



Safer Recruitment Policy 2021-2022

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**MORE
HOUSE
SCHOOL**

KNIGHTSBRIDGE

This policy is available on the School website and can be made available in large print or other accessible format if required.

Introduction and context

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected, valued and listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

(Extract from the School's Safeguarding and Child Protection Policy)

Policy Statement

The School is committed to operating safer recruitment procedures in compliance with relevant legislation and best practice. The purpose of this policy is to set out the minimum requirements of the School's recruitment process which aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Key elements of safer recruitment are:

- robust recruitment and selection processes;
- rigorous vetting and checking processes; and
- strong induction, probation, appraisal and performance management systems.

This Policy covers the first two matters and should be considered in conjunction with the following Associated Policies:

Associated Policies

- Appraisal Procedures - Teaching Staff and Support Staff
- Disclosures and Disclosure Information (Employee Handbook)
- Equal Opportunities and Diversity (Employee Handbook)
- Privacy Notice
- Recruitment & Selection (Employee Handbook)
- Safeguarding and Child Protection Policy
- Staff Induction Procedure Document Retention Schedule

Planning and Advertising

Planning is vital to successful recruitment. Each recruitment plan will identify who should be involved, assign responsibilities, and ensure sufficient time is set aside for the work needed at each stage so that safeguards are thorough and not overlooked. For example, the School recognises that it is important to organise the selection process to allow references to be obtained on short listed candidates where possible **before** interview.

A copy of the School's Recruitment and Selection Checklist that provides detail of requirements for each stage of the recruitment process can be found in Appendix 1 and the Staff Handbook on the shared staff drive Appendix 5. The recruitment process is also shown schematically in Appendix 2.

The School recognises it is important to be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate. These requirements will be clearly set out in the advertisement for the post to prevent unwanted applications

Advertisements for posts, whether in newspapers and publications, or on-line, will include the statement:

- *We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with the Disclosure and Barring Service.*
- *Any gaps in employment will be investigated. It is also necessary for all staff to complete a self-disclosure form which will notify the Co- Heads of any convictions or other factors which may be relevant to their employment in a school environment.*
- *More House School aims to be a fair employer and is committed to equal opportunities.*
- *More House School does not discriminate against employees on the basis of gender, ethnic origin, disability, or age.*
- *All new appointments are subject to a probationary period.*

and in addition:

- Job or role title
- Location
- Length and type of post
- Salary
- Hours

Inviting Applications

Applicants will be supplied, as a minimum, with the following:

- a Job Description which, in addition to explaining the job purpose, context and the main requirements of the job, will include information explaining what the responsibilities are regarding safeguarding and promoting the welfare of children along with the need to update training in this regard, if applicable;
- a “Person Specification” providing details of necessary qualifications, experience, skills and knowledge, and key competencies including criteria that reflects a commitment to safeguarding that is relevant to the School and the role;
- the School’s Safeguarding Policy;
- the School’s Safer Recruitment Policy, including the selection procedures (this document);
- an Application Form.

Application Form

All applicants must complete, in full, a TES application form which includes, inter alia, the following:

- full identifying details of the applicant including current and former names, current address, and National Insurance Number;
- date of birth to ensure correct identification of the candidate (not be used for short listing purposes);
- a statement of any relevant education, training and qualifications;
- a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, part-time and voluntary work as well as full-time employment, with start and end dates;
- details/explanations for periods not in employment, education or training, and reasons for leaving employment;
- a safeguarding declaration;
- DBS Update Service registration number and registration date;
- restrictions on being resident or being employed in the UK;

- whether they have lived outside the UK for more than three months in the past five years or twelve months in the past ten years;
- details of referees. Two employment references are required, one of which should be the applicant's current or most recent employer.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed Application Form. A copy of the TES Application Form can be found in the Staff Handbook on the S: Drive and Firefly, Appendix 3.

Short-listing and References

- At least two people will carry out the shortlisting exercise.
- Short-listing of applicants will be against the "Person Specification" for the post;
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during interview;
- Whilst shortlisting there will be a focus on gaps in employment and reasons given for them.
- References will be sought directly from the referee. References or testimonials provided by the applicant will never be accepted;
- The most recent employer will always be contacted for a reference and this will be completed by a senior person with appropriate authority.
- If the applicant is not currently working with children, the school will secure a reference from the relevant employer from the last time the applicant worked with children.
- Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges;
- Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges; and
- Referees will always be asked specific questions about:
 - the applicant's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the applicant's suitability for this post;
 - establish the reason for the candidate leaving their current or most recent post.

The school will compare the information provided with the application form and take up any discrepancies with the candidate and ensure any concerns are resolved satisfactorily before the appointment is confirmed.

A copy of the TES standard Reference can be found in the Staff Handbook on the staff shared drive, Appendix 4.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed applicants and where appropriate involve a taught lesson (as this is a good indicator of suitability to work with children from a safeguarding perspective);

- interviews will always be face-to-face unless there are exceptional circumstances that require an online interview. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview;

- interviews will not be on a 1:1 basis but be conducted by an interview panel of at least two people;
- interviewers will be well briefed and at least one will have successfully received accredited training in safer recruitment procedures;
- the interview will include value based questions which will help explore the applicant's attitudes in terms of keeping children safe and will also explore the applicants motivation to work with children.;
- applicants will always be required to:
 - explain satisfactorily any gaps in employment;
 - explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - declare any information that is likely to appear on a DBS disclosure; and
 - demonstrate their capacity to safeguard and protect the welfare of children and young people.

Applicants will be required to provide Pre-Employment Checks documentation, including a completed self-disclosure form, when they attend an interview.

Conditional Offer of Appointment

Any offer of appointment to the successful applicant will be conditional upon receipt of satisfactory pre-employment checks and completion of any probationary period applicable. Regulated employment can only commence on receipt of an appropriate DBS certificate. This will be stated at interview and in the offer letter.

Applicants are required to sign a contract incorporating the School's standard Terms and Conditions of Employment once pre-employment checks have been satisfactorily completed.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

Pre-employment Checks - New Staff

In accordance with guidelines provided by the Department of Education and Independent Schools Inspectorate, the School carries out the following pre-employment checks:

- verification of identity and address. Where an applicant has changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. Best practice is checking the name on the birth certificate where this is available.
- obtained and scrutinised at least two satisfactory independent, professional references;
- proof of date of birth so that the School may verify and check any unexplained discrepancies in the employment and education history of the applicants;
- validation of qualifications by review of original certificates;
- for roles in regulated activity* obtained a satisfactory Enhanced DBS certificate and confirmation that the applicant is not named on the Barred List; the school will obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- verification of the applicant's mental and physical fitness to carry out their work responsibilities. It is the School's practice that all applicants to whom a conditional offer of employment is made must complete a Health Questionnaire. The information contained in the questionnaire will be reviewed against the Job Description and the Person Specification for the role, together with details of any other physical or mental requirements (e.g. proposed timetable, extra-curricular

activities, layout of the School, etc.). If there are any doubts about an applicant's fitness the School will seek a medical opinion from a specialist or request that the applicant undertakes a medical assessment;

- verification of the applicant's right to work in the UK;
- confirmation of applicants National Insurance Number (by review of P45, P60 or National Insurance Card); and
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. This will normally include, where available, a criminal records check for time spent abroad from the relevant country and/or a letter of professional standing from the professional body in the country in which the applicant has worked. The School recognises that from 1st January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers.
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

**Regulated activity means a person who will be:*

- *Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or*
- *Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or*
- *Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not*

Individuals who have lived or worked outside of the UK

Individuals who have lived or worked outside of the UK must undergo the same checks as all other staff. This includes an enhanced DBS check, including barred list check, even if the individual has never been to the UK.

The school will require an overseas criminal record check for any candidate who has lived abroad for more than three months in the last five years or twelve months in the last ten years.

For teaching roles the school will obtain where possible a letter from the professional regulating authority in the country in which the applicant has worked confirming that they have not imposed any sanctions or restrictions and or that they are aware of any reason why they may be unsuitable to teach.

Where this above information is not available, the School will seek alternative methods of checking suitability and undertake a risk assessment supporting informed decision making on whether to proceed with the appointment.

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is

reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

The school will request a new DBS if there has been a break in service of 12 weeks or more.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Governors

All governors will have:

- An enhanced DBS check without barred list information.
- An enhanced DBS check with barred list information if working in regulated activity.
- Confirmation they are not subject to a section 128 direction made by the Secretary of State.
- The chair of the board will have their DBS check countersigned by the secretary of state.

Contractors and Agency Staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff, this includes a DBS check. The School requires confirmation that these checks have been completed before the Contractor can commence work at the School. The school will set out our safeguarding requirements with contractors in the contract between the organisation and the school.

All contractors who visit the school without DBS checks and vetting checks will be supervised at all times.

Agencies who supply staff to the School must also complete the pre-employment checks which the School completes for its staff. Again, the School requires confirmation that

these checks have been completed before an individual can commence work at the School. In respect to the DBS the school will ensure that written notification is given that confirms the certificate has been obtained by either the employment business or another such business. The school will obtain a copy of the certificate from the agency.

Where the position requires a children's barred list check, this must be obtained by the agency by obtaining an enhanced DBS certificate with barred list information, prior to appointing the individual.

If an individual working at the school is self-employed, the school will obtain the DBS check on their behalf as self-employed people are not able to make an application to DBS.

The School will independently verify the identity of staff supplied by a contractor or agency.

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Induction and Probationary Period

All staff who are new to the School will receive induction training that will include the School's safeguarding policies and guidance on safe working practices; New staff are paired with a mentor (usually the Head of Department or member of the Senior Management Team), who will guide the mentee in the first year of their time at the school; and

The mentor will provide feedback to the Head or Associate Head, who will meet the mentee at least once each half term in order to provide support and discuss the feedback received.

Retention of Records

If an applicant is appointed, the School will retain any relevant information provided on

their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months.

The School complies with the provisions of the DBS Code of Practice for Retention and Security of Disclosure Information. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to the Designated Safeguarding Lead and Designated Safeguarding Lead Deputies, the Director of Finance and Resources and the Head;
- not retain disclosure information or any associated correspondence for longer than is necessary. Generally, this will be for a maximum of six months. For successful applicants, the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question and the unique number issued by the DBS;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information.

The School also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters which is available on request.

Policy on Recruitment of Ex-Offenders

The School will not unfairly discriminate against any applicant based on conviction or other details revealed and makes appointment decisions based on merit and ability. If an applicant has a criminal record, this will not automatically bar 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.

Applicants for 'regulated positions'* must declare all previous convictions, including those which would normally be considered 'spent' under the Rehabilitation of Offenders Act 1974. Failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. Failure to disclose a previous conviction may also be a criminal offence.

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 or vulnerable adults, or to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. 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 the School has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, and the DBS.

**as defined in the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000)*

Assessment criteria

If 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; and
- the circumstances surrounding the offence and the explanation offered by the convicted person.

High Risk Criteria

If the vacant post involves regular contact with children, it is the School's 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 or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the vacant post involves access to money or budget responsibility, it is the School's 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 vacant post involves some driving responsibilities, it is the School's policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

If 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 risk assessment form must be signed by the Designated Safeguarding Lead and the Head (or Associate 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 to challenge the disclosure information.

Appendix 1: More House School Recruitment and Selection Process

	Person Responsible	Evidence Required
<p>Planning:</p> <ol style="list-style-type: none"> 1. Timetable decided and interviewers identified 2. Job Description (JD) and Person Specification (PS) completed 3. Other documents to be provided to applicants reviewed and updated if needed: <ol style="list-style-type: none"> a. School's Safeguarding Policy b. School's Safer Recruitment Policy c. Selection procedure for the post d. Application Form. e. Self-Disclosure Form 4. Check recruitment agency cleared for regulated activity and review Safer Recruitment policy they have in place 	<ol style="list-style-type: none"> 1. Interviewer 2. Head 3. Associate Head 4. Associate Head 	<ol style="list-style-type: none"> 1. Copy of published timetable 2. Copy of JD and PS 3. Confirmation of agency on-boarding checks carried out initialed on Recruitment and Selection checklist and copy of documentation kept in Associate Head's office
<p>Vacancy advertised and where appropriate includes:</p> <ol style="list-style-type: none"> 1. Reference to Safeguarding Policy 2. Need for successful applicant to be DBS checked 3. Diversity and Equality Statement 	Associate Head	Copy of advert placed
<p>Applications scrutinised for:</p> <ol style="list-style-type: none"> 1. Full identifying details including current and former names, date of birth, current address, and National Insurance Number 2. Relevant education, training and qualifications 3. A full history in chronological order since leaving secondary education 4. Details/explanations for periods not in employment, education or training, and reasons for leaving employment 5. A safeguarding declaration 6. Details of two employment referees including current or most recent employer 	<p>Interviewer responsible for scrutiny</p> <p>Director of Pastoral Care responsible for sign-off</p>	Evidence of completion on Application Form in "School use only" box
<p>Short-list prepared</p>	Interview panel	Minutes from panel meeting
<p>References requested:</p>		

<ol style="list-style-type: none"> Standard Reference sought directly with named referees Standard Reference sought from current or most recent employer 	Associate Head or Director of Finance and Resources	References
<p>References received:</p> <ol style="list-style-type: none"> Checked against information on application Scrutinised for any discrepancy Any discrepancy/issue taken up with referee and/or applicant (at interview) 	<p>Interviewer responsible for scrutiny</p> <p>Director of Pastoral Care responsible for sign-off</p>	Evidence of completion on Reference form in “School use only” box
<p>Interview:</p> <ol style="list-style-type: none"> Invitation to interview includes list of documents to be brought for checking At least 2 interviewers, interviewers (same people who shortlisted), one trained in Safer Recruitment interviewers Interviewers have agreed questions/assessment criteria/standards and issues Suitability for work with children explored and interviewers’ assessment recorded Check to see if overseas check is required. Pupil panel may be used 	Interviewer	<ol style="list-style-type: none"> Proof of receipt of documents Interview notes Evidence of review by Director of Pastoral Care on interview notes
<p>Conditional offer of appointment:</p> <ol style="list-style-type: none"> For regulated employment, conditional on satisfactory pre-employment checks For non-regulated employment on completion of probationary period Sign-off Director of Pastoral Care Check self-disclosure form checked for successful applicant only 	Associate Head or Director of Finance and Resources	Written confirmation of sign-off Director of Pastoral Care Offer Letter
<p>Pre-employment checks sought:</p> <ol style="list-style-type: none"> Verification of identity (including name changes) and address. Photo ID Obtained and scrutinised at least two satisfactory references. Proof of date of birth and checked for any unexplained discrepancies in the employment and education history. Validation of qualifications by review of original certificates. 	<p>Review by Director of Pastoral Care</p> <p>Final sign-off Director of Finance and Resources</p>	<p>Recruitment and Selection checklist initialed</p> <p>Personnel File checklist completed</p>

<ul style="list-style-type: none"> 6. Enhanced DBS certificate and confirmation not named on the Barred List 7. DfE prohibition lists checked & teacher reference number confirmed by Director of Pastoral Care. 8. Verification of mental and physical fitness to carry out work responsibilities. 9. Verification of the applicant's right to work in the UK. 10. If an applicant has lived or worked outside the UK, further checks as appropriate. 11. Confirmation of National Insurance Number 12. Privacy statement signed 13. Safer Recruitment checks and reviews are evidenced 14. Any Risk Assessments approved by Associate Head and Head 	<p>Audit of vetting documents and approval that contract may be sent by Governor with oversight for Safeguarding</p>	<p>Evidence of completion and approval on Personnel File checklist</p>
<p>Contract of Employment signed</p>	<p>Director of Finance and Resources</p>	<p>Personnel File checklist</p>
<p>Safeguarding Induction completed</p>	<p>Director of Pastoral Care</p>	<p>Safeguarding Induction certificate</p>
<p>Retention of Records</p> <ul style="list-style-type: none"> 1. All documentation relating to the application placed in Personnel File 2. Relevant pre-employment checks documentation placed in Personnel file 3. Completed School Recruitment and Selection form placed in Personnel File 4. Copy of signed Contract of Employment placed on Personnel File 5. Copy of Safeguarding Induction declaration placed on Personnel File 6. Single Central Register updated 	<p>Set-up Director of Finance and Resources</p> <p>Termly sample audit Governor with oversight for Safeguarding</p> <p>Director of Pastoral care annual audit of SCR</p> <p>Director of Finance and Resources and Clerk to the Governors annual audit of new personnel files</p> <p>Annual Deep Dive risk assessment - Director of Finance and Resources</p>	<p>Specification of annual and termly audits and risk assessment in Termly Safeguarding meeting Terms of Reference and completion and outcome of these minuted.</p>

Note: if the Director of Pastoral Care is absent responsibilities transfer to the Acting DSL

Appendix 2: Procedure for Safer Recruitment

Procedure for Safer Recruitment	Activity	Appendix 2
responsible person		
Co-head responsible for recruitment Director of Pastoral Care Interviewer	Timetable agreed and Job Description, Person Specification and relevant policies reviewed	
Co-head responsible for recruitment	Vacancy advertised in accordance with Safer Recruitment guidelines	
Interviewer Director of Pastoral Care	Applications scrutinised in accordance with Safer Recruitment guidelines	
Interview panel	Shortlist prepared	
Co-head responsible for recruitment or bursar Director of Pastoral Care	References requested and scrutinised in accordance with Safer Recruitment guidelines	
Interview panel	Interview held in accordance with Safer Recruitment guidelines	
Interview panel & Director of Pastoral Care	Successful applicant identified	
Co-heads or bursar	Conditional Offer letter sent including request for any documents outstanding and advising of DBS update process	
Director of Pastoral Care	Recruitment & Selection Checklist and documents passed to Bursar	
Bursar	Bursar adds the applicant to the SCR "on-hold" sheet and sets up Personnel File	Personnel File kept in Pre-employment File
Bursar	Are Safer Recruitment Checks evidenced as completed? Yes	NO Refer to Director of Pastoral Care for review/further checks/risk assessment
Bursar	Are Vetting Checks evidenced as satisfactory? Yes	NO Refer to Director of Pastoral Care for review/further checks/risk assessment
Bursar or Director of Pastoral Care	More House DBS requested	
Bursar	Is DBS satisfactory? Yes	NO Withdraw offer subject to compliance with School's policy on Recruitment of Ex-Offenders
Bursar & Governor with oversight for Safeguarding	Bursar confirms all vetting checks completed and Governor with oversight for Safeguarding approves appointment	
Bursar		

	Bursar sends signed contract sent to successful applicant								
bursar	Update SCR as "completed"								
bursar	Personnel File moved to permanent file								
Supervisor with oversight for Safeguarding Com-Head responsible for Safeguarding Director of Pastoral Care	Termly sample audits & annual SCR, personnel files audit and Deep Dive Risk Assessment carried out								
bursar									
Com-Head responsible for Safeguarding	Are audits and risk rating satisfactory? Yes <input checked="" type="checkbox"/>	NO						Report to Chair of Governors & submit remedial Action Plan for approval	
	No further action required								