



Felsted

# SAFER RECRUITMENT POLICY AND PROCESS

**COVERING BOTH SCHOOLS  
INCLUDING EYFS AND BOARDING**

<b>Governors' Committee normally reviewing:</b>	Governance Committee
<b>Date last formally approved by the Governors:</b>	Spring Term 2023
<b>Date policy became effective:</b>	January 2010

<b>Period of Review:</b>	Annually
<b>Next Review Date:</b>	Spring Term 2024

<b>Person responsible for implementation and monitoring:</b>	Human Resources Manager
<b>Other relevant policies:</b>	Safeguarding (Child Protection and Staff Behaviour) Policy Site Security Policy Whistleblowing Policy

The following Policy encompasses the Aims and Ethos of the Preparatory School and the Senior School

[Aims and Ethos](#)

**SAFEGUARDING STATEMENT**

*Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.*

**EQUAL OPPORTUNITIES STATEMENT**

*The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.*

## **SAFER RECRUITMENT POLICY AND PROCESS SUMMARY**

### **1. Policy Statement**

Felsted School (“the School”) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In this context it is vital that the School applies recruitment and selection procedures that identify people who are unsuitable to work with children or young people.

Felsted is committed to meeting the statutory regulations and Independent Schools Inspectorate (ISI) guidance and requirements necessary for the safe recruitment of all staff.

### **2. Aims**

- To help deter, identify or reject people who might abuse children or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for children by ensuring that all staff are suitably trained in recognising and responding to signs of abuse.

### **3. Review**

The Safer Recruitment Policy and Process will be reviewed regularly and at least annually in order to consider the effects of change including legislative change. This policy is subject to annual review by the Governance Committee and reported on by that Committee to the Full Governing Body.

### **4. Recruitment Procedures and Appointment Checks**

This process is for the recruitment and appointment of all staff, including teaching and operational staff, contract staff, volunteers and governors (where appropriate). There are slightly different procedures for different employees and these have been noted accordingly.

In order to ensure safer recruitment Felsted School will:

1. Have a satisfactory recruitment process recorded in writing.
2. Ensure that when a post is advertised, the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children and (if the role is regulated activity relevant to children) that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
3. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people and specific reference to suitability to work with children.
4. Request a full application form, and provide a statement to the applicant that any previous employer may be approached for a reference. The applicant will physically sign a hard copy of the application at the point of interview.

5. Shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people (from the interview panel) will carry out the shortlisting exercise, ensure an explanation of any gaps, discrepancies or anomalies in the application form, and hold a written record that the explanation is satisfactory.
6. Check an applicant's previous employment history and experience.
7. As part of the shortlisting process, the HR department carries out an online search as part of the due diligence on shortlisted candidates. The purpose of the search may help identify any incidents or issues that have occurred, and are publicly available online, which the School may wish to explore with the applicant at interview. The School will inform shortlisted candidates that online searches will be carried out.
8. Check whether the candidate is registered with the DBS Update Service. A barred list check will still be required.
9. Gain at least two written references (for both internal and external candidates) from a senior person with appropriate authority, including the most recent employer, with a reference request that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant.

Reference requests should be made in advance of the interview in order to confirm character, employment and personal history as stated on the application form and qualifications for the job and to allow any concerns raised to be explored further with the referee and taken up with the candidate at interview. References will be verified, which may include contact by the School with referees directly, including where electronic references are received, to ensure that they originate from a legitimate source.

10. Hold an interview with a written record of the outcome using a designated interview sheet. At least two people will be on an interview panel, at least one of whom will be safer recruitment trained, in order that one can keep a proper record of the interview whilst the other interviews. Both would have authority to appoint and a meeting prior to interview would have established agreed issues, competency-based questions, assessment criteria and standards including safer recruitment questions.
11. Carry out other assessments with clear purpose such as lesson observation to assess skills in the classroom and 'walk about' to assess technical understanding of the role.
12. Gain proof of qualifications and check qualifications are from the relevant body where qualifications are taken into account when making the appointment.
13. Verify the successful candidate's identity and right to work in the UK. Check identity against an official document such as a passport or birth certificate.
14. Carry out an Enhanced (including Barred List) DBS check for all staff.
15. Carry out an Enhanced (including Barred List) DBS check and have a completed signed agreement for any adults living on site.

16. Carry out overseas checks where an applicant has lived/resided overseas within the last ten years, with checks to be undertaken for a minimum of the most recent five years.
17. Carry out a Teaching Regulation Agency (TRA) check via Teaching Services on teaching staff, to check that they are not subject to a prohibition from teaching order.
18. Individuals who have worked outside of the UK are asked to provide a letter from the professional regulating authority in the country (or countries) in which the applicant has worked, confirming if they have imposed any sanctions or restrictions or if they are aware of any reason why the individual may be unsuitable to teach.

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

19. Where staff work in, or are involved in the management of the School's early years or provision of care for pupils under the age of eight, the School will check whether those staff are disqualified under the Childcare Act 2006 (July 2018). Staff who are disqualified may apply to Ofsted for a waiver of disqualification, unless they are barred from working with children.
20. Ensure that those who commence work in a management capacity, including staff promoted internally, have the necessary S128 check and that they are not prohibited from a management position within a school.
21. Verify that the member of staff is medically fit to carry out the duties of the post applied for.
22. Make offers of appointment subject to a satisfactory Enhanced (including Barred List) DBS check, references satisfactory to the School, Right to Work in the UK check, medical fitness, qualification proof and Prohibition from Management, Disqualification under the Childcare Act 2006 (July 2018), Prohibition from Teaching (TRA), letters of professional standing (for teaching positions) and overseas police checks (where required).
23. Where the Enhanced (including Barred List) DBS check is delayed, the School will only permit a member of staff to commence work when a separate barred list check has been undertaken, all other necessary checks have been confirmed as satisfactory, both references have been received, the DBS form has been submitted and a full risk assessment has been carried out. Staff working under a risk assessment must be supervised at all times and must not have unsupervised access to pupils.
24. For agency / third party Workers: Gain confirmation from employment agencies (and other businesses that may supply staff) that DBS and other necessary pre-employment checks are in place for their staff when we commence using their services. This is gained via a form template (available from HR). The individual is required to show photographic ID on day one.
25. For use of Taxi Companies: Written Confirmation from a limited list of taxi companies that satisfactory DBS / employment checks are in place for their employees for taxis booked to convey pupils.

## **5. Planning and Advertising**

Managers or the HR Department will be expected to complete a pre-recruitment authorisation form via the Schools' Applicant Tracking System (ATS) detailing salary, need for post, location and gain authorisation from the Bursar. Advertising will be in the most appropriate medium for the role and will always be advertised internally and/or externally. The advertisement will include a note that an Enhanced (including Barred List) DBS check and all other relevant checks are required. When applicants respond to an advertisement they will be directed to an information pack or job description.

## **6. Shortlisting and Interview**

The manager will be responsible for shortlisting applicants on the basis of suitability against the job description/person specification using blind recruitment practices. Selected applicants will be invited for an interview and will be informed in advance of the requirements for the day including any presentation, testing and those who will be on the interview panel. At least two people will be on the interview panel, at least one of whom will be safer recruitment trained. Notes will be taken at the interview of the answers candidates give. Any gaps in employment history will be explored, along with relevant safer recruitment questions. Where it is appropriate, references will be taken up prior to the interview.

## **7. Conditional Offer of Employment and Pre-employment Checks**

This will be made once the recruitment panel has seen all candidates and is conditional on receipt of two satisfactory references, satisfactory Enhanced (including Barred List) DBS check, proof of identity and Right to Work in the UK, sight of required professional qualifications, satisfactory medical clearance, Disqualification under the Childcare Act 2006 (July 2018) declaration (if required), a TRA teaching check, and prohibition from management check and any overseas checks. Any documentation in relation to unsuccessful candidates will be passed to HR for storage (for a maximum of 12 months) and to inform candidates.

The candidate will receive a conditional offer letter, details in regard to DBS completion (incorporating prohibition from management, prohibition from teaching and disqualification check), medical questionnaire, new employee form and any other job-related documents. A contract of employment will be drawn up and issued with or after the conditional offer letter for signature. A personal file for the candidate will be created, along with relevant new starter documentation. In addition, an induction or welcome pack will be made available when the candidate commences employment.

## **8. Induction and Probation**

Induction and training (including online safety) are in line with advice from the partnership arrangements for the Essex local authority (Essex Safeguarding Children Board). Content of staff induction training is outlined in the School's Safeguarding (Child Protection and Staff Behaviour) Policy.

On commencing their role, the new starter will receive an induction. This will be created by their line manager and will include matters such as IT equipment/logins, security pass, health & safety details, child protection training, HR relevant procedures and role specific matters. If there are particular issues apparent during a staff member's probationary period, these are to be addressed via the Line Manager in conjunction with the Head of Human Resources (HR). If necessary, termination during the probationary period can be an option if the staff member is unsuitable/unable to perform the role for which they were

appointed. On successful completion of the probationary period, the new starter's line manager will inform HR who will write to the individual to confirm and send out any necessary information.

## **9. Keeping of Records and Storage of Recruitment Information**

The School records within the HR system and a printable copy of the School's Single Central Record (SCR), whether, or not (if not required), checks have been made and, if so, the dates of those checks.

As with any HR related information, storage of recruitment related documentation is handled with care in line with the Data Protection Act 2018. In order to ensure that only suitable candidates are recruited at the School, full records are kept on file for successful applicants. This includes reference details, application forms, medical questionnaire, copies of qualifications, interview notes, DBS disclosure details, Barred List check, identity check, disqualification under the Childcare Act 2006 (July 2018) declaration, prohibition from teaching, overseas police checks, letter of professional standing from overseas, prohibition from management checks and Right to Work in the UK. All staff files are kept in a secure environment

Records of unsuccessful applications are stored for one year.

Where a new DBS check is carried out for an existing member of staff, the date of the original certificate at the time of initial appointment will continue to be stored on the SCR, along with the date of the new DBS certificate.

.. Copies of DBS check may be retained should there be a valid reason but will not be kept for longer than six months. The School will keep a record of the fact that vetting was carried out, any disclosure details, the check number and the date seen, to demonstrate compliance..

## **10. Disclosure and Barring Service**

The School will refer to 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

[https://www.gov.uk/government/publications/dbs-code-of-practice.](https://www.gov.uk/government/publications/dbs-code-of-practice)

**10.1** It is our commitment to ensure that:

- An Enhanced DBS (including Barred List) check is carried out for all staff before starting employment with the School. *See 4.23 for the procedure where the DBS check is delayed.*
- The DBS process also applies to the spouse and eligible children of staff, other family members and any staff (whether resident or non-resident) directly employed by the member of staff living on the School site.
- Where sub-contractors attend site, they will be required to follow the procedures set out in section 11 of this policy.
- Completed, signed and authorised forms are submitted to the DBS (via Atlantic Data) by the HR Department, led by the Head of HR, who have direct responsibility for the timely submission and monitoring of forms. Returned certificates that meet Felsted's standards have an identification/check number which is noted on the Single Central Record.

- Returned DBS forms that identify disclosed offences will be reviewed under a Risk Assessment by the Head of HR, Head and/or Bursar, with reference to the Head of Department and the individual requirements.
- Consideration is given under the Risk Assessment as to whether the offence is relevant to the applicant's employment.
- As part of the Risk Assessment, consideration will be given under the terms of the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- As a School where regulated activity occurs, under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), applicants are obliged to disclose spent convictions in addition to any unspent convictions.

## **10.2 Policy on the Recruitment of Ex-Offenders**

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment within the School. Instead, employment will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

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

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 DBS 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;

- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- 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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- 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 of 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.

#### **10.4 Disclosure and Barring Service Filtering Rules**

Filtering is the term used to describe the process that identifies which criminal records will be disclosed on a Standard or Enhanced DBS certificate. Certain old or minor offences may not be disclosed on DBS certificates. These are known as 'protected' offences.

There is a list of offences that will always be disclosed on a Standard or Enhanced DBS certificate (unless they relate to a youth caution). These are known as 'specified offences' and are usually of a serious nature or are relevant for safeguarding children and vulnerable adults.

Filtering rules were first introduced on 29 May 2013 that removed certain old and minor conviction information from the Exceptions Order of the Rehabilitation of Offenders Act. Following a Supreme Court ruling, the filtering rules were further updated on 28 November 2020.

The updated filtering rules apply for any Standard or Enhanced DBS Check processed after 28 November 2020. For further information, please visit: <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

The Schools' Policy Statement on the Recruitment of Ex-offenders can be found on the School Website: <https://www.felsted.org/employment-opps>.

### **10.5 When a conviction has been disclosed**

A Risk Assessment must be completed as part of the decision made in relation to the applicant's employment. Where the decision is to continue with the employment, taking into account the Risk Assessment, all relevant parties must be informed.

Where the relevant parties do agree with the employment, the Head of Department will notify the employee and HR will write to the employee confirming the basis of their employment. In the event that the relevant parties do not agree with the employment, the Head of HR/Head of Department will notify the applicant immediately and their offer of employment is withdrawn.

The Risk Assessment form must be raised by the Head of HR, or nominee, for any DBS Certificate that has any convictions, cautions, court orders, reprimands or warnings (both spent and unspent). Where it is assessed by the Head of HR that the entry on the DBS Certificate does not affect the employee's role, confirmation will be sought from the Head or Bursar and the Risk Assessment will be added to the personnel file accordingly. The staff member will be required to read, understand and sign the Risk Assessment prior to work commencing or continuing.

Where the Head of HR decides that an entry merits a review by the relevant Head of Department, the partially completed form will be passed to the Head of Department who will interview the employee.

Where the decision is to terminate the employment or withdraw an offer then this must be carried out in line with the disciplinary and recruitment procedures as necessary.

Where the decision is to continue with the employment or offer, then the procedure is as detailed above.

### **10.6 Changes for existing staff**

Current staff who have a substantial change in their role and responsibilities, including but not limited to pastoral leadership, Senior Leadership Team (SLT), Prep Leadership Team, Head of Department (HoD), Head of Operational Department (HoOD) or any other leadership position, will be subject to a new Enhanced (including Barred List) DBS check.

It is the responsibility of all employees and workers (including external coaches and contractors) to declare any convictions, cautions, court orders, reprimands or warnings (both spent and unspent) they receive during the course of their employment to their Line Manager/Head of Department or the Head. If required, the matter will be investigated via the Disciplinary Procedure accordingly and risk assessments carried out as required along with a new Enhanced (including barred list) DBS check.

## **11. Contractor Procedures**

Supervised contractors: The School recognises that contractors may not be engaging in regulated activity or be unsupervised. It is a requirement that supervised contractors sign in and out, and are escorted at all times whilst on the premises by a member of staff. This includes contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school premises. This also applies to contractors or visitors who are on site outside school hours when pupils (including Summer School pupils) are not present.

Regular or unsupervised contractors: Regular site contractors (visiting at least once a term and/or carrying out any work unsupervised) must follow similar procedures to employees. It is the responsibility of the respective Head of Department to ensure that

the Works Department is contacted before any external contractor is invited to carry out work on the School site. All regular or unsupervised contractors are required to complete the Contractor's Registration Form to demonstrate they are suitably vetted and the appropriate checks including an Enhanced (including Barred List) DBS check (or Enhanced if not in regulated activity) have been made by their employers. The School will obtain a DBS check for a contractor unable to obtain a check directly, for example a self-employed individual.

An annual briefing takes place for all regular contractors and every contractor receives a short briefing by a member of the Works Department at the start of every visit.

All contractors must sign in and out at the School's Works Department and are required to wear the contractor identification provided.

A register of contractors is held by the Estates Manager.

## **12. Protocol for casual staff, volunteers, sports coaches, trip support, visiting speakers and resident adults on site**

Casual staff, volunteers, sports coaches, trip support, visiting speakers and / or resident adults can only be invited onto the School site or take part in school business with prior permission of HR and once the appropriate checks, volunteer, contractor or visitor checks have been carried out.

A resident individual employed and checked by the School is responsible for personal guests at all times.

Only School staff and external tutors approved through the School's external coaches and tutor's procedure can tutor (i.e. provide additional subject tuition sessions) on the school premises. No private arrangements can be made which bring outside tutors onto school property without the relevant checks having been carried out by the HR Department and training attended by the tutor.

All casual staff will be subject to the relevant pre-employment checks, including an Enhanced (including Barred List) DBS check, even if they have no direct contact with children.

All casual staff are required to be on site every three months or more frequently in order to maintain their current pre-employment checks. If there is a lapse in the three months, new checks are required. People such as Peripatetic Music Teachers, Art Models, Volunteers, Casual Catering and Domestic staff, self-employed Coaches must adhere to this. A sensible solution to this is to offer a training session at relevant points in the year where these people come on to site, sign in and are updated on any CPD requirements and changes to policy or practice for their area. The Line Manager is responsible for arranging the meeting and the keeping of records.

All staff (including casual staff), volunteers, approved coaches/tutors and contractors, will wear their identification/visitor badges on site at all times.

Anyone who has not been issued with an official Felsted ID badge but is approved to be on the School site must sign in and get an appropriate pass from Reception or the Works department.

Any person volunteering on a school trip must be accompanied at all times by a staff member in regulated activity. If the volunteer is used regularly (i.e. more than twice in a month) or is unsupervised they must have a Enhanced (including Barred List) DBS check

and any other relevant checks. If a volunteer transfers from a voluntary to a paid role a new Enhanced (including Barred List) DBS check and any other relevant checks must be carried out.

Anyone over the age of 16 living on the School site (and not on the School roll) or a personal visitor who visits more than once a month, must also undergo an Enhanced (including Barred List) DBS check and must have completed the signed agreement for any adults living on site. It is the responsibility of the householder and a condition of the tenancy to inform the Human Resources Department and to request that checks are carried out.

Any third party who works for a company must have all the relevant checks completed and provide the School with a completed Third Party Form. Any self-employed person who requires assistance gaining a relevant DBS check may use the School's services to do so but this will be at the cost to the self-employed person.

PGCE students are able to be on site so long as written confirmation has been obtained from their University that all relevant checks have been completed. A copy of their ID (such as a passport) shall be required. These should be passed to Human Resources for record keeping purposes.

Work experience students are permitted on site so long as this has been pre-authorized by the Head of Department/SLT member and they are continually supervised. They need to sign in and out at Reception every day and must be accompanied at all times, including lunch and any free time. Work experience placements shall last no longer than two weeks and shall not have access to Pre-Prep (Reception to Year 2). Where work experience placements last longer than two weeks, the placement shall be deemed as a 'volunteer' and the usual volunteer checks will apply.

No person can start work (paid or unpaid) on site prior to receiving an Enhanced (including Barred List) DBS check and all other relevant checks, apart from in exceptional circumstances. If this does need to occur then (subject to approval from the Head of HR) a DBS must already have been applied for, all other checks must be in place, a Barred List Check undertaken and a full Risk Assessment be in place and updated fortnightly by the Head of Department/line manager until the DBS is through and cleared.

DBS checks are not transferable for the purposes of usage at the School unless they are specifically via the DBS Update Service which the individual has signed up to. On checking via the Employer's Update Service Portal, where the outcome of a valid Status check is: 'This Certificate remains current as no further information has been identified since its issue', 'This Certificate remains current and further information has been identified since its issue' or 'This Certificate is no longer current' will require a new DBS check to get the most up to date information'. The School may be required to process its own Enhanced (with Barred List) DBS check depending on the result of the update check received.

Any visiting speakers must always be accompanied by a member of staff who will oversee the content of the talk and their visit. A Visiting Speaker Form must be signed and approved by the Head (Prep) or Deputy Head (Senior) before the speaker visits the School.

Where an individual or organisation is using the school premises for the purposes of running activities for children and/or vulnerable adults (for example community groups, sports associations, or service providers that run extra-curricular activities). Where these services or activities are not under the direct supervision or management of the School, the School will seek assurance that any individual or organisation has appropriate

safeguarding and child protection policies and procedures in place (and the School will inspect these as needed); and ensure that there are arrangements in place for the provider to liaise with the School on these matters where appropriate. When considering the safeguarding arrangements any providers have in place the School will have regard to the DfE's non-statutory guidance 'Keeping children safe in out-of-school settings' (April 2022).

### **13. Roles and Responsibilities**

The Heads hold responsibility for the compliance of the Safer Recruitment Policy and Procedure at Felsted.

They will ensure that effective recruitment policies and procedures are in place for the management and control of the Safer Recruitment Policy and Procedure.

To meet these responsibilities, they are assisted by the Head of HR who will be responsible for providing advice, guidance and best practice.

The Heads and the Bursar will ensure that adequate resources in terms of finance, resource and time are provided as necessary in order to meet the Safer Recruitment Policy and Procedure and operational needs.

#### **The Heads are responsible for:**

- Providing adequate resources for the management of the Safer Recruitment Policy and Procedure.
- Implementing the requirements of the Safer Recruitment Policy and Procedure and where necessary supplementing this to ensure compliance.
- Monitoring the effectiveness of the Safer Recruitment Policy and Procedure and instigating improvements if it is failing.
- Ensuring that the Bursar, HR and Heads of Departments are aware of their responsibilities and that they receive appropriate training to meet these requirements.
- Ensuring that all employees comply with the policy.
- Ensuring that safer recruitment responsibilities are clearly annotated in all job descriptions.

#### **The Bursar, Heads and Heads of Department (teaching and operational) will:**

- Ensure that they are aware of their responsibilities with regard to the management of the Safer Recruitment Policy and Procedure in their respective departments.
- Ensure that all relevant applicants complete the appointment and recruitment checks documentation as part of the recruitment process.
- Ensure that any interview panel includes at least one person who has received approved Safer Recruitment Training.
- Discuss with the Head of HR any DBS information provided by potential applicants that could preclude their employment.
- Not employ any person convicted of a child or vulnerable adult related offence or who have been entered on the Sex Offenders Register.
- Ensure that all employees, volunteers and approved coaches/tutors wear Felsted issued Identification Badges when at work and only use nominated welfare facilities, such as toilets.
- Be responsible for the management and monitoring of employees/contractors/visitors on site to ensure that they comply with the Safer Recruitment Policy and Procedure and site visitor/contractor rules.

- Ensure that the contractor registration process is followed for any contractor invited to work on the School site.
- Ensure that all new employees awaiting DBS confirmation follow the Risk Assessment procedure.
- Liaise with the HR Department (coaches and volunteers) or the Works Department (contractors) before any work (paid or unpaid) is undertaken by any person who is not a member of school staff.
- Ensure that any visitors to the School are signed in via the School Reception, supervised at all times and that any visiting speakers follow the visiting speaker protocol.

**The Head of Human Resources will:**

- Bring to the attention of the Bursar any potential failings in process and/or procedure that could arise.
- Ensure that any legislative changes towards the Safer Recruitment process are reflected within the Policy and Procedures.
- Provide guidance to Heads of Departments on any safer recruitment issues and concerns affecting their regions and assist with problem solving.
- Be responsible for ensuring the satisfactory completion of relevant recruitment checks, as part of the recruitment process, for relevant employees.
- Be responsible for informing Heads of Departments of any concerns raised by information disclosed on the returned forms.
- Be responsible for ensuring timely resolution to any such issues, including the termination of applicants deemed unsuitable and dealing appropriately with current staff who receive a conviction whilst in employment via the appropriate procedures in line with the School's Safeguarding (Child Protection and Staff Behaviour) Policy and Keeping Children Safe in Education (DfE).
- Be responsible for the issue, monitoring and management of Risk Assessments in relation to entries on returned Disclosure forms.
- Bring to the attention of the Bursar any employee/potential employee for whom a Risk Assessment has been carried out.
- Ensure that the SCR is accurate and up to date and compliant with all relevant checks as required at the appropriate level for each person.

## Appendix A - Risk Assessment Form if conviction on DBS forms

Name of Applicant:	Position applied for:
<b>Considerations</b>	
Is Applicant debarred or disqualified from working with children?	<i>If so, it is an offence for persons banned from working with children to apply to work with children. You should inform the Police, DBS and/or the DfES Children's Safeguarding Operations Unit (formerly the Teacher's Misconduct Team).</i>
Type of offence/sentence given:	<i>Is the caution/conviction a "one off" or are there several? Are the cautions/convictions of a similar nature? Is the context behind the offence cause for concern (e.g. Was the conviction for an act of "self-defence" or a premeditated act)?</i>
Date of offence:	<i>Was the Applicant a juvenile or adult at the time of the offence? How long ago was the caution/conviction?</i>
Relevance to position applied for:	<i>Is the caution/conviction relevant to the role which will be undertaken? Does the position involve face to face contact or contact via ICT that may occur on more than one occasion?</i>
Level of accountability/responsibility:	<i>What level of supervision will the Applicant receive? Is the Applicant likely to be placed in circumstances similar to those in which he previously offended?</i>
Applicant's attitude to the offence:	<i>Does the Applicant show remorse? Does the Applicant take responsibility for the offence and recognise the harm that he/she caused?</i>
Mitigating circumstances:	<i>Were there particular personal circumstances at that time which led to the offence (e.g. Financial hardship, dysfunctional family) which have now changed?</i>



## Appendix B – Recruitment & DBS Process

### Position Identified

#### 1. Ensure Job Description is accurate

Should include job purpose, principal accountabilities, required skill set and person specification. Establish shortlisting criteria for shortlisting.

#### 2. Pre-recruitment Authorisation Form

Before the role is advertised, authorisation is needed from the Bursar. An online pre-recruitment authorisation form is completed via the School's recruitment system for the Bursar to approve or decline.

#### 3. Advertise Role

The advert will include a reference to the standard safeguarding statement of commitment to safeguarding and promoting welfare of children, and the need for the successful applicant to be Enhanced (including Barred List) DBS checked.

#### 4. Role Information Pack & Online Application Process

All applicants complete an online formal application form in order to ensure consistency in information obtained from candidates and to identify any employment gaps. The 'Role Information Pack' includes job advert, job description, information on Felsted School, application process and terms of appointment, including Recruitment of Ex-Offenders and Disclosure and Barring Service information.

#### 5. On Receipt of Applications

Scrutinise any discrepancies, anomalies, gaps in employment (via the recruitment system) and note to explore if the candidate is invited to interview. During the interviews at least one panel member will be Safer Recruitment trained (full list of trained staff is available from HR).

#### 6. Shortlist of Candidates

Applications are shortlisted by at least two individuals via the online recruitment system (using blind recruitment practices) against the criteria within the job description. Obtain professional references prior to interview where required and carry out online searches.

#### 7. Invite to Interview

Shortlisted candidates are invited to interview via the online recruitment system. Interview invitations will request proof of qualifications (where required), Right to Work in the UK documentation and completion of a DBS application form together with submission of three pieces of suitable ID. Should the applicant not be successful at their interview, all documentation submitted will be destroyed.

#### 8. Develop Interview Schedule and Questions

Include competency based interviewing questions (see Appendix J) based on the job description, appropriate safer recruitment questions & mandatory safer recruitment questions.

Decide on other alternative selection methods i.e. tour, presentation, lesson observation, test etc.

#### 9. References

Reference requests should be made in advance of the interview in order to confirm character, employment and personal history as stated on the application form and qualifications for the job. References will be verified as required. Where an applicant

has previously been employed by the School, at least one reference must be obtained from the School and any existing HR records checked.

#### **10. Interview**

At least two interviewers should be present, with at least one being Safer Recruitment trained. Both interviewers ask questions and take notes. The Safer Recruitment trained interviewer to focus on covering all the safer recruitment questions.

#### **11. After the Interview:**

Qualifications to be checked by the awarding body where necessary. Any anomalies highlighted in the interview will be further investigated through speaking with relevant previous employers. The successful candidate(s) will be contacted by the manager or HR department and offered the role. The unsuccessful candidates will be contacted by the HR department.

#### **12. Conditional Offer of Appointment & New Information Pack**

A conditional offer letter is raised subject to obtaining two references, medical clearance, qualifications (if applicable), proof of their Right to Work in the UK, an overseas Police check (if applicable) a Disqualification by Association Disclosure (where applicable), an overseas police check (where applicable), a prohibition from management check (where applicable) and a Disclosure and Barring Service check that is satisfactory. If the applicant is a teacher, to carry out an TRA (Teacher Services) and receive any certificates of good conduct / letters of professional standing as required from overseas checks. Only once these checks are received and satisfactory to us can the appointee commence employment.

A conditional offer letter is sent to the successful applicant along with a job description and contract of employment to sign and return. An electronic 'new employee pack' is sent to the new appointee to complete, including the latest Keeping Children Safe in Education document for schools and colleges and Annex A to read and sign to say they have read and understood. Official safeguarding training is arranged once the employee has commenced employment.

#### **13. Risk Assessments**

Only in an exceptional case pre-authorized by HR should an employee commence employment without DBS in place). In this incidence the children's barred list will be checked, both satisfactory references received and a risk assessment completed. At no time should this person be allowed to be on their own with children and must be accompanied at all times by another member of staff.

#### **14. Applicant Commences Employment**

The applicant commences employment. All pre-employment checks have been obtained. Their manager will work through an Induction Checklist with the new member of staff.

#### **15. Induction Process**

The new employee will be invited to attend the next Induction date. Induction lasts up to three hours and includes a HR Induction (policies & processes), Felsted Connect (benefits), Health & Safety training and a Child Protection session by a Designated Safeguarding Lead. The Induction process will include a local induction with the new employee's line manager (point 14 above) and registration to the Schools' online learning platform for essential online training.

## Appendix C - Pending Disclosure and Barring Service Risk Assessment

### RISK ASSESSMENT CHECKLIST

The Head of Department is responsible for carrying out the risk assessment of an employee where the school plans to start an employee before the DBS clearances are received. The Head of Department must take into account the employer's duties in law. In all cases the Head of HR must be aware of the risk assessment being carried out before the employee start date is agreed.

**Name of Employee:**

**Department:**

<p><b>The Nature of the Job</b></p> <p>What contact will they have with children? Face to face; 1:1; Group; Telephone etc. Frequency of contact with pupils? Daily; weekly, etc.</p>	
<p><b>What experience do we have of and what is known of the Candidate</b></p>	
<p><b>Has the Candidates DBS Check been submitted and their identity verified including photographic evidence and their address</b></p>	
<p><b>Has a Barred List check been completed</b></p>	
<p><b>Have both references been received and are they suitable?</b></p>	
<p><b>Has confirmation been received that the candidate is suitable to work with children</b></p>	
<p><b>What relevant safeguarding training has the candidate received prior to the commencement of this post? i.e. KCSIE</b></p>	
<p><b>Will they be in a position where they could build relationships?</b></p>	
<p><b>Consider the environment from the perspective of the children?</b></p>	

School is a safe environment they will not associate it with risk)	
<b>What are the risks?</b> Pupils, school reputation etc.	
<b>What measures and safeguards have we put in place to eliminate the above risks to pupils of the school? e.g. Supervision in place</b>  (supervised by another staff member, consider what will happen or how to avoid what happens if this person is called away)  <b>The nature of the supervision and the role of the staff undertaking the supervision should be clearly specified here.</b>	
<b>Possible reactions of employees, parents etc if any issue arose from starting an employee before clearances received.</b>	
<b>Date DBS Check submitted</b>	

**Advising the school:**  
Human Resources Manager

**Risk Assessment carried out by Head of Department:**  
Name.....  
  
Signed.....  
  
Date.....

<b>Review</b> A two weekly review will need to be carried out by the employee's line manager until the DBS certificate has been obtained	<i>Manager's initials and dates of each two weekly review:</i>
---------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

**Employee:**

I understand the need to work alongside someone who is DBS checked and not be on my own with pupils until the DBS is obtained and satisfactory to Felsted.

Signed.....  
  
Date.....

## Appendix D E - Invite to Interview Email

**SUBJECT:**

Felsted School - Interview Invitation Felsted School - Interview Invitation

**EMAIL:**

Dear <NAME>

Further to your recent application for the role of {JobTitle}, I am pleased to confirm that you have been shortlisted to attend an interview. Please select an interview time here on <DATE>:

{Timeslot Link}

When you arrive at Felsted, please make your way to Reception at the Senior/Prep School and ask for <NAME>. Your interview will last approximately <TIME> minutes and the persons interviewing you are as follows:

<MANAGER NAME AND JOB TITLE>

<MANAGER NAME AND JOB TITLE>

Your interview process will consist of a formal interview with the above panel plus a tour and an opportunity to meet the team.

Prior to your interview, please can you complete a Disclosure and Barring Service (DBS) application form via this link:. If we offer you the role, we would need to go ahead with a DBS check straight away. Please note, if you are not offered the post or decide not to accept the role, we will delete your online application.

Details on how to travel to us and a map of the School can be found on our website here: <https://www.felsted.org/contact-us/campus-map>.

If you have a medical condition and require any specific arrangements to assist you in your interview, please contact me to let me know.

I wish you every success in your interview. Please confirm your attendance by way of selecting a time slot in the above link. If you have any questions, please contact me on 01371 822622 or at [hr@felsted.org](mailto:hr@felsted.org).

Yours sincerely

<NAME>

<NAME>

<JOB TITLE>

## Appendix E- Offer Letter

### PRIVATE AND CONFIDENTIAL

<Address Line 1>

<Address Line 2>

<Address Line 3>

<Address Line 4>

Email: hr@felsted.org

Date: <DATE>

Dear <Name>

### **Appointment: <Post applied for>**

Following your recent interview, I am pleased to offer you the conditional offer of employment for the position of <Post applied for> with Felsted School. Your offer is subject to references, medical clearance, proof of your Right to Work in the UK, Disqualification by Association Disclosure (where applicable) and a Disclosure and Barring Service check with a Barred List check that is satisfactory to us. Once the terms have been met, and in agreement with your line manager, your employment with Felsted School will commence and a contract of employment will be issued to you.

Your hours of work are <Number> hours per week with a <Time> hour unpaid lunch break each day, working all-year round/term-time only. Your working pattern will be <Days per week> from <Start time> to <Finish time>.

You may be asked to work additional hours from time to time. Payment for these hours will be made via a timesheet.

The position carries a salary of £<salary> per annum, which is paid to you by twelve equal instalments on or around the 16 of each month directly into your bank or building society account.

The School's holiday year is from 01 January to 31 December. You shall be entitled to <Number> days' holiday during each holiday year (calculated on a pro-rata basis by reference to a full-time year-round entitlement of <Number> days holiday), inclusive of the usual public holidays in England and Wales each year.

To help people save more for their retirement the government now requires employers to enrol their employees into a workplace pension scheme. This applies to those who are not already in a workplace pension scheme and who:

- earn over £10,000 a year (£833 a month); and
- are aged 22 or over; and
- are under State Pension age.

Further details of your workplace pension plan will be sent to you after your first salary payment.

During the <Number> month probationary period, notice will be one week from either party, after which you will be entitled to one months' notice. The School reserves the right to make a payment in lieu of notice. Following the Probationary Period, you must give <Number> months' notice to the School of your intention to leave employment.

A copy of the Staff Handbook is available from your line manager or from the School's Intranet.

If you are in agreement with the terms contained in this letter, would you please sign both copies of the enclosed contract of employment and job description, and return one copy of each to me as soon as possible. The other copy is for you to retain for your records.

If you have any questions relating to your offer of employment, please feel free to contact me.

Yours sincerely

Mrs Rhian Viney  
**Human Resources Manager**

## Appendix F Reference Request Form

### **HUMAN RESOURCES**

Telephone: 01371 822623

Email: hr@felsted.org

### **PRIVATE AND CONFIDENTIAL**

<Address Line 1>

<Address Line 2>

<Address Line 3>

<Address Line 4>

<Date>

Dear <Name>

### **Reference Request – <Name>**

The above named person has been offered the role of <post applied for> with Felsted School and I have been given your contact details to provide a written reference.

I enclose a job description of the role and a reference request form for you to complete. I would be grateful if you could provide an assessment of their suitability for the post, bearing in mind that, as we are a Boarding School, there will be considerable access to children.

Any information you can give will be treated in the strictest confidence.

Thank you in advance for your valued comments.

Yours sincerely

Rhian Viney

**Human Resources Manager**

## Employment Reference

Reference for <Employee name>

Any information you can give will be treated in the strictest confidence.

In what capacity do you know the applicant?	
Confirmation of dates of employment, job title and salary details	
Details of any current disciplinary issues outstanding	
Details of any disciplinary procedures the applicant has been involved with related to the safety and welfare of children or young people, when these expired and the outcome.	
Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people and whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.	
Suitability for a position of this nature	
Honesty and integrity	
Standard of work	
Ability to work under own initiative	
Rapport with colleagues	
Are you satisfied, to the best of your knowledge, that the candidate is not involved in "extremism"	

<p>being 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? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas</p>	
<p>Why did they leave their position?</p>	
<p>Would you re-hire this candidate</p>	
<p>Any other comments you may wish to add</p>	

Signature..... Date.....

Please print name.....//.....

Thank you for taking the time to complete this reference. I would be grateful if you could return this form completed to [hr@felsted.org](mailto:hr@felsted.org) or Human Resources, School House, Felsted School, Felsted, Essex, CM6 3LL.