

Safer Recruitment Policy

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

The school, therefore, applies recruitment and selection procedures that identify people who are unsuited to work with children.

Our Safer Recruitment Policy, Safeguarding Policy and Disclosure and Barring Service Clearance Policy draws upon the Department for Education guidance Keeping Children Safe in Education (September 2020, January 2021 Update). Other key documents are:

- Working Together to Safeguard Children (July 2018)
- What to do if you're worried a child is being abused (March 2015)

The legislation that governs our practices with respect to safeguarding is:

- 1989 Children's Act (sections 47 and 17 define the duties of the local authority for all children in its area) which establishes the concept of 'significant harm', or the likelihood thereof, as the basis for intervention,
- 2002 Education Act (section 157 states the responsibility of an independent school to meet standards with respect to the welfare, health and safety of pupils),
- 2004 Children's Act (section 58 removes the defense of 'reasonable chastisement' and therefore exposes parents or those acting in loco parentis to a charge of Actual Bodily Harm if there is bruising, etc. as a result of discipline).
- 2006 Childcare Act and statutory guidance from the Department for Education on the application of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 regulations")

In addition to safeguarding checks, the school will also carry out all other relevant checks such as checks on competency, necessary insurance cover and health and safety practices (eg. for contractors).

According to the Charities Act 2011, it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The additional checks required by the Charities Act 2011 are included in the relevant sections below.

Aims

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

Safer Recruitment Procedures

When a post is advertised the advertisement makes clear Heritage School's commitment to safeguarding and promoting the welfare of children. Job descriptions make clear that all employees have a responsibility for safeguarding and promoting the welfare of children and young people.

All candidates for staff and trustee positions are required to attend a panel interview, where we explore the candidate's suitability to work with children as well as his/her suitability for the post.

We undertake various checks on all personnel involved in the work of Heritage School, depending on the nature of the work the individual will be doing. Categories of personnel and the safeguarding checks required are identified below.

We will undertake additional checks to those identified below where we have reason to believe it necessary.

Additional competency checks are undertaken for tradesmen in keeping with our Contractor (Non-Teaching) Management Policy.

We keep all documentation relating to safeguarding checks in our personnel files, and for relevant categories of personnel we record the dates when checks were undertaken on our Single Central Register.

Definition of regulated activity

The range of checks required depends on whether or not the work being done can be classed as regulated activity. Regulated activity is defined as follows:

- All regular work (i.e. frequent, once a week or more often, on 4 or more days out of 30) for schools with opportunity for unsupervised contact with children.
- Any work with children overnight (i.e. between 2am and 6am).
- Any work involving personal care (paid or voluntary). Regularity and supervision are of no relevance. Any personal care is regulated activity.
- Driving a vehicle for school purposes if done regularly and unsupervised (as defined above).

Category 1a: Staff

Checks required

1. Proof of address
2. Proof of identity
3. Qualifications (where appropriate to the job)
4. Right to work
5. Medical fitness form
6. Employment history (on application form / reviewed at interview)
7. Not disqualified declaration (This applies to staff providing any care for a child up to and including reception age; staff providing childcare outside of the normal school day for children under 8; and for those managing them. In practice this means all Infant staff as they may provide care/supervision during break times; PE staff as they teach Lower Prep; the Stay and Play staff; the Head of Infants; the Deputy Head; the Headmaster)
8. Enhanced DBS
9. Barred List check
10. Overseas safeguarding (if overseas for 3 months in the last 5 years). In addition, teachers will be requested to provide proof of their past conduct as a teacher. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked.
11. Prohibited from teaching and/or management
12. Reference 1
13. Reference 2

Category 1b: Senior Management of the Charity (Head and Bursar)

In addition to all the above checks listed for staff, under the Charities Act 2011 it is a criminal offence for a person to act as a senior manager of a charity when disqualified from doing so. The grounds for disqualification include various spent and unspent criminal offences and other sanctions.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the School the disqualification rules will be applicable to the Headmaster and the Bursar.

The following checks will be carried out in addition to 1-13 above

Charity Law checks:

14. Search of Individual Insolvency Register - <https://www.insolvencydirect.bis.gov.uk/eiir/>
15. Search of Disqualified Directors Register - [Companies House disqualified directors register](#)
16. Search of Removed Charity Trustee Register - [register of all persons who have been removed as a charity trustee](#)
17. Self certification using Senior Manager Eligibility Declaration

Category 2: Proprietor / Trustee

Checks required

1. Proof of address
2. Proof of identity
3. Right to work
4. Enhanced DBS
5. Barred List check (if undertaking regulated activity)
6. Overseas safeguarding (if overseas for 3 months in last 5 years)
7. Prohibited from management

Charity Law checks

8. Search of Individual Insolvency Register - <https://www.insolvencydirect.bis.gov.uk/eiir/>
9. Search of Disqualified Directors Register - [Companies House disqualified directors register](#)
10. Search of Removed Charity Trustee Register - [register of all persons who have been removed as a charity trustee](#)
11. Charity Commission Trustee Eligibility Declaration Form
12. Self certification using Trustee Eligibility Self certification form

Additional checks for the Chair from the Secretary of State

13. Enhanced DBS countersigned by the Secretary of State for Education.
14. Proof from the Secretary of State has undertaken checks of identity, right to work and relevant overseas checks.

Category 3: Volunteer in Regulated Activity

Note: this includes a volunteer who is supervised but who volunteers with children with sufficient regularity (once a week or more often/on 4 or more days out of 30), that he/she can be considered to be engaged in regulated activity.

Checks required

1. Proof of identity
2. Enhanced DBS
3. Barred List check
4. Not disqualified declaration (This is only for volunteers providing any care for a child up to and including reception age; volunteers helping provide childcare outside of the normal school day for children under 8. In practice this only means any volunteers who work with LP as no volunteers help with Stay and Play.)

Category 4a: Contractor (Teaching) in Regulated Activity

If the contractor is employed by a third party, the employer will confirm in a letter that the required checks have taken place and the dates when they took place. If the contractor is self-employed the school will directly undertake the required checks.

The full range of checks for staff identified above must have been / be undertaken.

Proof of identity will be required when coming to the school for the first time.

Category 4b: Contractor (Non-Teaching) in Regulated Activity

If the contractor is employed by a third party, the employer will confirm in a letter that the required checks have taken place and the dates when they took place. If the contractor is self-employed the school will directly undertake the required checks.

For contractors such as tradesmen who have regular or occasional opportunity for contact with children but are not engaged in teaching / educational activities, the following minimum number of safeguarding checks is required.

Checks required

1. Enhanced DBS
2. We check the Barred List
3. Proof of identity (school also checks upon first visit)

Proof of identity will be required upon arrival at the school.

Additional competency, insurance and health and safety checks are undertaken for tradesmen in keeping with our Contractor (Non-Teaching) Management Policy.

Category 4c: Contractor (Non-Teaching) Not in Regulated Activity

A Contractor Not in Regulated Activity will usually work out of hours with no opportunity for contact with children. Where a contractor needs to work on site during school hours, due to the need for an urgent repair, for example, he/she will be supervised at all times.

Proof of identity will be required upon arrival at the school.

Additional competency, insurance and health and safety checks are undertaken for tradesmen in keeping with our Contractor (Non-Teaching) Management Policy.

Category 5: Supply Agency Staff

The agency must write us a specific letter detailing all of the checks and the dates when they took place. The full range of checks for staff identified above must have been undertaken.

Proof of identity will be required upon arrival at the school.

Category 6: Occasional Supervised Volunteer

An Occasional Supervised Volunteer works infrequently at the school and is never involved in personal care or left unsupervised.

If the volunteer is not known, proof of identity will be required upon arrival at the school.

Category 7: Supervised Visiting Speaker

A Supervised Visiting Speaker, whether or not he/she is paid, comes infrequently and is never involved in personal care or left unsupervised.

Proof of identity will be required upon arrival at the school.

In keeping with our Prevent Policy and our Active Promotion of Fundamental British Values Policy, we need to take action to ensure the visiting speaker is suitable. This will involve an internet search and it may require additional background checks.

Category 8: Occasional Visiting Professional

An Occasional Visiting Professional (e.g. a psychologist or nurse) who works directly with children, whether supervised or not, requires advanced written confirmation from the sending organisation that the required checks have been completed. This will ordinarily be either the full range of checks identified under Staff above, or the minimum number of checks identified for a Contractor (Non-Teaching) in Regulated Activity.

Proof of identity will be required upon arrival at the school.

Induction of New Regular Personnel

Heritage School ensures that new regular personnel understand and agree to adhere to our Safeguarding Policy and our Staff Code of Conduct. Other relevant policies and procedures are also discussed as part of induction.

Authorised by	Jason Fletcher
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