



# Recruitment, Selection, and Disclosure Policy

**for the whole School including EYFS**

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## Beechwood Park School's Mission

*Beechwood Park School's* (hereafter *Beechwood* or the *School*) *Mission* is to *Nurture, Engage and Inspire* all of its pupils in accordance with its 16 core *Values*.

The *School* therefore recruits and retains the highest calibre teaching and non-teaching staff to promote the *Beechwood Mission* across all aspects of its educational provision.

*Health and Safety, Safer Staff Recruitment, Child Protection,* and the *School Values* therefore stand as the four cornerstones of our *Mission* and pupil and staff welfare.

## Scope

This policy covers the recruitment, selection and disclosure requirements for the following whether engaged in regulated or non-regulated activity:

- Teaching Staff;
- Non-Teaching Staff;
- Teaching Assistants;
- Early Career Teachers (ECTs);
- Instrumental Music Teachers;
- Sports, Music, Drama Coaches and Coaches of other activities;
- Graduate Teaching Assistants;
- Administrative staff;
- Maintenance and Grounds Staff;
- Holiday Club Staff;
- Volunteers;
- Supply and agency Staff;
- Contractors;
- Staff of organisations hiring School facilities;
- Staff recruited from the UK or from overseas.

These categories include those:

- Under a contract of employment;
- Under a contract for services; or
- Otherwise than under a contract.

**N.B.** The recruitment of governors and arrangements for visiting speakers are covered under The BPS Visiting Speaker Policy and the BPS Governance Handbook.

## BPS Recruitment Policy

The BPS *Recruitment Policy* ensures that:

- The *School's* recruitment procedures draw on current guidance and legislation;
- The *School* recruits on the basis of merit, ability, and suitability for the position;
- The *School* considers all job applications equitably and consistently;
- Staff involved in the recruitment process who have a close personal or familial relationship with an applicant declare a conflict of interests as soon as they become aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process;
- The *School* treats all candidates for future employment fairly in the context of their

race, colour, nationality or national or ethnic origins, religion, belief, gender, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, or disability (see also the *BPS Staff Equality Opportunities Policy*);

The *School* meets its commitment to safeguard and promote the welfare of children and young people by promoting:

- that all employees work in a culture of openness, trust and transparency to advocate their statutory responsibility to protect children from abuse and harm in accordance with its child protection and health and safety policies and by;
- the reporting of low-level concerns in support of the *School's* Mission to Nurture, Engage and Inspire and its core values.

The *School* ensures that all necessary pre-employment checks are undertaken by ensuring:

- The *School* has a permanent member of staff who has received *Safer Recruitment* training on all selection and appointment panels;
- The *School* ensures that all employees of Contractors who work at the *School* on a long-term basis (caterers and cleaners, for example) are subject to the checks required by statutory guidance;
- The *School* ensures that all builders and similar contractors, who may have access to areas of the *School* where unsupervised contact with children is possible, have a *DBS* check carried out by their employer and have a photographic check of identity on arrival at the *School*.

## References

This *School* recognises its statutory obligations to understand and enact its responsibilities in the context of the following documentation:

- The *Independent School Standards Regulations* (ISSRs)
- The *Commentary on the Regulatory Requirements*
- *Keeping Children Safe in Education* (KCSIE) September 2022.

## Authorisation for Recruitment

The *Head* and the *Bursar* are the only members of staff permitted to authorise the commencement of a recruitment process and the *Head* or *Bursar* appoint all staff.

## Job Descriptions

Where applicable the *Head* and the *Bursar* agree a job description, person specification and terms and conditions of employment for the position prior to the commencement of recruitment.

## Advertising

All advertisements for vacancies include the following statement:

*'Beechwood Park School's Mission is to Nurture, Engage and Inspire all of its pupils in accordance with its 16 core Values. The School recruits and retains the highest calibre teaching and non-teaching staff to promote the Beechwood Mission across all aspects of its educational provision. Health and Safety, Safer Staff Recruitment, Child Protection, and the School Values therefore stand as the four cornerstones of our Mission and pupil and staff welfare. The School requires all of its applicants for employment to complete a BPS Staff Application Form and produce original documentation of certificates and degree qualifications. The School will undertake an enhanced DBS clearance check for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and in promoting the School's Mission.'*

## Recruitment and Selection Procedure

The *School* provides all applicants for employed posts with a job description, person specification and a *BPS Staff Application Form*.

## BPS Staff Application Form

The *School* requires all applicants for employment or those who wish to work at the *School* as a

volunteer to complete a *BPS Staff Application Form* which contains questions about their academic and employment history and their suitability for the role. The *School* requires applicants to provide a full, post-16 education and employment history including precise months and years.

The *School* will return to the applicant incomplete application forms if received before the stated application deadline. The *School* will not accept curriculum vitae in the stead of fully completed application forms.

The *Head* verifies gaps in education or employment at interview.

The *School* verifies *Qualified Teacher Status* using the *Employer Online Service*.

The *BPS Staff Application Form* requires applicants to make the following declarations:

- That the information they have given on the application form is true and correct to the best of their knowledge;
- That they are not disqualified from working with children under the *Childcare Act 2006 (July 2018)* or subject to sanctions imposed by a regulatory body;
- That they are not subject to a direction under section 142 of the *Education Act 2002* or section 128 of the *Education and Skills Act 2008* which prohibits, disqualifies, or restricts them from teaching or being involved in the management of an independent school;
- They understand that providing false information is an offence which could result in their application being rejected or (if the false information comes to light after their appointment) summary dismissal and that it may amount to a criminal offence;
- They consent to the *School* processing the information given on the form, including any 'sensitive' information, as may be necessary during the recruitment and selection process;
- They consent to the *School* making direct contact with the people specified as their referees to verify the references.

Candidates are expected to disclose appropriate criminal records before interview by sending details in a sealed envelope to the *Head*. If candidates wish to discuss this beforehand, they should telephone the *Head* for advice in confidence.

### **Selection of Candidates**

A panel of **at least two** senior *School* staff, including the *Head* agree the criteria against which they will select prospective candidates, consider all applications, and draw up a long or short-list of candidates for interview.

### **Online Searches**

As part of the shortlisting process, the *School* will carry out an online search (including social media) as part of our due diligence process. This may help identify any incidents or issues that have happened and are publicly available online, which the *School* might want to explore at interview.

### **Reference Request**

The *School* requests references at this stage unless the candidate has requested these to be taken up later in the process.

### **Invitation to Interview**

The *School* invites long or short-listed candidates to complete the *Suitability to Work With Children Self Declaration Form* ahead of a one-to-one interview with senior staff including the *Head*. In exceptional circumstances, usually when the candidate is abroad, the *Head* and other staff may decide to interview a candidate remotely, for example by *Ring Central*.

### **Accessibility**

The *School* asks candidates with a disability, who are invited to interview, to inform the *School* of

any necessary reasonable adjustments or arrangements to assist them in attending the interview.

### Documentation Required at Interview

Candidates bring the following documentation to the interview:

- An original full, birth certificate;
- Current (photographic) driving licence or passport;
- Documents confirming relevant educational and professional qualifications;
- Where applicable, proof of entitlement to work and reside in the UK

The duty *Receptionist*, *HR Manager* or other member of the *Administrative Staff* verify the identity of candidates and take copies of the documents provided.

If candidates have applied through an agency, the agency may provide evidence of checks that they have carried out to determine suitability, including DBS clearance. The *School* will however still conduct its own safer recruitment practices.

### Interview

At least two members of staff, one of whom holds current a *Safer Recruitment* qualification, interview all candidates formally and informally, usually involving a number of staff relevant to the vacancy. All staff take notes of their interviews and pass copies of these notes on to the *Head*.

During the interview, the *Head* or *Bursar* explores inconsistencies and gaps in employment exposed in the application form and references.

### Lesson Observation

Candidates for *Teaching Staff* or *Teaching Assistant* vacancies demonstrate their teaching skills in a *Lesson Observation*, overseen by the *Deputy Head (Academic)* and/or one other member of staff who is an age or subject specialist. Both members of staff complete a standard lesson observation form, commenting on how the candidate has nurtured, engaged, and inspired pupils during the lesson, returning it without delay to the *Head's Secretary*.

### Final Selection

The members of the interview panel prepare notes on each candidate and at the end of the interview process meet with the *Head* to consider the relative strengths and weaknesses of all candidates and decide on a successful candidate. If no suitable candidate has been identified the *School* will re-run the recruitment.

### Conditional Offer of Appointment

The *School* sends the successful candidate a *Conditional Offer of Employment Letter*, detailing key terms of the proposed contract and explaining that the offer is conditional upon the following verifications:

- A minimum of two satisfactory references;
- Right to work in the UK;
- Enhanced DBS Disclosure clearance, including a barred list check;
- Fitness to undertake the role, demonstrated through a completed *BPS Staff Medical Declaration*; (the *School* reserves the right to require a further medical examination)
- *Qualified Teacher Status* or other relevant qualifications, where appropriate;
- That the applicant is not prohibited from teaching and/or management as appropriate;
- That they are not disqualified from working with children under the *Childcare Act 2006 (July 2018)* or subject to sanctions imposed by a regulatory body;
- If applying from overseas, a satisfactory letter provided by the candidate from the professional regulating authority in the country in which the applicant has worked, confirming that there are no imposed sanctions or restrictions and that they are aware



of any reason why they may be unsuitable to teach. If the country does not have a professional authority, and all avenues of investigation available have been used, the school can appoint a teacher provided the appointment decision is informed by other evidence available from the recruitment process and is a reasonable decision.

- Satisfactory overseas criminal records check and professional checks, if applicable;
- Proof of a National Insurance number, if applicable;
- A *Prevent* duty risk assessment.

### The Single Central Register of Appointments (hereafter the SCRA).

Once the candidate has:

- accepted the *Conditional Offer of Employment*; and
- satisfied the conditions above (except receipt of *DBS Clearance* if a risk assessment in advance is to be conducted - see below);

the *HR Manager* will record the applicant's details and the dates of all relevant checks and information on the *School's SCRA* in accordance with:

- the *Education (Independent Schools Standards) Regulations*;
- the *National Minimum Standards for Boarding Schools*; and
- the *Statutory Framework for the Early Years Foundation Stage*

and will alert the *Assistant Bursar* for final checking.

### Contract of Employment

For applicable employments, the *HR Manager* will then prepare a *Contract of Employment*, which, after checking by the *Assistant Bursar*, will be passed to the *Head* for onward transmission to the Candidate.

### Equality

In accordance with its responsibilities with regards to the *Equality Act 2010*, the *School* will not withdraw any job offer without first consulting with the applicant, examining medical evidence and considering reasonable adjustments.

### References

The *School* requires the receipt of a **minimum of two satisfactory references**, one of which must be from the applicant's **current or most recent employer**. If the current or most recent employment does/did not involve work with children, then the second referee should, where possible, be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend.

The *School* will send all referees a copy of the job description and person specification for the role which the applicant has applied for and will ask them 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.

### DBS Checks

For all members of staff in *Regulated Activity* (see below) the *School* seeks an *Enhanced DBS Check*, which includes a *Barred List checks and Disqualification checks*.

Once the *HR Manager* receives notification that the *DBS* has been successfully processed, he/she will download details from the website. If the record 'Contains no information' he/she returns the recruitment file to the *Head*. He/she will ask the applicant to produce their original *DBS Certificate* as soon as possible, once this original copy is seen, the *HR Manager* signs the *Staff Recruitment Cover Sheet*, in the appropriate place

If the *DBS* disclosure check 'Contains Information,' the *HR Manager* is to inform the *Head*, or in his/her absence the *Bursar*, without delay. He/she must also ask the candidate to produce their *DBS Certificate* as soon as possible which must be seen by the *Head* or *Bursar* and a copy taken.

If a candidate has signed up to the *DBS Update Service*, they must give consent to the *School* to check there have been no changes since the issue of the *Disclosure Certificate*. The *School* will also complete a *Barred List Check*.

### Supply / Temporary Worker Agencies / Contractors

The *School* expects supply/temporary worker agencies/contractors that are used by the *School* to register with the *DBS* on their own account and to follow this policy or their own comparable policy. Proof of registration will be required before the *School* will commission services from any such organisation.

Prior to the commencement of work at *Beechwood Park School*, the *School* ensures that contractors confirm in writing that all of their employees engaged in *Regulated Activity* at the *School* have:

- Enhanced *DBS* and *Barred List Clearance* (with the *School* confirming sight of the original *DBS* certificate before the worker begins at the *School*);
- Photographic ID (with the *School* confirming sight of the original ID before the worker begins at the *School*);
- Confirmed that no notifiable incident has arisen since they completed a *DBS*;
- Conducted interviews checking their suitability to work with children;
- Confirmed that they are not disqualified from working with children under the *Childcare Act 2006 (July 2018)* or subject to sanctions imposed by a regulatory body;
- Approved two references which provide satisfactory answers to the question: 'Please comment as to whether you are completely satisfied that the applicant is suitable to work with children. If not please provide specific concerns and reasons for disquiet;'
- Seen proof of the applicant's current name and change of name where applicable;
- Seen two utility bills or statements from different sources issued within the last three months, showing their full name and home address;
- Google-searched / Social Media-searched this applicant raising concerns with the *Head*;
- Verified their qualifications (where appropriate);
- Verified their right to work to work in the UK;
- Verified that if they have been overseas for a continuous period of more than **three months** in the last **ten years**, they have no overseas criminal record;
- **Approved any letters of professional standing applicable to overseas applicants;**
- Verified that the background history and any gaps in employment have been thoroughly investigated;
- Verified that the applicant is not prohibited from teaching (where applicable);
- Verified that the applicant is sufficiently fit and active enough to fulfil all of the requirements of the position;
- Verified that they are confident that this applicant is suitable to work with children;
- **Undertaken to inform the *Head* if one of their employees has not been working at the *School* for a period of three months or more but is planning to return to the *School*.**

Where necessary, the *School* will also undertake separate barred list checks including when a Portable *DBS* is provided or where an immediate update check is needed.

**The *School* will encourage Contractors to place their employees engaged in *Regulated Activity* on the *DBS Update Service*.**

### Volunteers

Volunteers will be subject to an informal recruitment process which will involve a meeting with the *Head*. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each

party meet and whether there is a volunteering opportunity at the *School*.

Any volunteering placement will be offered subject to the following checks if relevant:

- Completion of the **BPS Childcare Disqualification Self-Declaration Form for Volunteers**;
- *Enhanced DBS Disclosure* clearance;
- If the volunteer will undertake a regulated activity, a *Barred List* check;
- Evidence of their entitlement to work in the UK;
- Confirmation that they are not disqualified from teaching or management;
- References.

The *Head* will appoint a **permanent** member of staff to mentor the volunteer. He/she will, if necessary, prepare a risk assessment covering the volunteer's duties and ensure that any consequent safeguarding processes are implemented.

### **Risk Assessment in lieu of DBS Clearance**

In exceptional circumstances, the *Head* may, provided that the *DBS* application has been made in advance, grant permission for a member of staff to commence work prior to receipt of the clearance, without confirming their appointment, under a risk assessment. This will always involve:

- the direct supervision of the adult at all times by a member of the *School* staff;
- the person concerned being made aware of the safeguarding procedures implemented as a result of the risk assessment;
- the receipt of a satisfactory check of the *Barred List*; and
- all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily.

The *Head* will review the safeguarding procedures put in place every two weeks.

The *HR Manager* will make a note in the *SCRA* that a risk assessment has been conducted.

Once *DBS Clearance* has been received, the *School* will confirm their appointment.

### **Changing Roles within the School**

The *School* will carry out a further *Enhanced DBS Disclosure* check where the role of an existing member of staff changes to such an extent that contact with children is significantly increased, for example by assumption of boarding duties and where the original disclosure is over three months old.

### **Remaining in the same or a similar role within the School for 3 years**

The *School* will carry out a further *Enhanced DBS Disclosure* check on existing members of staff every three years.

### **The Definition of 'Regulated Activity'**

The definition of *Regulated Activity* (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- Regular work in schools with opportunity for contact with children. (Not work by supervised volunteers.)
- Unsupervised activities: teach, train, instruct, care for, or supervise children, or provide advice / guidance on well-being, or drive a vehicle only for children, if done regularly.
- Relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional; applies to any child, even if only done once.

## The Definition of Regular

For the purpose of assessing whether a person is working in *Regulated Activity*, 'regular' includes 'frequent,' and these are defined together as follows:

- Frequently (once a week or more often); or
- On four or more days in a 30-day period; or
- Overnight (between 2am and 6am).

## Overseas Checks

The *School* require all applicants with recent periods of overseas residence (a continuous period of 3 months or more) and those with little or no previous UK residence to apply for the equivalent of a disclosure if one is available in the relevant jurisdiction(s).

For all applicants who have worked or been resident overseas, further checks and confirmations as the *School* considers appropriate will be requested so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the *School* with proof of their past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the county where they have worked.

The *Home Office* has published updated guides on what checks are available from different countries and this will be consulted where appropriate.

Extra references will be required from countries that do not provide criminal records checks.

## Prohibition Orders for those Employed or Volunteering to carry out Teaching Work

The *School* checks that anyone carrying out teaching work is not subject to a prohibition order issued by the *Secretary of State*. This check is made with the *Employer Online Service* and can be undertaken for those who do and do not have *Qualified Teacher Status* by searching by name.

Teaching work is defined as:

- Planning and preparing lessons and courses for pupils;
- Delivering and preparing lessons for pupils;
- Assessing the development, progress, and attainment of pupils;
- Reporting on the development, progress, and attainment of pupils.

## Prohibition Orders for those employed in Senior Leadership or Management Roles

The *School* will check all staff in Senior Leadership roles against the *Prohibition from Leadership and Management List*. The *HR Manager* includes information derived from this check in a separate column in the *SCRA*. The *School* defines the following as being in a Senior Leadership role for the purposes of this requirement:

- All members of the SLT;
- Head of Boarding;
- Heads of Academic and Co-Curricular Departments;
- Head of Nursery;
- Assistant Bursar.

The *School* will inform *Ofsted* and copy in the *ISI* when it is satisfied that a person working at the *School* falls within one of the disqualification criteria.

## Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)

The *School* requires all adults who *TUPE* transfer into the *School's* staff to undertake the statutory requirements with regards to safer recruitment checks. If staff are transferred under *TUPE* with a gap of three months or less and all checks are complete the *School* will pass information to the new employer and make a note on the *SCRA* that details have been accepted under *TUPE*.

## Internal Changes of Role

Members of staff whom change their roles / wish to change their roles will be subject to the appropriate recruitment processes and checks.

## Induction Programme

This will be provided in line with the BPS Staff Induction, Training and Development Policy.

## Early Career Teachers

At BPS we welcome ECTs as colleagues regularly and aim to provide a high-quality induction programme. All ECTs are registered with an Appropriate Body who monitor the completion of the Early Career Framework (ECF) and the ECT's induction. ECT Induction is coordinated by the Head and we follow the guidance from the DfE about the arrangements for ECT support, this includes the following:

- A Mentor is assigned to every ECT and meetings for the ECT to meet their Mentor are scheduled on both parties' timetable. Records of action points are kept and form the basis of ongoing discussions.
- Timetables for ECTs:
  - ECTs in their first year have 90% of a full-time teacher's timetable. This 10% release time is used for the ECT to observe experienced colleagues and carry out other supported tasks (such as moderation of marking with departmental colleagues or meetings with specialist colleagues such as SENCOs etc).
  - ECTs in their second year have 95% of a full-time teacher's timetable. This 5% release time is used for the ECT to observe experienced colleagues and carry out other supported tasks (such as moderation of marking with departmental colleagues or meetings with specialist colleagues such as SENCOs etc).
- Observations of the ECT's teaching are carried out on a half termly basis and are conducted by the Mentor (possibly in association with the Curriculum Leader or Head of Year) and the Head throughout the year.
- In the first two terms of induction, the ECT's progress is reviewed and a progress report is written by the Head of Department. The ECT is able to comment on the report before it is submitted to the Appropriate Body.
- Subject specific professional development opportunities are identified for all ECTs and are supported by the School.

Support for ECTs is readily available and we work with all colleagues to ensure that the induction period is completed successfully. ECTs are encouraged to talk to their Mentor, Curriculum Leader, Head of Department or the Professional Mentor if issues arise so that a timely solution can be found.

## Residents

In accordance with the *National Minimum Standards for Boarding Schools* (NMS 14) the School conducts *Enhanced Criminal Records Checks* with a *Barred List Check* on all residents on the School premises over the age of 16 (not on the *School Roll* or employed by the School). The School also requires them to sign an agreement that they will maintain rules of confidentiality and abide by the School's safeguarding policies and procedures and the BPS Staff Visitors to School Accommodation Policy.

## Bus Drivers

The procedures in this document do not apply to an individual providing an irregular service to the School which does not comprise regulated activity and where a member of the School Staff is present with the pupils. An example would be a coach driver for a sports fixture or School trip; this is not applicable to the external drivers for the *School Bus Service* for which the Contractors conditions above are to be followed.

## The Staff of Organisations and Associations Hiring School Facilities

When services or activities are provided by the governing body under the direct supervision or management of the *School* this policy and arrangements for child protection will apply.

When the services or activities are provided by another body in the capacity as a hirer of school facilities, the *School* will seek assurance that the body concerned has appropriate safeguarding, child protection and recruitment procedures in place and that a failure to comply will lead to an immediate termination of the hire. This assurance will be provided via standard contracts of hire and an inspection of appropriate policies provided by the organisation, with the *School* available to liaise with the hirer if necessary.

### Disciplinary Matters

In cases of dismissal (or resignation) due to behaviour which causes child protection concerns, the *School* will without delay inform the *DBS* of the circumstances in which the employee is leaving its employment and, in the case of any member of staff who has been teaching pupils, the *Teaching Regulation Agency (TRA)*.

### Policy on Recruitment of Ex-Offenders

The *School* will not unfairly discriminate against any application 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 applicant has a criminal record, this will not automatically debar him/her from employment within the *School*. Instead, each case 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 (July 2018)*'.

It is a criminal offence for any person who is disqualified from working with children to attempt 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
- has serious concerns about an applicant's suitability to work with children.

### 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 *School* will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or

- other relevant matters;
- 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 within the last ten years.

### **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 *School* will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the *Head* before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the *DBS* directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the *School* will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity (28 days) to challenge the disclosure information.

### **Documentation**

The *HR Manager* is responsible for ensuring all Safer Recruitment Records (Appendices 1 - 7) are completed before an employee starts work and subsequently retained in staff files.

### **Retention and Security of Disclosure Information**

The *School* will retain, keep secure and dispose of disclosure and other application information in accordance with the *BPS Data Protection, Record Keeping and Retention of Records Policy*.

**END**

**BPS Contractor Safer Recruitment Record**

<b>NAME:</b>		<b>COMPANY</b>		<b>SCR COMPLETE</b>	
<b>POSITION:</b>		<b>Start Date:</b>	<i>(Proposed)</i>	<b>Initial</b>	<b>Date</b>
<b>Stage 1. Application</b>					
<b>Interview with Head</b>	<b>Date:</b>				
<b>Also, in attendance:</b>					
<b>Selected for position</b>	Y/N				
<b>Stage 2. Safer Recruitment Checks</b>					
<b>Safer Selection, Recruitment and Pre-Employment Vetting of Contractors Letter fully completed, signed, returned, and filed.</b>	<b>HM Signature:</b>		<b>Date:</b>		
<b>Proof of identity.</b>	<b>HM Signature:</b>		<b>Date:</b>		
<b>Stage 3. The Single Central Register of Appointments (SCRA)</b>					
<b>SCR record opened</b>	<b>Contractor details entered onto the SCRA</b>				

**(Every white section of this page must be complete before start of work.)**

**All recruitment procedures are complete. HM signature below indicates approval to start work at Beechwood Park.**

**Head's Signature:** .....

**Date:** .....

<b>Start Date entered onto the SCRA</b>		
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<b>Stage 5. Induction Training. DB to arrange:</b>	<b>HM Initial</b>	<b>Date</b>
<b>HM new staff induction training with a copy of the following policies:</b> <i>Safeguarding and Child Protection Guidance for Visitors and Contractors leaflet discussed and copy provided.</i>		
<b>Mentor Name</b>		
<b>Tour of The School</b>		
<b>Health and Safety new staff induction training</b> <i>BPS Health and Safety Policy and Procedures Manual. Health and safety reporting. Near misses and communication.</i> <i>BPS Fire Safety Training and evacuation advice.</i>		

**HM signature below indicates that all induction procedures are complete.**

**Head's Signature:** .....

**Date:** .....

**HR, please notify the line manager that Pre-employment Checks and Induction training are complete and this applicant can commence employment.**



## Appendix 2

## BPS Non-Teaching Staff Safer Recruitment Record

NAME:							SCR COMPLETE		
POSITION:					Start Date:	<i>(Proposed)</i>		Initial	Date
App. Form received	(Tick)	CV	(Tick)	*Application acknowledged	Initial:	Date:			
<b>Stage 1. Application</b>									
Initial Sift and check of employment history (including gaps). (At least two required)				1. HM Initial:		Date:			
				2. Initial:		Date:			
				3. Initial:		Date:			
HM Selected for Interview				Y/N	Information sent* (a)	Date:			
Online searches completed				Y/N	Clear search Y/N	Date:			
*References requested		1	Initial:			Date:			
		2	Initial:			Date:			
References checked (b)		1	HM:			Date:			
		2	HM:			Date:			
References verified by telephone		1	DB:			Date:			
		2	DB:			Date:			
<b>Stage 2. Interview</b>									
Details of Interview				Date:		Time:			
Interview panel initials (At least one to be SR trained) Consider Children Panel? Y / N				HM Initial:		SR trained Y/N			
				Initial:		SR trained Y/N			
				Initial:		SR trained Y/N			
Qualifications, proof of identity, date of birth and address and eligibility to work in the UK evidence checked				Initial:		Date:			
Selected for position				Y/N	HM Initial:	Date:			
Self-Disclosure returned				Y/N	HM Initial:	Date:			
Verbal offer made				Y/N	HM Initial:	Date:			
Verbal acceptance				Y/N	HM Initial:	Date:			
Letter to successful candidate confirming offer (c)						Date:			
Letter to unsuccessful candidate (d)						Date:			
Acceptance letter received				HM Initial:		Date:			
Job Description signed and returned				HM Initial:		Date:			
Medical questionnaire returned				HM Initial:		Date:			
<b>Stage 3. The Single Central Register of Appointments</b>									
SCR record opened				Records of Employment History (and gaps)					
				Qualifications					
				Proof of identity, date of birth and address					
				Eligibility to work in the UK					
				Medical Questionnaire fitness to work					
Complete on-line DBS application				Initial:		Date:			
Barred List clearance received									
Overseas checks completed									
Enhanced DBS clearance received and original certificate seen.									
Prohibition clearance received				From Teaching	Y/N	From Management	Y/N		

All safer recruitment procedures are complete.

Approved Start Date:        /        /

**Bursar or Assistant Bursar verification of SCRA entry**

Signature .....

*Every white section of the previous page must be complete before employment or sending contract.*

Stage 4. Contracts and Payroll	Initial	Date
Contracts and PPS form sent to Employee or Volunteer for signature (e)		
Signed and completed contract and PPS form received		
HM signed contract received and filed		
Payroll Form completed		
IT Manager informed		

All recruitment procedures are complete. HM signature indicates approval to start employment

Heads Signature: .....

Date: .....

Start Date entered onto the SCRA

Stage 5. Induction Training. DB to arrange:	HM Initial	Date
<p>HM new staff induction training in the following policies:</p> <p><i>BPS Child Protection Policy including Safeguarding Cause for Concern Record and NSPCC Advice Line including Safeguarding response to children who go missing in education.</i>  <i>The role of the Designated Safeguarding Lead / Reporting / Recording / Confidentiality</i>  <i>DfE Keeping Children Safe in Education September 2021 including Annexe A</i>  <i>DfE What to do if you are worried a child is being abused.</i>  <i>BPS Low- Level Concerns Policy</i>  <i>BPS Staff Whistleblowing Policy</i>  <i>BPS Pupil Conduct Policy</i>  <i>BPS Staff Behaviour Policy</i>  <i>BPS Mental Health &amp; Wellbeing Policy</i>  <i>BPS Health and Safety Statement and Handbook</i>  <i>BPS Fire Safety Training</i></p>		
Mentor Name		
Tour of the School		
<p>IT new staff induction training</p> <p>BPS Online Safety and Acceptable Use Policy, IT and iSams log-in created, training in Intranet, Remote Access, e-Safety, iSams, policy area and Timetable.</p>		
Health and Safety new staff induction training (AMR / HM)		
Completed <i>BPS Staff Declaration</i> returned to HR for Staff Record File (SRF)	(HR only)	

HM signature below indicates that all inductions procedures are complete.

Head's Signature: .....

Date: .....

**Notes:**

- \* Initial and date copies of letters before filing.
- (a) Candidate to bring originals of qualifications, proof of identity, address and right to work in the UK.
- (b) References to be signed by both HM and Head of Department.
- (c) Offer made subject to Prohibition, Barred List, Overseas, medical questionnaire and DBS clearance.
- (d) Ask permission to retain details of (suitable) unsuccessful candidates for one year. Self-disclosure returned unopened?
- (e) Enclose two copies of contract for signature, and Payroll Personal Summary form.

**BPS Resident Safer Recruitment Record**

<b>NAME:</b>			
<b>Relationship</b>		<b>Date:</b>	
<b>Stage 1. Pre-employment Checks (Single Central Register of Appointments)</b>			
<b>CHECK</b>		<b>Checked by:</b>	<b>Date:</b>
Proof of identity, date of birth and address			
Complete on-line DBS application			
Enhanced DBS clearance received and original certificate seen			
Barred List Clearance			
Check not prohibited from Teaching (& Management)			
Overseas Checks			
Online searches complete			
Resident Staff Declaration signed			
Two Character References approved by telephone (HR)			
Two Character References approved by telephone (HM)			

<b>Stage 2. Induction Training</b>	<b>HM Initial</b>	<b>Date</b>
<b>HM resident induction training with a copy of the following policies:</b> 1. <i>HM discusses and where relevant provides copies of the following:</i> 2. <i>BPS Child Protection Policy including Safeguarding Cause for Concern Record and NSPCC Advice Line</i> 3. <i>BPS Low Level Concern Policy</i> 4. <i>Keeping children safe in education September 2021 including Annexe A</i> 5. <i>What to do if you are worried a child is being abused.</i> 6. <i>Safeguarding response to children who go missing in education.</i> 7. <i>BPS Staff Whistleblowing Policy</i> 8. <i>The role of the Designated Safeguarding Lead</i> 9. <i>BPS Pupil Conduct Policy</i> 10. <i>BPS Staff Behaviour Policy</i>		
<b>Mentor Name .....</b>		
<b>Tour of The School</b>		
<b>IT new staff induction training</b> <i>BPS Online Safety and Acceptable Usage Policy</i>		
<b>Health and Safety new staff induction training</b> <i>BPS Health and Safety Policy and Procedures Manual</i> <i>(AMR) BPS Fire Safety Training (AMR)</i>		

Notes for SCRA:.....

Risk Assessment required? Yes / No

All safer recruitment procedures are complete. Approved Start Date:

/ /
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Bursar or Assistant Bursar verification of SCRA entry

Signature .....
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Head's Signature: .....

Date: .....

**HR, please notify the line manager that Pre-employment Checks and Induction training are complete and this applicant can commence employment.**

## BPS Sole Trader Safer Recruitment Record

NAME:						SCR COMPLETE			
POSITION:						Start Date:	(Proposed)	Initial	Date
App. Form received	(Tick)	CV	(Tick)	*Application acknowledged	Initial:	Date:			
<b>Stage 1. Application</b>									
Initial Sift and check of employment history (including gaps). (At least two required)				1. HM Initial:		Date:			
				2. Initial:		Date:			
				3. Initial:		Date:			
Selected for Interview (HM only)				Y/N	Information sent* (a)	Date:			
Online searches complete				Y/N	Clear search Y/N	Date:			
*References requested				Initial:		Date:			
References checked and verified by telephone: (b)		1	DB:	HM:	Date:				
		2	DB:	HM:	Date:				
		3	Initial:		Date:				
<b>Stage 2. Interview</b>									
Details of Interview				Date:	Time:				
Interview panel initials (At least one to be SR trained) Consider Children Panel? Y / N				HM Initial:		SR trained Y/N			
				Initial:		SR trained Y/N			
Qualifications, proof of identity, date of birth and address and eligibility to work in the UK evidence copied				Initial:	Date:				
Selected for position				Y/N	HM Initial:	Date:			
Self-Disclosure opened				Y or N/A	HM Initial:	Date:			
Verbal offer made (subject to.)				Y/N	HM Initial:	Date:			
Verbal acceptance				Y/N	HM Initial:	Date:			
Letter to successful candidate confirming offer, (subject to...) (c)						Date:			
Letter to unsuccessful candidate (d)						Date:			
Acceptance letter received				HM Initial:	Date:				
Medical questionnaire returned				Initial:	Date:				
<b>Stage 3. The Single Central Register of Appointments</b>									
SCR record opened				Records of Employment History (and gaps)					
				Qualifications					
				Proof of identity, date of birth and address					
				Eligibility to work in the UK					
				Medical Questionnaire fitness to work					
Complete on-line DBS application				Initial:	Date:				
Barred List clearance received									
Overseas checks completed									
Enhanced DBS clearance received and original certificates seen									
Online searches completed and concerns passed to HM									
Prohibition clearance received				From Teaching		From Management			

(Every white section of this page must be complete before employment / sending contract.)

All safer recruitment procedures are complete. Approved Start Date:

Bursar or Assistant Bursar verification of SCRA entry

Head's Signature: ..... Date: .....

**HR informs line manager that all safer recruitment checks are complete.**

Start Date entered onto the SCRA		
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Stage 4. Induction Training. DB to arrange:	HM Initial	Date
<b>HM new staff induction training with a copy of the following policies:</b> <ol style="list-style-type: none"> <li>1. <i>HM discusses and where relevant provides copies of the following:</i></li> <li>2. <i>BPS Child Protection Policy including Safeguarding Cause for Concern Record and NSPCC Advice Line</i></li> <li>3. <i>BPS Low Level Concerns Policy</i></li> <li>4. <i>Keeping children safe in education September 2021 including Annexe A.</i></li> <li>5. <i>What to do if you are worried a child is being abused.</i></li> <li>6. <i>Safeguarding response to children who go missing in education.</i></li> <li>7. <i>BPS Staff Whistleblowing Policy</i></li> <li>8. <i>The role of the Designated Safeguarding Lead</i></li> <li>9. <i>BPS Pupil Conduct Policy</i></li> <li>10. <i>BPS Staff Behaviour Policy</i></li> <li>11. <i>BPS Online Safety and Acceptable Use Policy</i></li> </ol>		
<b>Mentor Name</b>		
<b>Tour of The School</b>		
<b>Health and Safety new staff induction training (HM / AMR)</b> <i>BPS Health and Safety Policy and procedures Manual (including Lone Worker Policy)</i> <i>BPS Fire Safety Training</i>		

**HM signature below indicates that all induction procedures are complete.**

Head's Signature: .....

Date: .....

HR please put on Staff Record File (SRF)

Appendix 5

**BPS Teaching Staff Safer Recruitment Record**

NAME:					SCR COMPLETE				
POSITION:				Start Date:	(Proposed)	Initial	Date		
App. Form received	(Tick)	CV	(Tick)	*Application acknowledged	Initial:	Date:			
<b>Stage 1. Application</b>									
Initial Sift and check of employment history (including gaps). (At least two required)				1. Initial:		Date:			
				2. Initial:		Date:			
				3. Initial:		Date:			
Selected for Interview				Y/N	Information sent* (a)	Date:			
Online searches complete				Y/N	Clear search Y/N	Date:			
*References requested		1	Initial:		Date:				
		2	Initial:		Date:				
References checked (b)		1	HM:		Date:				
		2	HM:		Date:				
References verified by telephone:		1	DB:		Date:				
		2	DB:		Date:				
<b>Stage 2. Interview</b>									
Details of Interview				Date:	Time:				
Interview panel initials (At least one to be SR trained)				Initial:		SR trained Y/N			
				Initial:		SR trained Y/N			
Consider Children Panel? Y / N				Initial:		SR trained Y/N			
Qualifications, proof of identity, date of birth and address and eligibility to work in the UK evidence checked				Initial:		Date:			
Selected for position				Y/N	Date:				
Self-Disclosure returned				Y/ N	Date:				
Verbal offer made				Y/N	Date:				
Verbal acceptance				Y/N	Date:				
Letter to successful candidate confirming offer (c)				Date:					
Letter to unsuccessful candidate (d)				Date:					
Acceptance letter received				Initial:		Date:			
Job description signed and returned				Initial:		Date:			
Medical questionnaire returned				Initial:		Date:			
<b>Stage 3. The Single Central Register of Appointments</b>									
SCR record opened				Records of Employment History (and gaps)					
				Qualifications					
				Proof of identity, date of birth and address					
				Eligibility to work in the UK					
				Medical Questionnaire fitness to work					
Complete on-line DBS application				Initial:		Date:			
Barred List clearance received									
Overseas checks completed									
Enhanced DBS clearance received and original certificate seen									

Prohibition clearance received	From Teaching	Y/N	From Management	Y/N		
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All safer recruitment procedures are complete. Approved Start

Date:

**Bursar or Assistant Bursar verification of SCRA entry** Signature .....

**Every white section of the previous page must be complete before employment or sending contract**

Stage 4. Contracts and Payroll	Initial	Date
Contracts and PPS form sent to Employee or Volunteer for signature (e)		
Relevant policies for induction training sent		
Signed and completed contract and PPS form received		
HM signed contract received and filed		
Payroll Form completed		
IT Manager informed		

**All recruitment procedures are complete. HM signature indicates approval to start employment:**

Head's Signature:

Start Date: / /

Start Date entered onto the SCRA		
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Stage 5. Induction Training. DB to arrange:	Initial	Date
HM new staff induction training in the following policies: <b>BPS Child Protection Policy including Safeguarding Cause for Concern Record and NSPCC Advice Line including Safeguarding response to children who go missing in education.</b> <i>The role of the Designated Safeguarding Lead / Reporting / Recording / Confidentiality</i> <i>DfE Keeping Children Safe in Education September 2021 including Annexe A</i> <i>DfE What to do if you are worried a child is being abused.</i> <i>BPS Low- Level Concerns Policy</i> <i>BPS Staff Whistleblowing Policy</i> <i>BPS Pupil Conduct Policy</i> <i>BPS Staff Behaviour Policy</i> <i>BPS Mental Health &amp; Wellbeing Policy</i> <i>BPS Health and Safety Statement and Handbook</i> <i>BPS Fire Safety Training</i>	(HM only)	
Mentor Name		
Tour of the School		
IT new staff induction training <i>BPS Online Safety and Acceptable Use Policy, IT and iSams log-in created, training in Intranet, Remote Access, e-Safety, iSams, policy area and Timetable.</i>		
Completed <i>BPS Staff Declaration</i> returned to HR for Staff Record File (SRF)	(HR only)	

**HM signature below indicates that all induction procedures are complete.**

Head's Signature: .....

Date: .....

- Notes:** \* Initial and date copies of letters before filing.
- (a) Candidate to bring originals of qualifications, proof of identity, birth certificate, address and right to work in the UK.
  - (b) References to be signed by HM
  - (c) Offer made subject to Prohibition, Barred List, Overseas, medical questionnaire and DBS clearance.
  - (d) Ask permission to retain details of (suitable) unsuccessful candidates for one year. Self-disclosure returned unopened?
  - (e) Enclose two copies of contract for signature, and Payroll Personal Summary form.

**HR please put on Staff Record File**



## BPS Volunteer (Regulated) Safer Recruitment Record

NAME:			
POSITION		Required Start Date:	
<b>Stage 1. Pre-engagement Checks (Single Central Register of Appointments)</b>			
CHECK	Checked by:	Date:	
Proof of identity, date of birth and address			
Qualifications			
Complete on-line DBS application			
Enhanced DBS clearance received and original certificate seen			
Barred List Clearance			
Check not prohibited from Teaching (& Management)			
Right to work			
Character References x 2 Verified by Telephone:	DB:	Date:	
Character References x 2 Verified by Telephone:	HM:	Date:	
Online searches complete and any concerns raised with HM.			

All safer recruitment procedures are complete. Approved Start Date:

Bursar or Assistant Bursar verification of SCRA entry

Stage 2. Induction Training.	Initial	Date
<b>HM new staff induction training with a copy of the following policies:</b> 1. <i>BPS Child Protection Policy including a.) managing allegations against staff b.) Safeguarding Cause for Concern Record</i> 2. <i>Keeping Children Safe in Education September 2021 including Annexe A</i> 3. <i>What to do if you are worried a child is being abused.</i> 4. <i>BPS Staff Behaviour Policy (including reference to Whistleblowing Policy)</i> 5. <i>Safeguarding response to children who go missing in education.</i>	(HM only)	
Mentor Name .....		
Tour of The School		
IT new staff induction training (where relevant) <i>BPS Online Safety and Acceptable Use Policy, IT and iSams log-in created, training in Intranet, Remote Access, e-Safety, iSams, policy area and Timetable.</i>		
Health and Safety new staff induction training <i>BPS Health and Safety Policy and Procedures Manual (including Lone Worker Policy) (AMR) BPS Fire Safety Training (AMR)</i>		

**Every white section of this page must be completed before work**

All induction procedures are complete. All recruitment checks are complete.

Approved Start Date:  Risk Assessment required and in Place?

Notes for SCRA .....

Head's Signature: .....

Date: .....

**BPS Volunteer (Non-Regulated) Safer Recruitment Record**

NAME:			
POSITION		Required Start Date:	
<b>Stage 1. Pre-engagement Checks (Single Central Register of Appointments)</b>			
CHECK	Approved by:	Date:	
Proof of identity, date of birth and address			
BPS Staff Application Form Volunteer (Non-Regulated Activity)			
BPS Volunteer Risk Assessment completed by Project Leader			
Check not prohibited from Teaching (& Management)			
Written character reference verified by telephone:	DB:	Date:	
Written character reference verified by telephone:	DB:	Date:	
Online searches complete and any concerns raised with HM.	DB:	Date:	

Assistant Bursar verification of SCRA entry

Assistant Bursar Signature .....
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Approved Start Date:

/ /
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Stage 2. Induction Training	Initial	Date
Volunteer induction training with a copy of <i>BPS Safeguarding and Child Protection Guidance for Visitors and Contractors Form</i>	(HM only)	
Mentor Name .....		
Health and Safety new staff induction training <i>BPS Health and Safety Policy and Procedures Manual (AMR) BPS Fire Safety Training (AMR)</i>		

**Every white section of this page must be completed before work**

All induction procedures are complete. All recruitment checks are complete. Approved Start Date:

Notes for SCRA .....

Head's Signature: ..... Date: .....

Appendix 8

**BPS Internal Change of Role Recruitment Record**

NAME:					SCR COMPLETE	
NEW POSITION:		Start Date:	(Proposed)	Initial	Date	
OLD POSITION:		Start Date:	(Actual)			
<b>Stage 1. Application, Offer &amp; Acceptance</b>						
Application received and gaps checked (if applicable) (b)	Initial:	Date:				
Interview Date	Date:	Time:				
Additional Qualifications seen (if applicable) (a)	Initial:	Date:				
Additional References requested, seen and verified (if applicable) (b)	Initial:	Date:				
Selected for position	Y/N	Date:				
Offer letter sent	Y/N	Date:				
Offer accepted	Initial:	Date:				
Job description sent	Initial:	Date:				
Job description signed and returned	Initial:	Date:				
New contract sent	Initial:	Date:				
New contract returned	Initial:	Date:				
Self-Disclosure returned (if applicable) (b)	Initial:	Date:				
Medical Questionnaire returned (if applicable) (b)	Initial:	Date:				
<b>Stage 2. The Single Central Register of Appointments</b>						
Overseas checks (if applicable) (b)	Initial:	Date:				
SCR note added	Initial:	Date:				
Prohibition clearance received (if applicable) (b)	From Teaching	Y/N	From Management	Y/N	Date:	
Enhanced DBS received (if applicable) (b)	Y/N					

/ /

All safer recruitment procedures are complete. Approved Start Date:

	Signature .....

**Bursar or Assistant Bursar verification of updated SCRA entry**

Stage 3. Contracts and Payroll	Initial	Date
Contracts sent to Employee for signature (c)		
Any additional policies sent		
Signed and completed contract		
HM signed contract received and filed		
Salary updated (if applicable)		
IT Manager informed (if applicable)		

All recruitment procedures are complete. Head signature indicates approval to start new role:

Head's Signature:

Start Date: / /

Change of role date entered onto the SCRA as a note		
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Stage 4. Any additional training. DB to arrange:	Initial	Date
Additional Training (if applicable)		
New Mentor Name (if applicable)		

**Head's signature below indicates that all training procedures are complete.**

Head's Signature: ..... Date: .....