



WESTHOLME SCHOOL

SAFER RECRUITMENT POLICY

Reviewed: **February 2018**
Date of next review: **February 2019**
Date of last Safer Recruitment training - July 2017
Date of next Safer Recruitment training - July 2019

Produced by: Principal, Deputy Head-Pastoral and the Heads of Schools
Approved and authorised by Governors

To be read in conjunction with the following policies:

Safeguarding Policy
Staff Code of Conduct
Confidential Reporting [Whistleblowing] Policy
Supervision Policy
Visitor Policy
ICT Policies
Educational Visits Policy

Monitoring, evaluation and review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Westholme School is committed to providing the best possible care and education to its children; their welfare is our priority. This policy outlines our commitment to safeguarding and promoting the welfare of children who are pupils at the school, by ensuring that we provide a safe environment for them to learn in an education setting. To achieve this we have implemented systems designed to prevent unsuitable people working with our pupils. These systems are designed to comply with the guidance given by the DfE as defined in “Keeping Children Safe in Education” (KCSiE) September 2016 and form an element of the School’s Safeguarding Policy.

In order to achieve this, the School operates safe recruitment procedures which ensure that all required regulatory checks are carried out on staff and volunteers who work with children. The School is an Equal Opportunities employer and recruitment procedures will be carried out regardless of age, ability, status, gender, sexual orientation or ethnic group and with due regard to any medical or other disability.

The Board of Governors undertakes an annual review of the School’s policies and procedures relating to safeguarding and to ensure that the specified duties have been carried out.

The Principal and Governors always ensure that at least one person on every recruitment panel is trained in safer recruitment.

Safer Recruitment trained staff

School Site	Name	Role	Expiry Date
Senior School:	Mrs Lynne Horner	Principal	03/07/19
	Mrs Vivienne Davenport	Commercial Director	03/07/19
	Mrs Jude Gough (Lead DSL)	Deputy Head - Pastoral	03/07/19
	Miss Francine Smith	Deputy Head - Academic	03/07/19
	Mrs Sue Crowther	Payroll & Personnel	03/07/19
Infant & Junior School and Nursery:	Mrs Rebecca Barnett	Head of Junior/Infants	03/07/19
	Mr Martin Haworth	Deputy Head - Juniors	03/07/19
	Mrs Judith Dixon	Deputy Head - Infants	03/07/19
	Mrs Jo Church	Nursery Manager	17/01/20
Governors:	Mr Brian Marsden	Chair of Governors	03/07/19
	Mr Richard Dobrashian	Safeguarding Governor	03/07/19
	Mr Stephen Anderson	Safeguarding Governor	03/07/19

- All staff are given Safeguarding and code of conduct information as part of their induction.
- Procedures are in place to support all staff who have concerns about the conduct of any adults working in school, either in a professional role or in a voluntary capacity. Staff in all schools are requested to report all such matters to their Head and/or Designated Safeguarding Lead (see Confidential Reporting [whistleblowing] policy).
- At the end of every month the Commercial Director undertakes a full review and check of the Central Register (SCR) with the Personnel Manager. Any areas of concern or discrepancy are followed up as appropriate.
- The SCR is monitored by a Safeguarding Governor twice a year and reviewed at Governors’ meeting.

Enhanced DBS (Disclosure and Barring Service) checks are instigated by the School and all staff including EYFS, staff of contractors and volunteers, non-school or supply staff are checked before they have unsupervised access to children.

For occasional staff who are in regular contact with the School (although maybe not permanently employed) a record of their contact is retained to ensure continuity within a 3 month period. If this time has passed, a new DBS or Barred List check (as appropriate) will be made.

EYFS and Childcare disqualification requirements

KCSIE Sept 2016 incorporates the new statutory guidance, to which schools must have regard. It concerns how people can be disqualified under the Childcare Act 2006, 2009 and 2015, including by association with others, and explains the effect of the Childcare (Disqualification) Regulations 2009. These checks are completed pre-appointment and regularly monitored within the current staffing.

Westholme will not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they or others who live or work in their households are “disqualified”. Checks are carried out to identify whether people are disqualified from childcare.

Early Years Provision (EYP) and Later Years Provision (LYP)

These regulations cover teaching, support and those involved in the supervision of EYP and LYP. This can also include Managers, Leaders and governors. In the EYFS we understand the need for students to be placed with us to experience examples of quality practice that contributes to the successful completion of their studies. They will be supervised at all times and will not have unsupervised access to children. Further information regarding the placement of students can be found in the ‘Student’ policy.

Staff who apply to work in provision or management of pupils under the age of 8 (namely EYP and LYP) will not be employed by Westholme School if they or others in their households are ‘disqualified’. There is a section on the application form that must be completed which requests this information. The grounds for disqualification are not only that a person is barred from working with children (included on the children’s barred list) but include:

- Being on the DBS Children’s Barred List
- They have been cautioned for, convicted of or charged with certain violent and sexual criminal against children and adults, at home or abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled or refused in relation to childcare or children’s homes or have been disqualified from private fostering offences
- They are living in the same household where another person who is disqualified lives.

Disqualification occurs as soon as the above criteria are met, for example, as soon as a caution or conviction occurs, even before the person is formally included on the children’s barred list.

This guidance can also apply to those not employed by the school and include volunteers, agency staff or governors.

Although the word “employ” is used in the regulations, the guidance does not only apply to employees. Others such as volunteers, supply/agency staff, self-employed people, staff of other organisations contracted to provide childcare, governors who volunteer with the relevant groups or are directly concerned with their day to day management, are also potentially within the scope of the guidance. By contrast, those who are not involved in childcare are not within the remit of these regulations, for example, cleaners and kitchen staff.

Westholme School fulfils its duty to have regard to the guidance by:-

- informing relevant people of the legislation, including that they may be disqualified by association

- taking steps to gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified, including by association
- keeping records, on the SCR and staff files, of those employed to work in or manage relevant childcare and including the date disqualification checks were completed.

Staff can be expected to disclose all their convictions and cautions including those which are spent but cannot be required to disclose spent convictions and cautions of those who live and work in their households. If there is doubt over that issue, then pending resolution they must be removed from the work from which they are or may be disqualified. Advice from the LADO will always be taken when appropriate. The School will ensure that Ofsted is informed (ISI copied in) where they are satisfied that a person working in a relevant setting falls within one of the disqualification criteria. Staff who are disqualified, including by association, may apply to Ofsted for a waiver of disqualification, unless they are barred from working with children.

Existing staff are regularly reminded of their duties to disclose the relevant information; this takes place as part of regular Safeguarding training and at least on an annual basis.

Further details can be found in the ISI Handbook of Regulatory requirements.

Summary of Recruitment Procedure

When carrying out recruitment, the following procedures are to be carried out and include pre appointment checks for successful candidates:-

- Advertisements in the press include the statement: “This School is committed to safeguarding and promoting the welfare of children and all staff must share this commitment.”
- A standard application form is to be used in the format given at Appendix A to this policy.
- The job description makes reference to the responsibility for safeguarding and promoting the welfare of children.
- The person specification, where used, is to include specific reference to suitability to work with children and to identify the extent of relationships and contact with children.
- A full CV can also be provided (in addition to the form) and the applicant will be notified that any previous employer may be approached.
- Comprehensive information is to be obtained and scrutinised from applicants and any discrepancies or anomalies resolved.
- The School will contact previous employers, where work with children was involved, to check the reason why the employment ended.
- The School will always request a reference from the current or most recent employer. Where possible, references will be obtained before interview. Referees will be given an outline of the job specification and to record whether the applicant has been subject to disciplinary procedures. In line with current KCSIE and Prevent strategy, referees are asked to confirm that they are completely satisfied that the Applicant is not involved in ‘extremism’ 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.
- Explanation of any gaps in employment will be required and a record maintained to show that the explanation is satisfactory.

- At least two independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children are to be obtained direct from referees and any concerns followed up before interviewing shortlisted candidates. The School will make direct contact with at least one referee to verify references.
- Face to face interviews are to be carried out to explore the candidate's suitability to work with children as well as his/her suitability for the post. At least one member of the interview panel is to have completed training in safer recruitment.
- The recruitment process is to be recorded in writing.
- Safeguarding questions are asked at interview and any career gaps identified on the application form are investigated.
- The applicant's identity is to be verified by reference to documents provided by the applicant. The Commercial Director (or designated staff) will advise what documentation is acceptable. Copies of proof of identity and address are kept as well as copies of qualifications. These are to be retained on personnel files.
- Pre-appointment checks are recorded on a separate form, cross referenced with the Central Register and held in the personnel file of the staff member.
- Specified offences must always be disclosed. The list can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- The qualifications claimed by the applicant are to be verified; photocopies are kept.
- In relation to overseas candidates (EEA) who will carry out 'teaching work', checks are carried out to ensure there is no sanction or restriction imposed by another regulating authority.
- Right to work in the UK is verified. Home Office guidance is used where required.
- Previous employment history and experience are to be verified.
- A prohibited list check is carried out.
- Prohibition from teaching orders is checked.
- The school does not require applicants to request any criminal records information directly from the DBS but to provide information about themselves and members of their household 'to the best of their knowledge.'
- Due diligence regarding EYP and LYP requirements is applied where appropriate.
- Health history and physical capacity to carry out the job are to be verified. A self-declaration of medical fitness for the post is to be completed on appointment. Where appropriate a full medical may be required.

Documentation submitted for applicants is retained on file for candidates appointed. CVs from candidates not interviewed are safely destroyed after recruitment and retained for a minimum of six months for

candidates who attended interview. Candidates who attend interview bring documents for verification. Personal information for unsuccessful candidates will be destroyed after an appointment is made and application and interview notes will be retained for six to twelve months.

Enhanced DBS (Disclosure and Barring Service) checks are to be instigated by the School and EYFS staff must be checked before they have unsupervised access to children. The certificate must be obtained before, or as soon as practicable, after appointment. Where the DBS certificate remains outstanding at the time an individual begins work, a check against the Barred List is to be obtained; staff are to be warned that they will be subject to additional supervision until the certificate arrives. New DBS Disclosures are not required where the person has worked in a relevant post within the 3 months prior to appointment and the person concerned has given written consent. In these cases, a Barred List check is carried out.

Staff appointed to management positions, after 12 August 2015, are subject to a s.128 direction. (See <http://www.legislation.gov.uk/ukxi/2014/3283/contents/made>)

For occasional staff in regular contact with the School (although maybe not permanently employed) a record of their contact will be retained to ensure continuity within a 3 month period. If this time has passed, a new DBS or Barred List check (as appropriate) will be made.

The Commercial Director maintains the SCR detailing checks which have been carried out on staff during the recruitment process. The record will also show details of all staff who were initially employed by the School before the current procedures were instigated. The format is as specified in the current version of the Independent Schools Inspectorate (ISI) Handbook.

Additional checks are required for staff who have lived outside the United Kingdom.

All appointments are subject to satisfactory DBS, prohibited list checks and references. All teaching appointments are subject to twelve months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the School, is eight weeks. This is a six month probationary period for support staff with 2 – 5 weeks' notice. The School's disciplinary and capability procedures do not apply during this probationary period. The School also reserves the right to extend this probationary period should it deem this necessary. Confirmation of appointment in other circumstances is usually made after 12 months.

All staff, including volunteers and helpers are given Safeguarding induction and training with the Headteacher (Junior and Infants) or the Deputy Head.

All checks are made in accordance with the most up to date DfE guidance including *Prohibition from management of independent schools*.(issued July 2015)

- If applying for a teaching post, including head teacher, both the DBS and NCTL routes are used. Although the s.128 bar would show on the DBS barred list check, the NCTL check is carried out anyway, because of the possibility that a NCTL teaching prohibition order exists.
- If a person is applying for a non-teaching staff post, or is a member of the Governing body but is in regulated activity, the DBS route is used.
- If a person is a member of the Governing body and is not in regulated activity, the DBS route cannot be used because a barred list check cannot be carried out for persons not in regulated activity. Therefore, the NCTL route is used.
- The school uses an organisation to carry out these checks on its behalf (Cummins Mellor)
- From 18th January 2016 Employer Access (EA) Online was used to check whether an individual

is subject to prohibition or other restriction on teaching imposed in the European Economic Area. From 5th September 2016 in line with updated KCSIE, this check is carried out using the NCTL Teacher Services system.

- A person who is disqualified cannot lawfully do the work from which they are disqualified. If a person is found to be disqualified, including by association, or if there is doubt over that issue then, pending resolution, they must be removed from the work from which they are or may be disqualified. There is no requirement automatically to suspend or dismiss all individuals found to be disqualified; there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risks and taking advice from the LADO when appropriate.

Visitors to School

All staff and Governors are to wear identity badges when on any Westholme School site to assist the identification of unauthorised visitors. Visitors must sign in at Reception. Detailed visitor procedures, including ensuring that visiting speakers are suitably and appropriately supervised in line with Prevent guidance, can be found in the school's Visitor Policy.

New Governors are subject to the following checks: Enhanced DBS disclosure, identity, Right to Work in UK and, where appropriate, overseas checks.

Allegations of abuse against any Westholme School employee are investigated in accordance with "Keeping Children Safe in Education" September 2016.

Contractors who are employed on the School's sites are, as far as possible, to have no contact with children. Where contact is foreseeable and unavoidable, appropriate checks should be carried out. Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the School's premises do not need a DBS Disclosure.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children, do not need a DBS Disclosure. However when employed for any period longer than a day or who accompany children overnight are subject to the following checks: Enhanced DBS Disclosure, Barred List check, an informal interview, ID check and confirmation of no contrary indications from the School community. Appropriate Risk Assessments and/or additional supervision will be planned to ensure safety.

Westholme undertakes to report to the DBS when two conditions have occurred:-

1. The school has removed a person from regulated activity
2. The school believes a person has harmed or poses a risk to a child; satisfied the harm test or received a caution or conviction for a relevant offence.

If the individual referred is a teacher, the School may also make a referral to the NCTL if appropriate.

If an applicant has any queries regarding an application or this policy they should contact the Personnel Manager at the School.

This policy takes due regard of the following:-

- Keeping Children Safe In Education (September 2016) (KCSIE) guidance
- Working Together to Safeguard Children: consultation response (March 2015)
- Disqualification under the Childcare Act 2006 (March 2015)
- Childcare (Disqualification) Regulations 2009
- Prevent Duty Guidance: for England and Wales (March 2015) (Prevent)

- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (March 2015)
- ISI guidance
- ISSR updated regulations

A summary of the implementation of the procedure carried out is in Policy Safer Recruitment Appendix B.

APPENDIX A



WESTHOLME SCHOOL

Wilmar Lodge, Meins Road, Blackburn BB2 6QU
Telephone: 01254 506070 Email: principal@westholmeschool.com

Application Form

Position applied for

Section 1 – Personal details	
Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):
Date of Birth:	Surname:
Address:	Former names:
	Preferred name:
	National Insurance Number:
	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:
Telephone number(s) Home:	(Teachers only) DfE Number

Work: Mobile: Email address:	Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee? If so, please provide details.	

Section 2 Education					
1 Name of university	Dates of attendance	Degree	Result Class/ Division	Subject(s)	Date awarded
2 Further degree : Name of University		Degree title (eg MSc, PhD, MBA) and result		Subject(s)	Date awarded
3 Teaching qualification					
University/ College	Title eg PGCE/QTS	Special areas of study, including age range			Date awarded
4 Name & address of secondary school attended		Age range and approximate no of pupils	Type of school	Dates attended (From/to)	

GCSE results or equivalent with grades. Please state all subjects.

Subject	Grade	Date	Subject	Grade	Date

Advanced level results or equivalent with grades or Btec or NVQ etc

Subject	Grade	Date	Subject	Grade	Date

Other qualifications e.g. diplomas, certificates, music, drama, IT, dance, first aid, technical, driving

Awarding body	Subject	Level (eg Associate, Doctorate, or NVQ)	Result (grade)	Date awarded

SECTION 3 - OTHER VOCATIONAL EXPERIENCE, SKILLS OR TRAINING

Please provide details of any vocational experience or skills that you possess or training that you have received which may not be certificated. Also include details of courses attended over the last three years.

SECTION 4 - INTERESTS

You are invited to use this space to tell us more about yourself and your interests, for example – community responsibility or involvement, family circumstances, special professional skills or other hobbies, pastimes etc.

For teaching applicants

Please indicate the nature and range of extracurricular activities you are involved in/would be willing to assist with.

Section 5 – Employment

Current/most recent employer. If this is a local educational authority then please also state name and place of work.

Current/most recent employer’s address
Local authority (if applicable):

School/other:

Current/most recent job title:

Date started:

Part time or full time:

Brief description of responsibilities:

Date employment ended (if applicable)

Current salary/salary on leaving:

Do you/did you receive any employment benefits? If so, please provide details of these.

If you are employed in a school please complete the following :

Age range and number on roll	Type of school (Maintained/Independent)	Number of pupils on roll.	Age range taught by you

Reason for seeking other employment

Please state when you would be available to take up employment if offered:

Section 7 – Suitability (Letter of application – no extra sheets accepted)

Please give your reasons for applying for this post and say why you believe you are suitable. Briefly summarise any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Section 8 – Health

The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations under the Disability Discrimination Act 1995 “the Act”. For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If you wish please give further details here

Are there any special arrangements you might require to attend an interview? Yes No

If yes please give details here

If offered the position applied for, (on the basis of the Job Description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?

Yes No

If yes, please give details here

In accordance with the guidance published by the DfE any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School’s medical adviser.

Section 9 – Safeguarding

Have you ever or currently been investigated for a safeguarding issue? Yes No

If yes, please give details here

Are you aware of any safeguarding convictions or allegations relating to any of your immediate family or people that you live with?

Yes No

If yes, please give details here

Section 10 - Criminal Records

Due to the nature of our work any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 (http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf) must be declared.

Do you have any convictions, cautions, reprimands, final warnings or bind-overs that are not protected?

Yes No

Have you been disqualified from working with children, are named on the Children's Barred List (previously List 99 and the Protection of Children Act List) or subject to any sanctions imposed by a regulatory body (e.g. the National College for Teaching and Leadership)? Yes No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your Application Form.

Section 11 – References

Please supply the names and contact details of two people who we may contact for references. One of these **must be** your current employer or most recent employer. (If your current/most recent employer does/did not involve work with children, then your second reference should be from your employer with whom you most recently worked with children). Neither reference should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Email address:	Email address:
Occupation:	Occupation:
Relationship to you:	Relationship to you:
Telephone number:	Telephone number:
May we contact prior to interview: Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview: Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 12: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion, religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

If your application is successful, the School will retain the information provided in this form (together with any attachment) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes No

Section 13 - Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the DBS Barred List or disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information as may be necessary during the recruitment and selection process.
- I understand that it is an offence for a person over the age of 18 and in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual.
- I confirm that I am not living with a person who has been barred from working with children and further confirm that I do not live in the same household as a person who has been disqualified from working with children under the Childcare Act 2006. If my future circumstances are such that either of the above become relevant I agree to inform my employer immediately. (Only applies if working with children under the age of 8.)
- I confirm that I am not involved in 'extremism' 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.

Signature

Date

The Disability Discrimination Act 1995

The Disability Discrimination Act 1995 (“DDA”) defines a disability as a “physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. An effect is long term if it has lasted, or is likely to last, over 12 months. Do you consider yourself to have a disability under the DDA (please tick)?

Yes No

I used to have a disability but have now recovered

If you have answered “Yes” above, please give brief details of your condition.

Please provide details of any adjustments you may require to enable you to attend and participate in the interview (including, for example, induction loop/radio aid/speech to text reporter/BSL interpreter/other).

Please provide details of any adjustments you may require to enable you to undertake the job for which you have applied.

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to Westholme School processing the data supplied above in connection with monitoring compliance with its equal opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files.

Signed

Dated

Please return this completed form to:

Email: principal@westholmeschool.com

or:

Principal

Westholme School, Wilmar Lodge, Meins Road, Blackburn, BB2 6QU

APPENDIX B

DBS Checks Requirements

**Teachers Pensions Barred List checks should not be carried out for any other purpose other than:
When an employee is due to begin employment and their DBS clearance has not been received
OR**

When someone has an existing DBS clearance deemed acceptable by the Principal or Commercial Director (not a portable DBS) to ensure there have been no recent sanctions or misdemeanours.

1. Full and Part time Teaching Staff

- Face to face meeting/interview with the Principal or Head of Junior or Infants.
- Application Form (Checked by Principal)***
- Copies of Relevant Certificates/Qualifications (Checked by Principal)***
- Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of: Name
Address
DoB
Right to work in UK (British or EU Citizen) (SC)**
- Enhanced DBS Clearance with Children's Barred List check (SC)**
- NCTL Prohibition Check wef 1 Sept 2014 (SC)**
- NCTL EEA Check (Sanctions in other EEA member states from 5th September 2016 in line with updated KCSIE) (SC)**
- NCTL Prohibition from Management Check (SC)**
- 2 x References (one preferably from most recent employer) (Checked by Principal)***
- 1 x Reference Telephone Verification (SC or PN as appropriate for site or role)
- Medical Self Certification (SC) **
- Supervision List – log showing there has been no unsupervised contact with children (if applicable)
- Risk Assessment created (if applicable)
- Under 8's Suitability Form (if applicable)
- Online Level 1 Safeguarding and further Safeguarding Training given by designated person
- Ensure that the relevant 4 Westholme Policies (Safeguarding, Code of Conduct, Whistleblowing, KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the employee along with the form stating the policies have been received and read for signing.
NB If a new employee's DBS Clearance has not come through by their start date process a Children's Barred List check via Teachers' Pensions on line site.

2. Full and Part time Support Staff Academic & Clerical

- Face to face meeting/interview with the Commercial Director
- Application Form (Checked by Commercial Director)
- Copies of Relevant Certificates/Qualifications (Checked by Commercial Director)
- Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of: Name
Address
DoB
Right to work in UK (British or EU Citizen)
- Enhanced DBS Clearance with Children's Barred List check
- NCTL EEA Check (Sanctions in other EEA member states from 5th September 2016 in line with updated KCSIE) (SC)**
- NCTL Prohibition from Management Check (SC)**
- 2 x References (one preferably from most recent employer) (Checked by Commercial Director)
- 1 x Reference Telephone Verification (SC or PN as appropriate for site or role)
- Medical Self Certification

- Supervision List – log showing there has been no unsupervised contact with children (if applicable)
- Risk Assessment created (if applicable)
- Under 8's Suitability Form (if applicable)
- Online Level 1 Safe Guarding and further Safeguarding Training given by designated person
- Ensure that the relevant 4 Westholme Policies (Safeguarding, Code of Conduct, Whistleblowing, KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the employee along with the form stating the policies have been received and read for signing.

NB If a new employee's DBS Clearance has not come through by their start date process a Children's Barred List check via Teachers' Pensions on line site.

3. Volunteers

(1) Parent Volunteers who chaperone on Days Out and are always supervised:

- Face to face meeting/interview with the Principal or Head of Junior or Infants.
- Online Level 1 Safe Guarding (where possible) and/or further Safeguarding Information given by designated person
- Under 8's Suitability Form (if applicable)
- Ensure that the relevant 2 Westholme Policies (Code of Conduct and KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the volunteer along with the form stating the policies have been received and read for signing.

(2) Occasional Volunteers who help fully checked volunteers or ex-students who come in to school for occasional days to help out and gain relevant experience prior to starting university and are always supervised:

- Face to face meeting/interview with the Principal or Head of Junior or Infants or Commercial Director.
- Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of: Name
Address
DoB
Right to work in UK (British or EU Citizen)
- Supervision plan in place (where appropriate) to ensure the occasional volunteer understands what is expected of them.
- Online Level 1 Safe Guarding (where possible) and/or further Safeguarding Information given by designated person
- Under 8's Suitability Form (if applicable)
- Risk Assessment for visiting speakers when it is felt staff supervision may be detrimental to the session.
- Ensure that the relevant 2 Westholme Policies (Safeguarding and KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the volunteer along with the form stating the policies have been received and read for signing.

(3) Duke of Edinburgh Trips & Choir Trip Chaperones :

- Face to face meeting/interview with the Principal or Head of Junior or Infants.
- Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of: Name
Address
DoB
Right to work in UK (British or EU Citizen)
- Enhanced DBS Clearance with Children's Barred List check
- Supervision plan in place to ensure the chaperones understand what is expected of them.
- Online Level 1 Safe Guarding and further Safeguarding Information given by designated person
- Under 8's Suitability Form (if applicable)

- Ensure that the relevant 2 Westholme Policies (Safeguarding and KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the volunteer along with the form stating the policies have been received and read for signing.

(4) Volunteers who coach (teach) sport or help the children (reading) where there is the possibility that unsupervised one to one contact with the children may occur:

- Face to face meeting/interview with the Principal or Head of Junior or Infants.
- Application Form (Checked by Principal)***
- Copies of Relevant Certificates/Qualifications (Checked by Principal)***
- Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of:
 - Name
 - Address
 - DoB
 - Right to work in UK (British or EU Citizen)
- Enhanced DBS Clearance with Children's Barred List check
- NCTL Prohibition Check wef 1 Sept 2014 (SC)**
- NCTL EEA Check (Sanctions in other EEA member states from 5th September 2016 in line with updated KCSIE) (SC)**
- 2 x References (Checked by Principal)***
- Medical Self Certification
- Supervision List – log showing there has been no unsupervised contact with children (if applicable)
- Risk Assessment created (if applicable)
- Online Level 1 Safeguarding and further Safeguarding Training given by designated person
- Under 8's Suitability Form (if applicable)
- Ensure that the relevant 4 Westholme Policies (Safeguarding, Code of Conduct, Whistleblowing, KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the employee along with the form stating the policies have been received and read for signing.

(5) Childcare Students who are always supervised from St Marys and Blackburn College

- Face to face meeting/interview with the Principal or Head of Junior or Infants.
- Copy of existing DBS clearance from their college
- Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of:
 - Name
 - Address
 - DoB
 - Right to work in UK (British or EU Citizen or work permit)
- 2 x References – usually given by tutors from their college
- Medical Self Certification
- Online Level 1 Safeguarding and further Safeguarding Training given by designated person
- Under 8's Suitability Form (if applicable)
- Ensure that the relevant 4 Westholme Policies (Safeguarding, Code of Conduct, Whistleblowing, KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the employee along with the form stating the policies have been received and read for signing.

(6) Work Experience Students

- Face to face meeting/interview with the Principal or Head of Junior or Infants.
- Copy of existing DBS clearance from their college or university

- **Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of:** Name
Address
DoB
Right to work in UK (British or EU Citizen or work permit)
- **2 x References**
- **Medical Self Certification**
- **Online Level 1 Safeguarding and further Safeguarding Training given by designated person**
- **Under 8's Suitability Form (if applicable)**
- **Ensure that the relevant 4 Westholme Policies (Safeguarding, Code of Conduct, Whistleblowing, KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the employee along with the form stating the policies have been received and read for signing.**

(7) External Contractors who teach i.e. Dance, Organised Chaos and Sports Coaches in regulated activity (unsupervised)

- **Face to face meeting/interview with the Principal or Head of Junior or Infants.**
- **Application Form (Checked by Principal)*****
- **Copies of Relevant Certificates/Qualifications (Checked by Principal)*****
- **Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of:** Name
Address
DoB
Right to work in UK (British or EU Citizen)
- **A copy of an existing Enhanced DBS Clearance along with a current Children's Barred List via Teachers' Pensions**

Or

- **A new Enhanced DBS Clearance with Children's Barred List check via Westholme**
- **NCTL Prohibition Check wef 1 Sept 2014**
- **NCTL EEA Check (Sanctions in other EEA member states from 5th September 2016 in line with updated KCSIE) (SC)****
- **NCTL Prohibition from Management Check (SC)****
- **2 x References (one preferably from most recent employer) (Checked by Principal)*****
- **Medical Self Certification**
- **Supervision List – log showing there has been no unsupervised contact with children (if applicable)**
- **Risk Assessment created (if applicable)**
- **Online Level 1 Safeguarding and further Safeguarding Training given by designated person**
- **Under 8's Suitability Form (if applicable)**
- **Ensure that the relevant 4 Westholme Policies (Safeguarding, Code of Conduct, Whistleblowing, KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the employee along with the form stating the policies have been received and read for signing.**

(8) External Contractors who teach i.e. Cheerleading Coach in Non regulated activity (always supervised)

- **Face to face meeting/interview with the Principal or Head of Junior or Infants.**
- **Copies of Relevant Certificates/Qualifications (Checked by Principal)*****
- **Proof of Identity & Address i.e. passport, driving license & bill dated within last 3 months. These items should cover the checks of:** Name
Address
DoB
Right to work in UK (British or EU Citizen)
- **A new Enhanced DBS Clearance (*without Children's Barred List*) check via Westholme**
- **Medical Self Certification**

- Online Level 1 Safeguarding and further Safeguarding Training given by designated person
- Under 8's Suitability Form (if applicable)
- Ensure that the relevant 4 Westholme Policies (Safeguarding, Code of Conduct, Whistleblowing, KCSIE Part 1 and from 5th September 2016 in line with updated KCSIE Annex A) are given to the employee along with the form stating the policies have been received and read for signing.

(9) Daily Visitors - Speakers

- (1) Daily visitors who come in to school to talk with our students relating to EPR or Sociology etc who are always supervised need no checks. They must however sign in at reception, wear a Visitor's lanyard and sign out when leaving.
- Risk Assessment for visiting speakers when it is felt staff supervision may be detrimental to the session.
- (2) Daily visitors i.e. Maintenance contractors – electrical, plumbing or lifts
- For the 2 regular contractors (electrical & plumbing) the individuals had an Enhanced DBS with Children's Barred List clearance done via Westholme which they paid for themselves a copy of which is filed along with Proof of Identity.
 - For all other irregular contractors i.e. ACME, NIS, TYRERS etc. S Crowther contacts the companies annually for updated records of their employee DBS clearances which are kept on file.

(10) Governors

- All members of the Governing Body must have an Enhanced Disclosure with Barring checks
- Online Level 1 Safeguarding and further Safeguarding Training given by designated person

(11) Peripatetic Music & Drama Teachers

- Following ISI guidance (Nov 2014) an updated Barred List Check is carried out at the start of each new term and recorded on the Central Appointment Register.

(12) Under 16 year old Student Work Placements

- Understanding is that no DBS or Barred List checks are necessary. However a risk assessment which includes a clear supervision plan by a member of our staff for the student should be completed and reviewed on a weekly basis.

(13) External Contractors who provide services throughout the school year.

- Treat as PMT's. At the beginning of a new school term complete an updated Barred List Check and ensure Safeguarding refresher is given.

(14) External Contractors who provide services during only one term per school year or have more than a three month break in their contact with school.

- Full checks must be carried out again.

(15) Foreign Language Assistants who have more than a three month break in service.

- Full checks must be carried out again.

*** Principal checks may also be carried out by a Deputy Head or other DSL (Designated Safeguarding Lead).

**** All checks on ID documents, DBS Clearances, NCTL Checks and Medical Self Certification will be carried out by SC.**

VJD/SC