

The Mill Hill School Foundation

Walker House, Millers Close, The Ridgeway, Mill Hill, London NW7 1AQ

Mill Hill School

Belmont, Mill Hill Preparatory School

Grimsdell, Mill Hill Pre-Preparatory School

The Mount, Mill Hill International

Recruitment, Selection and Disclosure Policy and Procedure

**Independent Co-educational Day School for Pupils aged 3 to 18 years
and Boarding School for Pupils aged 13 to 18 years**

Effective September 2016

The Mill Hill School Foundation Recruitment, Selection and Disclosure Policy and Procedure

1 Introduction

The Mill Hill School Foundation (the “Foundation”) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The Foundation is also committed to providing a supportive and flexible working environment to all its members of Staff. The Foundation recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain Staff of the highest calibre who share this commitment.

The aims of the Foundation’s recruitment policy are as follows:

- to ensure that the best possible Staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, any gender reassignment, marital or civil partnership status, disability or age;
- to ensure compliance with all relevant recommendations and guidance including having regard to that published by the Department for Education (the ‘DfE’) in Working Together to Safeguard Children (‘WTSC’) (March 2015), ‘Keeping Children Safe in Education (‘KCSIE’) (September 2016), Disqualification under the Childcare Act (‘DUCA’) (2006), The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014; Education Act 2002; the Prevent Duty Guidance for England and Wales (‘PDG’) (2015), the Prevent Duty: Departmental advice for schools and childminders (‘PDDA’) (June 2015); and the Code of Practice published by the Disclosure and Barring Service and the requirements of the Disclosure and Barring Service (DBS formerly the Criminal Records Bureau); and the UKVI guidance on ‘Prevention of Illegal Working: a Summary Guide for Employers’ (October 2013).
- to ensure that the Foundation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

2 Recruitment and Selection Procedure

All applicants for employment will be required to complete an Application Form (the ‘Form’) containing questions about their academic and employment history and suitability for the role. Applicants will receive a Job Description and Person Specification for the role applied for. Applicants will be advised that the Foundation is committed to the safeguarding and promoting the welfare of children and young people and that any previous employer of an Applicant may be contacted by the Foundation concerning the application made.

The applicant may then be invited to attend a Formal Interview (the 'Interview') at which his/her relevant skills and experience will be discussed in more detail. Any inconsistencies or anomalies in the information on employment history will be examined and a record made of satisfactory clarification. All short-listed applicants will be required to attend an Interview and a written record of the determination of the outcome of the Interview will be made.

If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Foundation's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of a minimum of two satisfactory references (in most cases three references will be sought and one of which must be from the applicant's most recent employer) which the Foundation considers satisfactory. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children;
- the receipt of a Disclosure from the Disclosure and Barring Service with which the Foundation is satisfied and where the position amounts to 'regulated activity' (see Section 3.3 below) the receipt of an enhanced disclosure with barred list check from the DBS which the Foundation considers is satisfactory;
- where the position amounts to 'regulated activity' (see Section 3.3 below) confirmation that the applicant is not named on the Children's Barred List;
- a satisfactory check that the applicant is not subject to a prohibition order issued by the Secretary of State;
- confirmation that the applicant is not subject to a direction under Section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an Independent School or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under Section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 which prohibits, disqualifies or restricts them from being involved in the management of an Independent School;
- confirmation that the applicant is not disqualified from working in connection with early or later years (under-8s) provision if applicable to the position;
- verification of the applicant's right to work in the UK;
- any additional checks which are necessary as a result of the applicant having lived or worked outside the UK, including checks for information about sanctions or restrictions imposed in other European Economic Area countries by a professional regulating authority;
- verification of professional qualifications which the School deems to be a requirement for the position, or which the applicant otherwise cites in support of their application (where they have not been previously verified);
- the receipt of a satisfactory health questionnaire;
- that an applicant has the appropriate level of physical and mental fitness in accordance with the Education (Health Standards) (England) Regulations 2003
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations, including the Boarding Schools: national minimum standards.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Mill Hill School Foundation Contract of Employment as confirmation of employment.

The receipt of satisfactory references and satisfactory Disclosure, or its equivalent for an overseas applicant, must be completed before the conditional offer of appointment can be confirmed.

In exceptional circumstances, such as the delay in the return of the DBS Disclosure, a successful applicant will only be permitted to commence employment at the Foundation before the Foundation is in receipt of the successful applicant's DBS Disclosure in accordance with the KCSIE guidelines. In such circumstances a barred list check will be carried out before starting and a Risk Assessment will be undertaken by a member of the Foundation or School Senior Management Teams who holds a current Level 3 Advanced Child Safeguarding Certificate. The Risk Assessment will be placed in the successful applicant's personnel file. This Risk Assessment will identify suitable supervision arrangements pending the receipt of the successful applicant's DBS disclosure and will be reviewed weekly by the member of the Foundation or School Senior Management Teams who undertook the Risk Assessment and a written record will be kept. In accordance with KCSIE the enhanced DBS Disclosure will be obtained as soon as practicable after the applicant has commenced supervised work at the Foundation.

In accordance with KCSIE guidelines regarding employment in a school or equivalent educational establishment, the Foundation will accept a DBS Disclosure from a successful applicant's previous employer subject to the written consent of the applicant and where there has been no gap in employment of three months or more. The Foundation when accepting a DBS Disclosure from a successful applicant's previous employer will comply with the KCSIE and DBS guidelines and a barred list check will be carried out before starting employment at the Foundation.

3 Pre-employment checks

In accordance with the recommendations of the DfE in KCSIE, the Foundation carries out a number of pre-employment checks in respect of all prospective employees.

3.1 Verification of Identity and Address

All applicants who are invited to an Interview will be required to bring the following evidence of identity, address, birth and qualifications:

- current driving licence (including photograph);

Or

- passport;

Or

- full Birth Certificate;

And

- two utility bills or statements (from different sources) showing their name and home address;

And

- documentation confirming their National Insurance number (P45, P60 or National Insurance Card);

And

- documents confirming any educational and professional qualifications referred to in their Form.

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

3.2 References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references (in most cases three references will be sought), one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant as a friend. When a reference is taken over the telephone then detailed notes will be taken, dated and signed.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm whether the applicant could be considered to be involved in 'extremism' (as defined in Section 3.8 below). If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary and job title/duties, reason for leaving, performance, and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety or welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety or welfare of children or young people or behaviour, including radicalisation, towards children or young people, not including any allegations or concerns found to have been malicious or not substantiated or unfounded.

The Foundation will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. A written reference will be followed up by a telephone call to the referee to verify the reference.

References will be requested for all short-listed candidates.

The Foundation will compare all references with any information given on the Form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed

3.3 Disclosure and Barring Service Disclosure

Due to the nature of the work, the Foundation applies for criminal record certificates from the Disclosure and Barring Service (the 'DBS') in respect of all prospective employees, Governors and volunteers.

There are three types of check that may be requested from the DBS depending on the nature of the position, namely Standard Disclosure, Enhanced Disclosure and Standard Disclosure with Barred list information.

The Foundation considers that all positions within the Foundation will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), as defined by the DBS and ISI Regulatory Requirements (April 2014). It is the Foundation's normal policy to require a satisfactory Enhanced Disclosure or Enhanced Disclosure with Barred list information for all its employees and volunteers in accordance with the guidance as set out in KCSIE, 'The Safeguarding of Vulnerable Groups Act 2006' and guidance given in 'Regulated activity in relation to Children: scope' and by the DBS.

The Flow Chart of Disclosure and Barring Service criminal record checks and barred list checks for the various categories of employee at a school given in KCSIE is attached at Annex A. The Foundation will comply with this guidance.

In addition to the Disclosure and barring criminal record checks undertaken in accordance with the guidance as given above, the Foundation will require applicants with recent periods of overseas residence and those with little or no previous UK residence to obtain a satisfactory Enhanced Disclosure with Barred list information. Applicants from overseas will be required where necessary to provide evidence of permission to work in the UK and may be required to apply for the equivalent of a Disclosure, if one is available in the relevant overseas jurisdiction(s). The DBS website gives details of which countries provide the equivalent of a Disclosure.

The Foundation expects supply/temporary worker agencies or third party organisations that are used by the Foundation to work with, or provide services for, children for whom the Foundation is responsible to register with the DBS on their own account and to comply with the recruitment measures as detailed in this policy or their own comparable policy. Proof of registration with the DBS will be required before the Foundation will commission services from any such organisation and the Foundation will require proof of a satisfactory Disclosure from the DBS for all supply/temporary workers provided by such agencies. Written confirmation from the Agency that it has carried out the appropriate checks on an individual will be obtained before appointment.

The Foundation requires a contractor in a contract let by the Foundation where the contractor employs staff to work with, or provide services for, children for whom the Foundation is responsible, to adopt and implement the measures described in this policy. Where such a contractor is not registered with the DBS on their own account the Foundation may agree to assist such a contractor by making application for

criminal record certificates from the DBS in respect of the prospective contractor employed staff on behalf of the contractor as appropriate.

The Foundation will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at a Foundation School.

The Foundation recognises that volunteers are regarded by children as safe and trustworthy adults. A prospective volunteer will be recruited in accordance with the measures described in this policy.

The Foundation will request an enhanced DBS disclosure and Children's Barred List check on all volunteers who undertake unsupervised activity with pupils at or on behalf of a Foundation School on a frequent and regular basis in accordance with the definition of regulated activity.

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

Under no circumstances will the Foundation School permit an unchecked volunteer to have unsupervised contact with pupils.

The Foundation will require a new DBS certificate for volunteers who engage in regulated activity but who have not been involved in any activities with a Foundation School for three consecutive months or more. Those volunteers who are likely to be involved in activities with a Foundation School on a regular basis may be required to sign up to the DBS update service as this permits the Foundation School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the Foundation will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

A Governor will be regarded as a volunteer who will be engaged in regulated activity.

A volunteer recruited by an external organisation to work at the Foundation will be regarded as a supply/temporary worker.

3.4 Prohibition Order

The Foundation will check that an applicant to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Teacher Services' system.

3.5 Professional Qualifications

The Foundation will verify the professional qualifications as and where appropriate of an applicant to be employed.

3.6 Right to Work in UK

The Foundation will verify the right to work in the UK of an applicant to be employed.

3.7 Childcare disqualification requirements

The Childcare Act 2006 (the Act) and the Childcare (Disqualification) Regulations 2009 (the Regulations) state that it is an offence for the School to employ anyone in connection with our early years provision (EYP) or later years provision (LYP) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child's 5th birthday, which takes place on the school premises during or outside of the normal school day;

LYP includes provision for children not in EYP and under the age of 8 which takes place on school premises outside of the normal school day, including, for example breakfast clubs, after school clubs and holiday clubs. It does not include extended school hours for co-curricular activities such as sports activities.

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

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

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

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

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

- having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas;
- various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
- having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled;
- having been refused an application for registration of a children's home or having had any such registration cancelled;
- having been prohibited, restricted or disqualified from private fostering; or
- living in the same household as another person who is disqualified from EYP or LYP, or living in a household where a disqualified person is employed (disqualification by association). A household is deemed to cover anyone sharing "living space", including the use of a shared kitchen.

All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a Self-Declaration Form confirming whether they, or anyone in their household, meet any of the criteria for disqualification under the Regulations. The School will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the Foundation in any relevant role will be conditional upon completion of the Self-Declaration Form and upon the applicant not being disqualified. The Foundation cannot permit any person who is currently disqualified to start work in a relevant role. The Foundation also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the Foundation, any information disclosed in the Self-Declaration Form renders that person unsuitable to work at the Foundation.

Applicants who have any criminal records information to disclose about themselves, or anyone in their household, must also provide the following information:

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

- a copy of the relevant order or conviction.

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

Applicants must not ask for information about spent convictions from any member of their household.

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

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

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

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

3.8 Visiting speakers and the Prevent Duty

The Prevent Duty Guidance requires the Foundation to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The Foundation recognises that it is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the Foundation or perform any other regular duties for or on behalf of the Foundation.

A visiting speaker must only be invited with the permission of the Head of the School or, in the Head's absence, the Senior Deputy. The Foundation School which has invited the speaker will obtain such formal or informal background information about the visiting speaker as is reasonable in the circumstances to decide whether to

invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Foundation's Recruitment, Selection and Disclosure Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE. All visiting speakers will be subject to the Foundation's Security Policy. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of the Foundation School's staff between appointments. The Foundation School will always have regard to the Foundation Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School, the Foundation Security Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

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

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

4 Policy on Recruitment of ex-offenders

4.1 Background

The Foundation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Foundation makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the Foundation. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 4.2 below.

In view of the fact that all positions within the Foundation will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000) all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the Foundation 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 Foundation 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 a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Foundation. If the Foundation receives an application from any such person, it will report them to the Police, DBS and/or DfE Children's Safeguarding Operations Unit (formerly the Teacher's Misconduct Team).

4.2 Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a Disclosure check, the Foundation will consider the following factors before reaching a recruitment decision:

Whether the conviction or other matter is relevant to the position in question:

- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation/s offered by the convicted person.

If the post involves regular contact with children, it is the Foundation's normal policy to consider it 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 Foundation's normal policy to consider it high risk to employ anyone who has been convicted of drink driving within the last 10 years.

4.3 Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a Disclosure check, the Foundation will carry out a risk assessment by reference to the criteria set out above. The Head of the School or the Bursar as appropriate must sign the Assessment Form and it must be counter-signed by the Chief Executive before *a final decision is made about the appointment and* the position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would be offered a position were it not for the disputed information, the Foundation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure.

It is a criminal offence for the Foundation to allow an individual who is barred by the DBS to work in a regulated activity. If an applicant is barred by the DBS and the applicant wishes to dispute that barring, he/she can do so by contacting the DBS direct. In cases where the applicant would be offered a position were it not for being barred by the DBS, the Foundation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the DBS.

4.4 Retention and Security of Disclosure Information

The Foundation's Policy is to observe the guidance issued or supported by the DBS on the use of Disclosure Information.

In particular the Foundation will:

- store Disclosure Information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to *those members of the Foundation entitled to see it as part of their duties*;
- not retain Disclosure Information or any associated correspondence for longer than is necessary. In most cases, the Foundation will not retain such information for longer than six months, although the Foundation will keep a record of the date of a Disclosure, the name of the subject, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any Disclosure Information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any Disclosure Information without the express permission of the individual to whom the Disclosure relates.

The Foundation complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

5 Retention of Records

If an applicant is appointed, the Foundation will retain any relevant information provided on their Form (together with any attachments) and all copies of the identity documents, right to work evidence, medical fitness and qualifications, on their personnel file. This documentation will be retained for the duration of the successful applicant's employment at the Foundation and in accordance with the Foundation's Keeping of Documents Policy and Procedure or with best practice guidance in force at the time.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the Foundation to keep their details on file.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

6 Central Register

The Foundation maintains a central register of staff appointments, including volunteers and others brought into the schools to provide additional teaching or instruction (such as sports coaches), supply staff and governors in accordance with the recommendations and guidance of the DfE. The Central Register is held at Walker House, the Foundation’s registered company office.

7 Recruitment Process

In accordance with best practice and whenever reasonably practicable, the Foundation will appoint one Senior Member of the Foundation Staff to Chair the Selection Panel and lead the recruitment process.

At least one member of a Selection Panel will be trained in Safer Recruitment as required by ‘School Staffing (England) Regulations (2009).

8 Referrals to the DBS and National College for Teaching and Leadership (NCTL)

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

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

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL as and where appropriate.

Last review September 2016

By resolution of the Nomination and Governance Committee of the Court of Governors

Signed Date

Chairman of the Nomination and Governance Committee of the Court of Governors