



Belmont School

Recruitment, Selection and Disclosures Policy

1 General

- 1.1 Belmont School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.
- 1.2 The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
- 1.3 All queries on the School's recruitment process must be directed to the Bursar.
- 1.4 An entry will be made on the Single Central Register (SCR) for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.
- 1.5 As Trustees of a Registered Charity, the Governors of the School are responsible for the management of the School, which is also a Company Limited by Guarantee.
- 1.6 Responsibility for determining who, in whatever capacity is suitable to work at the School or be in the company of its pupils in connection with arrangements organised by the School taking place outside its premises rests with:
 - The Head in so far as it concerns any work involving teaching, training or instruction of the School's pupils, their care and supervision or the provision of advice or guidance
 - The Bursar in so far as it concerns any other forms of work, including administration, catering, maintenance etc.
 - The Governing Body, via the Nominations and Remuneration Committee, in so far as it concerns the appointment of the Head or the Bursar.Such person (a Responsible Person) shall discharge their responsibilities in accordance with this policy.
- 1.7 All members of staff understand that no one has the authority, other than the Head, the Bursar and the Governing Body to give permission for anyone to work at the School.
- 1.8 All checks are made in advance of appointment or as soon as practicable after appointment (see para 9 for procedure for delayed DBS).

2 Scope of this Policy

- 2.1 The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

Where an individual can equally be treated as a member of staff or a self-employed contractor, in general they will be treated as a member of staff if engaged in regulated activities for the purpose of determining the required checks to be conducted by the School.

- 2.2 In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in school and in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff.
- 2.3 The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure-renewed every 3 years, right to work in the UK, barred list/list 99, prohibition, qualifications, overseas checks, prohibition from teaching and prohibition from management where relevant) plus in line with KCSIE, two references, declaration of medical fitness and check of previous employment history. A letter of evidence from the Supply Agency that these checks have been undertaken will be required. The Single Central Register (SCR) shows these checks have been made and the School carries out its own identity check and has a copy of the disclosure, whether or not it discloses any information.
- 2.4 Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:
- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Belmont School this would be the Head.
 - A person who is accountable only to the Head or the governors, and who is responsible for the overall management and control of the charity's finances. At Belmont School this would be the Bursar.

Being disqualified means that a person can't take on, or stay in, a senior manager position - even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification

- 2.5 The management and supervision of building and maintenance contractors is dealt with in the Contractor Management Policy. In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in the School. The School will determine the appropriate level of supervision depending on the circumstances.
- 2.6 The recruitment of Governors and other volunteers is dealt with in the Policy for the Recruitment of Governors, Trustees and Volunteers which is an Appendix to this Policy.
- 2.7 Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks.
- 2.8 If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the SCR that details have been accepted under TUPE.

3 Application process

- 3.1 The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- 3.2 The Application form will contain, as a minimum,
- Personal details, including a current address and five-year address history;
 - Current and a full previous employment history, with an explanation of any gaps in employment;
 - Qualifications relevant to the post;
 - Details of two referees, one of which must be the most recent employer and if that employment did not involve working with children but the candidate has been so employed in the past, the second reference must be of the most recent employer where that was the case;
 - Whether or not the candidate is entitled to work in the UK;
 - A statement that it is a criminal offence for an individual to seek or undertake work with children whilst barred;

- Declaration of any unspent convictions, cautions, reprimands or warnings that are non-protected under the amendments to the Exceptions Order 1975 (2013).
- 3.2 The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.
 - 3.3 Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.
 - 3.4 As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Responsible Person (see paragraph 1.6) If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Responsible Person for advice.
 - 3.5 Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.
 - 3.6 The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. Additionally, successful applicants should be aware that they are required to notify the School immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.
 - 3.7 The statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
 - 3.8 The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the Head or the Bursar immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.
 - 3.9 Staff and/or successful candidates who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or the Bursar for more details.
 - 3.10 Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.
 - 3.11 The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment. More guidance for schools from the DfE on this can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf].
 - 3.12 If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary

offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.

- 3.13 If the candidate is not currently working with children, but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.
- 3.14 All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

4 Invitation to Interview and Interview

- 4.1 The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.
- 4.2 All formal interviews will have a panel of at least two people chaired by the Responsible Person or another designated senior member of staff. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, they should declare such interest and another senior member of staff should be present at the interview.

For the following positions the panel would typically comprise the following:

- The Head: Chair of Governors, Safeguarding Governor and one other Governor;
- The Bursar: Chair of Governors, the Head and one other Governor;
- Those involved in the teaching of children: Head, DSL and the Deputy Head (Academic) or such other senior member of the teaching staff relevant to the position
- Non-teaching position: Bursar and one other.

- 4.3 The interview will be conducted in person and the areas which it will explore will include suitability to work with children.
- 4.4 All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- 4.5 The School requests that all candidates invited to interview also bring with them:
- A current driving licence including a photograph or a passport or a full birth certificate;
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
 - Where appropriate, any documentation evidencing a change of name;
 - Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.
- 4.6 Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.
- 4.7 During the COVID pandemic, following a change to official advice, the School conducted joining checks through remote video connection, verifying scanned information against originals over a video link with the individual concerned. DBS information and checks on the individual were

then obtained in the usual manner. Any documents viewed in this way will be verified in person at the first opportunity.

- 4.8 Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

5 Conditional Offer of Appointment: Pre-Appointment Checks

- 5.1 Any offer to a successful candidate will be conditional upon:

5.1.1 Receipt of at least two satisfactory references (if these have not already been received);

5.1.2 Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;

5.1.3 A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;

5.1.4 For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

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

5.1.5 Verification of professional qualifications, where appropriate;

5.1.6 Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);

5.1.7 Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;

5.1.8 Satisfactory medical fitness, by completion of a medical questionnaire;

5.1.9 Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018);

5.1.10 For a candidate to be employed into a senior management position as set out under "Scope of this Policy":

- a) where the successful candidate, including an internal candidate, will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and
- b) if the post is for a Senior Management position as defined by the Charity Commission, namely, the position of Head or Bursar, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities and,
- c) for a candidate that has lived or worked outside the UK, an EEA check using the Teaching Regulation Agency employer access system for information about any teacher sanction or restriction.

- 5.2 It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Privacy Notice for Staff, Privacy Notice, and the Storage and Retention of Data and Documents Policy. The information in the health questionnaire will be reviewed against the Job Description and the Person Specification

for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

- 5.3 The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

6 References

- 6.1 The School will seek the references referred to in section 5 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current employer or most recent employer. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.
- 6.2 The School will ask all referees if the candidate is suitable to work with children.
- 6.3 The School 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.
- 6.4 The School will verify all references.
- 6.5 Where references are received electronically, the School will ensure they originate from a legitimate source.
- 6.6 The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

7 Criminal Records Policy

- 7.1 The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' (KCSIE) and any amended version in carrying out the necessary required DBS checks.
- 7.2 The School complies with the provisions of the DBS Code of Practice, a copy of which may be accessed here:
<https://www.gov.uk/government/publications/dbs-code-of-practice>.
- 7.3 There are limited circumstances where the School will accept a check from another educational institution which are as follows:

Where the new member of staff ("M") has worked in: -

- 7.3.1 A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- 7.3.2 A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- 7.3.3 An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

- 7.4 In these circumstances the School may apply for a disclosure, but is not required to do so. A new, separate barred list check will be obtained.

8 DBS Update Service

- 8.1 Where an applicant subscribes to the DBS Update Service, the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

9 If Disclosure is Delayed

- 9.1 A short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, the Head may allow the member of staff to commence work:
- 9.1.1 Following a full risk assessment being produced;
 - 9.1.2 Without confirming the appointment;
 - 9.1.3 After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
 - 9.1.4 Provided that the DBS application has been made in advance;
 - 9.1.5 With appropriate safeguards taken (for example, loose supervision);
 - 9.1.6 Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
 - 9.1.7 The person in question is informed what these safeguards are; and
 - 9.1.8 It is recommended, but not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

10 Retention and Security of Records

- 10.1 The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice. Copies of DBS certificates will not be retained for longer than 6 months.
- 10.2 The School will comply with its obligations under the relevant data protection legislation including in respect of the processing of criminal records information. Attention will be drawn to the School's Privacy Policy, the Data Protection Guidance and Policy, and the Storage and Retention of Data and Documents policy.

Legal Requirements & Education Standards

References:

- A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)
- B: DfE Statutory Guidance "Keeping Children Safe in Education".

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Appendix A

Recruitment of Ex-Offenders Policy

This Policy should be read in conjunction with the Policy for Recruitment, Selection and Disclosures.

1 Policy

- 1.1 Belmont School (“the School”) will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.
- 1.2 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.
- 1.3 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)”,.
- 1.4 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;
 - the School is provided with false information in, or in support of an applicant's application; or
 - the School has serious concerns about an applicant's suitability to work with children.
- 1.5 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.
- 1.6 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 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.

- 1.7 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.
- 1.8 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.

Appendix B

Recruitment of Governors, Trustees and Volunteers

This Policy should be read in conjunction with the Policy for Recruitment, Selection and Disclosures.

1 General

- 1.1 Belmont School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.
- 1.2 The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
- 1.3 All queries on the School's recruitment process must be directed to the Bursar.

2 Scope of this Policy

- 2.1 The Recruitment of Governors, Trustees and Volunteers herewith refers to Governors and all individuals acting in a voluntary capacity at the School; this policy should be read in conjunction with the School Policy for Recruitment, Selection and Disclosures.

3 Recruitment of Governors and Trustees

- 3.1 As Trustees of a Registered Charity, the Governors of the School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head, Bursar, and other senior staff and organisations, such as a former pupil's association, or those who are close to the school, such as parents, to suggest the names of potential candidates. As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the multi-faceted affairs of a modern school which is also a Company Limited by Guarantee, a medium sized business and an important local employer.
- 3.2 The School will not appoint or retain a Governor who is disqualified from being a trustee, unless the Charity Commission has given a waiver. All potential Governors will complete a charity trustee positions: automatic disqualification declaration before beginning the selection process.

4 Governor's selection process

- 4.1 When a potential Governor has been identified, who has expressed an interest and has completed the necessary declaration, they will be invited to submit a copy of their CV under a covering letter to the Chair of the Nominations Committee.
- 4.2 The Nominations Committee will consider whether the skills and attributes of the individual match the requirements of the Governing Body, bearing in mind the necessity for succession planning.
- 4.3 The next stage will be to arrange a visit the School and to meet the Head informally, and to have a tour of the School with the Clerk to the Governors. At this meeting we will also brief all potential candidates about the range of statutory checks that are required as part of the appointment process.
- 4.4 Prospective Governors are then interviewed by the Nomination Committee, which will include the Chair of the Governing Body or another senior Governor nominated by them, which recommends all appointments to the full Governing Body. Care is taken to select Governors who are prepared to serve for a minimum of three years (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to get to know the School.
- 4.5 At the interview, we will briefly describe our strategic vision for the next 3-5 years and the direction in which the Governors see the school moving. Our aim at this meeting is to ensure that every prospective Governor has a clear understanding of the commitment expected of

them, in terms of time and attendance and is given sufficient material about the School that is in the public domain (prospectus, latest ISI Inspection Report, Statutory Accounts and Annual Return for the previous year) to allow a well-informed judgement to be made before committing themselves.

- 4.6 All new appointments are formally approved at the next meeting of the full Governing Body and recorded in the minutes of the Board Meeting, subject to the satisfactory completion of the School's safer recruitment checks. Once these have been completed a formal letter of appointment is sent by the Clerk to the Governors, which specifies the term of the appointment, the total tenure for a Governor, and, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

5 Safer recruitment checks

- 5.1 The Bursar (in their role as Clerk to Governors) will obtain a completed Application Form and the following documentation and information for the new potential governor before their appointment is confirmed:
- 5.1.1 two references;
 - 5.1.2 an enhanced DBS certificate;
 - 5.1.3 overseas criminal record checks if appropriate;
 - 5.1.4 if the governor will be undertaking a regulated activity, a barred list check;
 - 5.1.5 evidence of their entitlement to work in the UK;
 - 5.1.6 confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
 - 5.1.7 check that the governor has not been prohibited from participating in the management of independent schools;
 - 5.1.8 a declaration that they are not disqualified from providing childcare as set out in the statutory guidance Disqualification under the Childcare Act 2006 (July 2018)"
 - 5.1.9 a declaration of interests in line with the Conflicts of Interest Policy.

Appointment forms will be submitted to Companies House and the Charity Commission if the new Governor is also to be appointed as a Company Director and Charity Trustee.

- 5.2 All the paperwork is handled by the Bursar/Clerk to the Governors.

6 Checks regarding the Proprietor and Chair of Governors

- 6.1 If the Proprietor or Chairman of Governors, is to change, the School will ensure that the Department for Education (DfE) obtains an enhanced criminal records check, and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chairman's disclosure application has to be made by the DfE; the School cannot handle it as they would for all other Governors. So, even if a Governor, whom the school has already checked, becomes Chairman, the DfE has to make yet another check.

7 Induction of Governors and Trustees

- 7.1 Governors will be inducted in accordance with the School Induction Policy upon taking up the position.

8 Other volunteers

- 8.1 Volunteers at our School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community to assist in its day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits.

- 8.2 Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.
- 8.3 Volunteers will be subject to an informal recruitment process which will involve a meeting with the Head to discuss the requirements of the School and the skills of the volunteer. 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.
- 8.4 Any volunteering placement may be offered subject to the following checks, if relevant:
- 8.4.1 receipt of a completed volunteer application form ~~or CV~~;
 - 8.4.2 two references;
 - 8.4.3 an enhanced DBS certificate;
 - 8.4.4 if the volunteer will be undertaking a regulated activity, a barred list check;
 - 8.4.5 evidence of their entitlement to work in the UK, where relevant;
 - 8.4.6 a declaration that they are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)” ;
 - 8.4.7 confirmation of qualifications if relevant to the role;
 - 8.4.8 depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement.
- 8.5 Volunteers will be inducted in accordance with the School Induction Policy upon taking up the voluntary position.
- 9 Retention and Security of Records**
- 9.1 The School will comply with its obligations under the relevant data protection legislation. Attention will be drawn to the School’s Privacy Policy and the Storage and Retention of Data and Documents Policy. Copies of DBS certificates will not be retained for longer than 6 months.

References

ISI Commentary on the Regulatory Requirements September 2018

<https://members.theisba.org.uk/member-tools/reference-library/inspections/isi/commentary-on-the-regulatory-requirements-september-2018.aspx>

DfE Statutory Guidance 'Keeping Children Safe in Education', September 2018:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf