



RECRUITMENT, SELECTION AND DISCLOSURE PROCEDURE AND POLICY

This is a combined policy that applies to King's School, Bruton and Hazlegrove Preparatory School.

Introduction

King's Bruton and Hazlegrove are committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. It is important that we adopt a robust recruitment procedure when recruiting and on-boarding prospective employees, volunteers, and contractors. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of this policy are as follows:

- To ensure that the best possible staff are recruited based on 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 2025) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA). The Prevent Duty Guidance for England and Wales 2024 (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.

Scope

All employees and volunteers who are involved in the recruitment and selection of staff, all relevant staff and volunteers are expected to be familiar and comply with this policy and procedure.

Data protection

The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to 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 (previously known as the National College for Teaching and Leadership (NCTL)). 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 the Staff Privacy Notice.

Recruitment and selection procedure

All applicants for employment will be required to complete an Application Form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms may be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form, although it may be accepted to support a completed application form. Applicants will receive a job description for the role applied for. Relevant documents relating to the post can be emailed or posted to applicants on request.

A copy of our Safeguarding and Child Protection Policy is included in the Application pack. Where a candidate has signed their Application Form electronically, they will be asked to sign a hard copy prior to interview. All shortlisted candidates will be asked to complete a Self-declaration of their criminal record prior to interview. Self-declaration is subject to Ministry of Justice Guidance on disclosure of criminal records and more information can be obtained from the Government website.

The applicant may then 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 be questioned at interview about their suitability to work with children.

Candidates will be interviewed by at least two people and at least one person conducting the interview will have undertaken safer recruitment training. Candidates may also be interviewed individually by several colleagues.

If it is decided 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 considers 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 receipt of two or three 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.
- 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.
- Where the position amounts to regulated activity, the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory
- Where the position amounts to regulated activity, confirmation that the applicant is not named on the Children's Barred List.
- 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.
- Confirmation that the applicant is not disqualified from working in connection with early or later years provision.
- 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 the School decides are necessary because of the applicant having lived or worked outside of the UK, including an EEA check where appropriate, which may include an overseas criminal records check, certificate of good conduct or professional references.; and
- Completion of the School's Safeguarding training within a reasonable time of commencing work at the School.
- Completion of the School's Prevent training relevant to their role within a reasonable time of commencing work at the School.

Pre-employment checks

In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) (England) Regulations 2014 and the National Minimum Standards for Boarding Schools and the Education and Training (Welfare of Children) Act 2021 the School carries out several pre-employment checks in respect of all prospective employees.

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. This will include online and social media searches of all shortlisted candidates. Any findings will be discussed during the interview.

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

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications 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 (See Appendix 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 (See Appendix 1).
- Original documents confirming any educational and professional qualifications referred to in their application form.

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

The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

References

References may be taken up on short listed candidates prior to interview. Please note that no questions will be asked at this stage about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt 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.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism". All referees will be sent a copy of the job description 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 false, unsubstantiated, or malicious; and
- 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 false, unsubstantiated, unfounded, or malicious.
- Whether the applicant could be involved in "extremism" (see the definition of "extremism" at section 7 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. Teachers will be expected to have their previous Head as one of the referees

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.

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.

Criminal records check (Disclosure and Barring Service (DBS) 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.

DBS filtering rules

Since 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 DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

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

An adult conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- Eleven years have elapsed since the date of conviction.
- It is the person's only offence.
- It did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of specified offences which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of specified offences.

For those aged under 18 at the time of an offence

A conviction will be removed from a DBS disclosure if:

- Five and a half years have elapsed since the date of conviction; and
- It is the person's only offence; and
- It did not result in a custodial sentence.

The conviction will not be removed under any circumstances if it appears on the list of specified offences, or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of specified offences.

The list of specified offences which must always be disclosed

This contains many offences, which includes certain sexual, violent, and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. 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>

Regulated activity

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (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 maintained by the DBS.

Any position undertaken at, or on behalf of, the School (whether paid or unpaid), 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 considering all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include a post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

The DBS disclosure certificate

The DBS issues a 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 within a week of it being received by the applicant. Applicants will therefore need to bring the original certificate into the School. A convenient time and date for doing so should be arranged with HR as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in the original certificate by recorded delivery within one week of the original disclosure certificate being received. Original certificates must be sent to HR. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School. If the candidate is unable to provide the original certificate their employment with the School may not be able to proceed, or continue, if they have already commenced work.

DBS Update Service

The School encourages employees to register for the DBS Update Service as the DBS becomes fully portable across employers.

Any person can join the DBS Update Service at the point at which a new application for a DBS is made. Subscription to this service enables future status checks to be carried out that confirm that no new information has been added since the original check was carried out. This service allows free online checks to identify whether there have been any changes since the initial certificate was issued and advise whether the individual should apply for a new DBS. Individuals will also be able to see a full list of organisations that have carried out status checks.

To use the Update Service, we will obtain the individual's consent to carry out an online status check with the DBS. The School will also confirm that the identity of the individual matches the DBS Certificate. To use the online update service, the original DBS must be valid for the children's workforce and have the correct level of check for the job being applied for.

Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure, the Head (teaching staff) and Bursar (support staff) has discretion to allow an individual to begin work pending receipt of the disclosure. 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 and risk assessment have been put in place.

Separate Barred List Checks

Separate barred list checks must only be carried out in the following circumstances:

- For newly appointed staff who are engaging in regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS).
- Where an 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 School.

Overseas Applicants and Applicants with periods of overseas residence

Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. The School is mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. Further information can be obtained from The Home Office who provide guidance on criminal records checks for overseas applicants which can be found on GOV.UK.

Whilst there is no requirement the School to obtain an enhanced DBS Certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a School in England, in a post which brought the person into regular contact with children. 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 consider the 'DBS unusual addresses guide' in such circumstances. The School will assess each applicant's situation on its own merits.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff and prospective employees/contractors/volunteers in the School. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, the School will make any further checks that are felt to be appropriate so that any relevant events that occurred outside the UK can be considered fully before any recruitment decision is made.

Following the UK's exit from the EU, the School will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether it was in an EEA country or the rest of the world.

These checks could include, where available:

- Criminal records check for overseas applicants - Home Office guidance can be found on GOV.UK.
- For teaching positions, we will require a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.
- Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available, we will seek and undertake alternative methods of checking suitability for employment working with children and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

It is noted that holding a teaching qualification (wherever it was obtained) does not provide suitable assurances for safeguarding purposes that an individual has not been found guilty of any wrongdoing or misconduct, and or is suitable to work with children.

Work can only commence once sufficient information has been received and the School are satisfied that the person has met the School's compliance criteria to commence work at the School.

Overseas Applicant Resources:

- Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database.
- Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

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 applicants for roles which involve teaching work (and their referees) to declare in the application form 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.

It is the School's position that this information must be provided to fully assess the suitability of an applicant for a role which involves teaching work. 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 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 carries out this check, and requires associated information, for roles which involve teaching work. In doing so 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.
- 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.

All appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK the School will ask the applicant whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the Teaching Regulation Agency Teacher Services system.

Prohibition from management check

A section 128 direction of the Education and Skills Act 2008 prohibits or restricts an unsuitable individual from participating in the management of an independent School.

The School will carry out checks for such 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.
- 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.

It also applies to appointments to the governing body. 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 applicants for management roles to declare in the application form 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.

It is the School's position that to fully assess the suitability of an applicant for a management role they must be provided with the above information. 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 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.

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.

Definitions

EYP includes usual School activities and other supervised activities for a child up to 01/09 after the child's 5th birthday, which takes place on the School premises outside of the normal School day.

LYP includes provision for children not in EYP and under the age of 8 which takes place outside of the normal School day e.g., Breakfast Clubs, School Clubs and Holiday Clubs. Extended School hours for co-curricular activities are excluded.

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.

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.

Disqualification under the Childcare Act (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.

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.
- Having been prohibited, restricted, or disqualified from private fostering.

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 their 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.
- 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.

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".

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. Each 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.

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.

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.

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 Medical Questionnaire. The information contained in the Medical Questionnaire will be reviewed against the Job Description for the 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 there are any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of the 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.

Contractors and agency staff

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. The School requires written confirmation from

the contractor that it has completed these checks on all those individuals whom it intends will work at the School before any such individual can commence work at the School.

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

The School will independently verify the identity of individuals supplied by contractors or an agency and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.

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.

Where an enhanced DBS disclosure is not sought, 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.
- An informal safer recruitment interview.

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

All visiting speakers will be subject to the School's usual visitor protocol. This will include signing in and out at Reception, the wearing of a visitors' badge always 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 Visiting Speaker Policy (King's) or Visiting Policy (Hazlegrove), the Prevent Duty Guidance and the definition of extremism set out in KCSIE which states:

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

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

Retention of documents – Sensitive Data

We do not keep copies of DBS Certificates to fulfil the duty of maintaining the Single Central Register (SCR). If a copy of the original certificate is retained, we must satisfy the requirement that there be a valid reason for retaining this document. Where any document retained contains sensitive personal data it will be held separately and securely. Access will be recorded and be on a need-to-know basis only.

Policy on recruitment of ex-offenders Background

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

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 for those to which the DBS filtering rules apply.

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 attempt 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.

- It has serious concerns about an applicant's suitability to work with children.

Assessment criteria

If 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.
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

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 or drug driving within the last ten years.

Assessment procedure

If 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 the Head or Bursar of the School before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, he / she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, 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.

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 but is under no obligation to do so.

Referrals to the DBS and Teacher Regulation Agency (TRA)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual: -

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

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

Queries

If an applicant has any queries on how to complete the application form or any other matter, please contact the HR Manager.

Linked Policies

- GDPR and DBS Data Retention [click here](#)
- Safeguarding and Child Protection [click here](#)

Legislation, Guidance and Directives

- Keeping Children Safe in Education (2025)
- Disqualification under the Childcare Act 2006 (DUCA)
- The PREVENT Duty Guidance for England and Wales 2024
- Data Protection Act 2018 and GDPR 2018 Education Act 2002
- Rehabilitation of Offenders Act 1974 and subsequent amendments
- The Police Act 1997 and amendments
- Safeguarding Vulnerable Groups Act 2006 (and subsequent amendments)
- Education and Skills Act 2008
- Childcare Act 2006

- Teachers' Disciplinary (England) Regulations 2012
- National Minimum Standards for Boarding Schools and the education and Training (Welfare of Children) Act 2021
- Education (Independent School Standards) (England) Regulations 2014

IDENTITY DOCUMENTS

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK

Document	Notes
Firearms licence	UK, Channel Islands, and Isle of Man
All driving licences must be <u>valid</u> .	

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date

Document	Notes	Issue date and validity
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16- to 19-year-olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid