel will have undertaken Safer Recruitment training or refresher training as applicable.

Further on-site assessments will be required for pupil facing roles, such as skills tests, or an observed lesson.

Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file.

5.5 References

Quest School will obtain references for all candidates prior to interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.

The Quest School will request at least two references for each candidate, which will usually be a combination of the candidate's current or most recent employer and their most recent instance of working with children. These should cover roughly five years in a person's career history where possible.

Referees will be asked to complete a Quest Reference Request form, stating what capacity they know the individual and for how long. The referee is asked to provide their opinion on the individual's attributes and personality. The referee is asked to state whether you know of any reason why the individual might be considered unsuitable to work with children or whether you have any concerns about her suitability for such work, and to provide details if necessary.

If a reference is taken over the telephone, detailed notes will be taken, dated and signed.

The school will not accept references from relatives or referees writing solely in the capacity of friends.

Quest will:

- not accept open references e.g. to whom it may concern;
- not rely on applicants to obtain their reference;
- ensure 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 college based, the reference should be confirmed by the Head teacher as accurate in respect to disciplinary investigations);
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer;
- always verify any information with the person who provided the reference;
- ensure electronic references originate from a legitimate source;
- contact referees to clarify content where information is vague or insufficient information is provided;
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- establish the reason for the candidate leaving their current or most recent post; and,
- ensure any concerns are resolved satisfactorily before appointment is confirmed.

5.6 Criminal Self Disclosure Form

Prior to interview, shortlisted candidates are required to complete a Criminal Self Disclosure Form and submit to Human Resources at least 24hours prior to the scheduled interview. Candidates are required to declare any relevant convictions, adult cautions or other matters which may affect their suitability to work with children. Any details disclosed on this form can then be discussed in full at the interview. (See 6.4 below for further details on DBS / Barring list checks)

5.7 Online Searches

Keeping Children Safe in Education (KCSIE) states that schools "should consider" carrying out an online search as part of due diligence on shortlisted candidates.

Quest School will carry out online searches for candidates prior to interview. The candidate will be advised that the school will undertake an online search, and will be advised that the search isn't part of the shortlisting process itself, and that they'll have a chance to address any issues of concern that come up during the search at interview.

Quest School will not make decisions about hiring based solely on the personal information found in online searches and will always allow candidates the opportunity to address any inconsistencies.

The scope and purpose of the online search is to identify the following:

- Is the candidate unqualified for the role
- Do they pose a potential safeguarding risk
- Are there risks damaging the reputation of Quest School

An Online search is to be conducted using the stipulated parameters below ONLY.

The search is to be conducted by a member of staff who does not have any involvement in conducting the interviews or making decisions about recruitment. A Quest Recruitment Online Check pro forma will be completed for all online checks, to set out the candidate name, searcher name, date of search and role applied for. The pro-forma will set out the parameters of the check and any notes will be made on this form and shared with the recruitment panel.

6.0 PRE EMPLOYMENT CHECKS

6.1 Offer of Employment

If it is decided to make an offer of employment following the formal interview and satisfactory references any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of an Offer Letter / Statement of Terms and Conditions of Employment incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- for positions which involve "teaching work":
 - the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
 - the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School

(Tutor roles are not considered 'teaching roles' as they are **not** seen as 'teaching work' as the person doing the role is under the direction and supervision of a qualified teacher (or someone nominated by the Head teacher to direct and supervise them).

- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory; (see 6.4 below)
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's and/ or Adults Barred List;
- where the role has management responsibility, confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

6.2 Identification Check

This is carried out in line with DBS requirements.

Candidates will be asked to provide the following:

- Passport
- Driving licence (photocard) and/or birth certificate
- Proof of address as per DBS guidelines
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed.

Copies will be taken and kept on the candidate's file.

6.3 Right to Work in the UK

This will usually be the candidate's UK passport. However, the school will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport. A copy of the evidence will be taken and kept on the candidate's file.

6.4 DBS Check (Disclosure and Barring Service)

6.4.1 DBS Definition

The Disclosure and Barring Service (DBS), previously the Criminal Records Bureau (CRB), allows authorised users to obtain information about a person's criminal record for approved purposes. Criminal record certificates (known as disclosures) are issued by the DBS. The DBS offers the schools a means to check the criminal background of job applicants for specific categories of posts, to ensure that they do not have a criminal history that would make them unsuitable.

6.4.2 Eligibility

The Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (amended 2013), lists the types of work, employment or professions for which employers can legally obtain a DBS check. All employees in posts which are eligible will be required to undergo a DBS check. Where a post is classified as regulated activity (see 6.4.4 below) under the provisions of the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), an Enhanced Disclosure will be required.

6.4.3 Standard Disclosure

To be eligible for a standard DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 A Standard disclosure contains details of all spent and unspent convictions, cautions, reprimands and final warnings held on the Police National Computer.

6.4.4 Enhanced Disclosure

All school based employees are eligible for an Enhanced Disclosure and are included in both the ROA Exceptions Order and in Police Act Regulations. An Enhanced Disclosure is the highest level of criminal record check. It will contain the same information as the standard check but also includes a check of police records held locally.

All Quest staff will therefore be required to undertake an Enhanced DBS Disclosure.

Any role identified as regulated activity (see 6.4.5.1), will be eligible for an Enhanced disclosure with a check of the DBS barred lists.

6.4.5 Barred Lists

The Children's List holds information on individuals who have been classified by the DBS as unsuitable to work with children, and the Adults List holds information on individuals classified as unsuitable to work with (vulnerable) adults. Individuals placed on either list are legally barred from working with the relevant group, and employers are prohibited from employing them in regulated activity.

6.4.5.1 Regulated Activity

The definition of regulated activity relating to children (i.e. activity that a barred person must not do), comprises:

- (i) Unsupervised activities: - teaching, training, instructing, caring for or supervising children, or providing advice/guidance to children on physical, emotional or educational well-being, or driving a vehicle only for children (and their carers/supervisors);
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. (This does not include work by supervised volunteers). Work under (i) or (ii) is regulated activity only if done frequently. Frequently means carried out by the same person (once a week or more often), or on 4 or more days in a 30-day period or in some cases, overnight. ("Overnight" in relation to (i) makes these activities regulated activities if carried out – even once – between 2am and 6am and with the opportunity for face-to-face contact with children).
- (iii) Relevant personal care, for example: - physical help with (or supervision/prompting of/other training and advice related to) eating and drinking - for reasons of illness

- or disability - physical help with (or supervision/prompting of/other training and advice related to) toileting, washing, bathing or dressing – for reasons of age, illness or disability; - health care (all forms of health care relating to physical or mental health) by, or supervised by, a health care professional;
- (iv) The day to day management or supervision on a regular basis for a person providing activities (i) – (iii) which would be regulated if unsupervised. (iv) Registered childminding; and foster-carers.

All posts within The Quest School are deemed as working in Regulated Activity, and therefore all staff will require an Enhanced DBS disclosure, with a children's barring list check. Some roles within the school will also require an Adults barring list check. The level of check required will be made clear at the point of advertising the role.

6.4.5 Delay of DBS certificate

If the DBS is delayed, the Head teacher may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed
- All other relevant checks have been completed satisfactorily
- The DBS application has been made in advance
- A Risk Assessment is written and kept on file
- A separate Barred List check is made
- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives
- Appropriate safeguards are taken (e.g. supervision)
- The member of staff is informed as to what these safeguards are.

The DBS no longer issue Disclosure Certificates to employers, therefore applicants should bring their original certificate to the Human Resources Manager.

6.5 Dealing with convictions

The school operates a formal procedure if a DBS certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

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

A formal meeting will take place face-to-face to establish the facts with the Head teacher. A decision will be made following this meeting. 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 Head teacher will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS.

Recruitment of Ex-Offenders details can be located in Appendix A

6.6 DBS for existing staff

DBS checks do not expire, and therefore there is no requirement to renew them regularly.

Members of staff at Quest School are aware of their obligation to inform the Head teacher or the Human Resources Manager of any cautions or convictions that arise whilst in employment at the school.

On an annual basis Quest will ask all staff to complete a Staff Declaration of Safeguarding to declare confirm they have not received a criminal conviction, caution, reprimand, final warning or any other penalty from the police or courts, other than any such matters previously notified to The Quest School.

Where there is a break of service of more than three-months a DBS recheck is required. This is not applicable in cases of long-term sickness absence or maternity leave.

Where an internal promotion occurs and the individual moves from a role that isn't regulated activity into one that is regulated activity then a DBS recheck is required.

If Quest school has concerns regarding an existing staff member's suitability to work with children, they reserve the right to undertake a DBS recheck.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

6.7 Prohibited Teacher Check

Prior to beginning work at the school, the School will undertake a Prohibited Teacher Check using the DfE Teaching Regulation Agency website.

In all cases where an applicant is to undertake a teaching role, a Prohibition Order check will be made using the Employer Access Online Service.

Teaching work is defined as:

- Planning and preparing lessons and courses for pupils
- Delivering lessons to pupils, including through distance learning or online
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

These activities are not seen as 'teaching work' if the person doing them is under the direction and supervision of a qualified teacher (or someone nominated by the Head teacher to direct

and supervise them), unless this is for the purposes of induction. Tutor roles and support roles are not considered as direction teaching role and they work under the supervision of a qualified teacher.

It is anticipated that this check will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

6.8 Prohibition from Management of Independent Schools Check (“section 128 direction”)

The school will check whether staff appointed to certain management positions are subject to a section 128 direction. The posts which would fall under this definition are:

- Head teacher
- Senior Leadership Team staff (including non-teaching staff)
- Board of Management staff
- Trustees

6.9 Overseas Candidates

If a candidate has lived overseas for more than three months at any point in the past ten years, Quest will also make any further checks that are considered 'appropriate'. These checks could include:

Checks on overseas criminal records

Letter of professional standing

Certificates of good conduct or character references

The candidate will be asked to present an overseas Police Check/Certificate of Good Conduct from the relevant country. Where this is not possible, further checks may be carried out, for instance extra references may be obtained.

Where the candidate has worked in a school in the UK since moving from overseas, without going back overseas, the School will not repeat the overseas check.

6.10 Medical Fitness Declaration

Candidates will be asked to sign a declaration confirming that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

6.11 Qualifications

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file. If no original is to be found, the school will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

6.12 Outcomes of the Application and Recruitment Process

Where the following apply, the school will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children

6.13 Induction

All new staff will take part in an induction programme designed to help familiarise them with the school's policies and procedures, including confirming that they have read, understood and agree to the schools Safeguarding and Child Protection Policy.

All new staff, will be required to undertake Child Protection Training either in person, or via an online learning platform on their first date of employment. This is required prior to working within the main body of the school with pupils.

7.0 APPOINTMENT AND SAFEGUARDING PROCEDURES FOR OTHERS

7.1 Supply Staff

The School does not engage supply teaching agencies, preferring to engage supply staff directly and conducting the same recruitment checks as would apply to fully-employed staff.

7.2 Staff from Other Organisations (such as Gym Staff, Swimming Instructors)

It is Quest policy not to allow staff from other organisations to have unsupervised contact with Quest pupils. Quest staff will be present at all times the external instructor is working alongside Quest pupils, such as during off-site gym visits and swimming lessons.

7.3 Contractors / Self employed staff (IT Consultants, Therapists)

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

7.4 Visiting Speakers

In line with Prevent statutory guidance, the school will ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are

appropriately supervised. The school will, in line with regulation, also take action to ensure that each speaker is suitable.

7.5 Volunteers

New regular volunteers will be subject to the following checks:

- Production of photo ID on arrival.
- If the post is not classed as in Regulated Activity, a risk assessment will be carried out and kept on file; other checks may be carried out if deemed necessary.
- An informal meeting and a Safeguarding introduction will be arranged where required.
- Confirmation that no concerns have been raised by others in the School community.
- An Enhanced DBS Certificate (including barred list check where appropriate) if the post is classed as in Regulated Activity. No DBS or Barred List checks will be carried out for those who are short term volunteers for School events or trips. However, proof of ID will be checked and the volunteer will be supervised at all times.

7.6 Trustees

The School will carry out the following checks on all new Trustees

- Enhanced DBS Certificate with Children's Barred List Check
- ID Checks (in line with ISI and DBS requirements)
- Overseas Checks (where appropriate)
- Right to work in the UK
- Prohibition from management check ("section 128 direction")

7.7 Visitors

Those who have only brief contact with children in the presence of a member of Quest staff:

- Pupils aged under 16 on work experience or similar
- Those on the school site when pupils are not present
- Visitors carrying out repairs or servicing equipment
- Candidates visiting the school as part of the recruitment process where they are contact with children only in the presence of Quest staff.

Such staff do not require a DBS check and will be accompanied at all times whilst on school premises.

8.0 SINGLE CENTRAL REGISTER

8.1 Single Central Register

In accordance with current legislation, the School keeps a Single Central Register (SCR), indicating whether or not the following checks have been completed on all current members of staff and Trustees and contractors (where appropriate) at the school:

- Identity checks

- Qualification checks for any qualifications legally required for the position
- Enhanced Disclosure (or DBS Status Check)
- Barred List check
- Right to work in the UK
- Overseas checks, where applicable
- Prohibition from Teaching Check (where appropriate)
- Prohibition from management check (where appropriate)

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed checklist is stored in each member of staff's personnel file.

9.0 EQUALITY IMPACT ASSESSMENT

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any person and it helps to promote equality at this school.

Appendix A **Recruitment of Ex-Offenders**

Exemption from the Rehabilitation of Offenders Act 1974

Ex-offenders have to disclose information about spent, as well as unspent convictions if the job for which they are applying is exempted from the Rehabilitation of Offenders Act 1974.

How this affects working at Quest

All school based jobs are exempt from the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group.

Applicants must, therefore, disclose all spent and unspent convictions.

All applicants who are offered employment in a school will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced DBS (check) may also contain non-conviction information from local police records which a chief police officer thinks may be relevant.

Having a criminal record will not necessarily bar someone from working in a school. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant.

The Quest School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

When reaching a recruitment decision, the following factors will be taken into account:

- 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 applicants circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered of the offending person.

There are, however, particular offences that would automatically prevent an offer of employment in a school being confirmed. These include:

- Rape
- Incest
- Unlawful sexual intercourse
- Indecent assault
- Gross indecency
- Taking or distributing indecent photographs

Other offences which make it unlikely (although not automatic) for an offer of employment in a school to be confirmed include the following:

- Violent behaviour towards children or young people
- A sexual, or otherwise inappropriate relationship with a pupil (regardless of whether the pupil is over the legal age of consent)
- A sexual offence against someone over the age of 16

- Any offence involving serious violence
- Drug trafficking and other drug related offences
- Stealing school property or monies
- Deception in relation to employment as a teacher or at a school, for example false claims about qualifications, or failure to disclose past convictions
- Any conviction which results in a sentence of more than 12 months imprisonment
- Repeated misconduct or multiple convictions unless of a very minor nature.

What is a disclosure discussion?

A disclosure discussion is a conversation with the applicant to understand the context of their criminal record, and any circumstances surrounding their offences. This discussion will take place with the Head teacher and the Human Resources Manager.

Quest ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Appendix B below is a template for this disclosure discussion.

If the convictions are very clearly minor and/or were committed a very long time ago, Quest School may feel confident that the risks relating to employing that person are low, and that a formal disclosure discussion isn't necessary.

The following types of offences are generally considered minor:

- Fare avoidance
- Electoral offences
- Littering/fly tipping
- Poaching/fishing/hunting
- Using TV equipment without a licence
- Motoring offences (excluding drink driving)
- Urinating or smoking in an enclosed public space
- Offences related to drunken behaviour (excluding drink driving)
- Offences related to the use of insulting or offensive language (except where the language relates to protected characteristics)

Generally, a disclosure discussion will be required if:

- The person isn't barred, but has convictions that don't immediately seem minor
- The conviction may be relevant to the role they've applied for
- The check suggests a previous pattern of offending (for example, if they've repeated the same offence multiple times, or their offences have become more serious over time)
- Listed offences occurred recently

Appendix B

Recruitment of Ex-Offenders – Disclosure Discussion Template

NAME OF APPLICANT:	
ROLE APPLIED FOR:	
DATE OF DISCUSSION:	
NAMES OF STAFF MEMBERS PRESENT:	

	NOTES ON APPLICANT'S RESPONSE	ACTIONS/FOLLOW-UP REQUIRED
STANDARD QUESTIONS		
<p>Would you please explain the details of your conviction(s) for <input checked="" type="checkbox"/>? We'd like to know:</p> <ul style="list-style-type: none"> • What happened • Who was involved • Why it happened • How old you were at the time of the offence <p>Note: Be aware that minor, spontaneous misdemeanors aren't always explicable. Just because someone can't explain why something happened doesn't mean you shouldn't consider them.</p>		
<p>Were there any circumstances around your offence(s) that you would like to share?</p> <p>Note: If the applicant needs further clarification, you might wish to suggest they mention issues they may have struggled with at the time of the event(s), such as:</p> <ul style="list-style-type: none"> • Bereavement • Depression or mental health needs • Alcohol or drug dependency issues • Financial difficulties • Personal traumas 		

	NOTES ON APPLICANT'S RESPONSE	ACTIONS/FOLLOW-UP REQUIRED
Have the circumstances around the offence(s) changed? If so, how?		

	NOTES ON APPLICANT'S RESPONSE	ACTIONS/FOLLOW-UP REQUIRED
<p>OPTIONAL QUESTIONS</p> <ul style="list-style-type: none"> ➤ Ask these questions if the types of sentences indicated on the DBS certificate suggest that asking about rehabilitation, support or probation may be relevant ➤ This is most likely to apply where convictions resulted in a sentence other than a fine or caution ➤ Note that even if the applicant was once supported by a probation officer (or similar), they may not be able to contact them now, or the officer may not be willing to work with employers. This is likely to be the case if an applicant received a conditional discharge or reprimand, or their sentence has ended 		
<p>Have you taken part in any relevant rehabilitation or support programmes?</p> <p>What other positive steps have you taken to address your history of offending, or your motivations behind offending?</p>		
<p>Is there anyone supporting you in dealing with your convictions and/or trying to find work?</p> <p>Would you be happy for us to contact them?</p> <p>Note: It's unlikely that someone who's currently serving a sentence or out on licence (and who would have access to a probation officer as a result) would apply for a role in a school.</p>		