Pocklington School Foundation

Safer Recruitment Policy

Policy Contact	Sarah Conroy – HR Manager		
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INTRODUCTION

The Board of Governors ("Board") and all staff are committed to providing a safe and secure environment for our pupils - preventing those who might wish to harm or abuse them from entering the workforce is a paramount priority. ***No-one may begin their paid, contracted or voluntary work for the Foundation without the authority of the Bursar.***

The Foundation is very careful to follow the government recommendations on gathering information, screening and carrying out checks on all new recruits. Thereafter all staff are committed to remaining vigilant and maintaining the highest standards of child protection in the schools and amongst colleagues. All of our staff and Governors, and many of our volunteers are engaged in Regulated Activity - *Regulated Activity* is that which a barred person must not do[1].

Boarding House employees must be experienced and knowledgeable; and have undertaken appropriate training in the management and practice of boarding, to ensure that boarders' welfare is safeguarded and promoted.

SAFE RECRUITING RESPONSIBILITIES

The **Board of Governors** has the ultimate responsibility for child protection and our safeguarding arrangements. The Child Protection Policy for the Foundation is debated, reviewed and agreed by the Board each year. The **Head of Pocklington School** has overall responsibility for child protection in practice and therefore the safe recruitment of new staff for both schools. They are responsible to the Board of Governors for ensuring compliance with this policy. Additionally, only they can authorise the engagement of volunteers.

The following individuals have specific responsibilities for safe recruiting:

- An annual review of all the Foundation's safeguarding policies and procedures is undertaken by the Board.
- One **Governor** has special responsibility for safeguarding children and conducts an annual review that includes safer recruitment. A report is then presented and discussed in detail at the Pastoral and Safeguarding Children Oversight Committee (which oversees all safeguarding, child protection, safer recruitment, pastoral and boarding matters and the development of policy) and at the Board of Governors meeting each year. The Safeguarding Policy is also agreed at this meeting.
- The Governor responsible for safeguarding audits a sample of the new staff files and the entry on the Single Central Register (SCR).
- **The Bursar** has responsibility for ensuring the thorough application of safer recruitment procedures to every search for a new employee or volunteer and has responsibility for the Single Central Register. They have

[1] Regulated activity with children includes certain paid, unpaid or voluntary work carried out in a school where the individual has the opportunity to have contact with children as part of their role and works for the purposes of the school on more than 3 days in any 30-day period, or overnight where there is an opportunity for face-to-face contact. Some activities are always regulated activity regardless of frequency, including intimate or personal care and health care. Supervised unpaid activity may also constitute regulated activity where the relevant criteria are met.

sole authority to permit any new employee to commence work at the Foundation. As Clerk to the Governors, they also process all new appointments to the Board.

- **The Senior Deputy Head or Assistant Head (Staff Development, School Operations & Co-Curricular)** takes the Foundation management lead on all appointments to and within the teaching and academic support staff of Pocklington School, including supply teachers, PGCE students, volunteers and sports coaches, supported by the HR Department.

- **The Head of Pocklington Prep School** takes the Foundation management lead on all appointments to and within the teaching and academic support staff of the Prep School, including supply teachers, PGCE students and volunteers, supported by the HR Department.

- The **Deputy Head (Pastoral)** takes the Foundation Management Lead on all appointments for pastoral and boarding roles.

- The remaining **Lead Foundation Managers** e.g. Bursarial Heads, take the lead on all roles within their areas.

- **The Human Resources Manager**

    - has oversight of the administrative support to all appointments including advertisements, selection process, references and preparing contracts. They ensure there is an entry in the Single Central Register and that there is evidence of pre-employment checks for all new staff. This work is primarily undertaken directly by the **HR & Recruitment Advisor** on a day-to-day basis, who is also responsible for ensuring the entries in the SCR are up to date.
    - has responsibility for the oversight of the processing of Disclosure and Barring Service, Barred List and Prohibition checks for all staff, volunteers and contractors, along with ensuring the appropriate checks and records are made for contractors. This work is primarily undertaken by the **HR & Recruitment Advisor** on a day-to-day basis.

- The **Head of Student Wellbeing & Safeguarding** or the **Designated Safeguarding Lead** (DSL) or one of the Assistant DSLs brief all new arrivals, on the Foundation's suite of Safeguarding Policies including the Child Protection Policy and the practical implications of the policies. This will include information regarding the use of restrictive interventions and reasonable force, where relevant to the individual's role. At the request of the Bursar or the HR Department, they also undertake Early Employment Risk Assessments and take any necessary follow-up action.

- **Individual managers** regularly interview potential members of staff as members of interview panels.

- **The Assistant Head (Staff Development, School Operations & Co-Curricular)** is responsible for processing and checking the eligibility of PGCE students and individuals on in-coming placements, including assisting with those in the Prep School.

- **The Director of Sport** is responsible for the oversight of training, assessment, interview and appointment of any of our students employed as lifeguards.

- **Training** The following post holders must undergo safer recruitment training so that they can play a full and informed part in the whole process including selection panels:

    - The Governor with Special Responsibility for Child Protection
    - The Head of Pocklington School, the Senior Deputy Head, Assistant Head (Staff Development, School Operations & Co-curricular), the Head of the Prep School, the Bursar, and the Deputy Head (Pastoral).
    - The Human Resources Manager and the HR & Recruitment Advisor.
    - The Head of Student Wellbeing & Safeguarding and the Designated Safeguarding Leads.
    - Other members of the Pocklington School Management Group involved in staff selection.
    - Other members of the Prep School Management Group.
    - Other members of the Bursarial Management Group.

It is vital that those with the responsibilities outlined above maintain an open dialogue about the challenges they face and seek support to ensure that all procedures are conducted thoroughly.

SAFER RECRUITING PROCEDURES

Action on a Vacancy Arising

Recruitment Authority. The vacancy and funding for the appointment must be authorised by the Head of Pocklington School and the Bursar. There can be no exceptions. The Recruitment Authority form is at Annex A. This form assists in ensuring that an existing post requires filling and that opportunities for reorganisation and restructuring are examined. This form needs to be supported by a Job Description and a Person Specification for each vacancy which the Lead Foundation Manager is responsible for drawing together. The more professional these documents appear the more likely it is that unsuitable applicants will be deterred from applying.

A Job Description, Person Specification and Advert will be drafted by the Lead Foundation Manager and the HR Department.

Each job description will include the responsibility of the postholder to child protection and is included on the standard template.

The Person Specification defines the personal qualities and attributes that the ideal applicant will need to perform the role. It enables applications to be filtered objectively and to enable a credible rejection on the basis that a candidate did not fulfil the requirements of the role.

Any advert will include a safeguarding statement and a clear indication that the role will require an enhanced DBS (where applicable) as below:

The Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure by the DBS.

The Human Resources Manager will have oversight of all adverts, job descriptions and person specifications prior to the role being published.

Application Forms. Each applicant must submit a correctly completed electronic application form using the Foundations' Applicant Tracking System. In exceptional circumstances hard copies of the application form can be supplied by the HR Department. The standard application forms to be used are at Annex B for teaching staff and at Annex C for business support staff. The Information Pack which is made available to applicants includes information about the school, the job description and the person specification. Information regarding the Application Process & Safer Recruitment, Recruitment of Ex-Offenders, Policy Regarding Disclosure Information (Annex D), Safeguarding Children Policy and Privacy Notice are all uploaded to the Applicant Tracking System as part of the job advert, and candidates are advised to familiarise themselves with the documents.

Action on Receipt of Applications

Shortlisting.

The shortlisting panel are asked to review the application forms online and a shortlist is formed. The panel may decide to meet to discuss and agree the final shortlist. The application forms for shortlisted candidates are vetted for completeness by the HR Department. During the application process candidates are required to explain any gaps in their employment, these will be checked by the HR Department and any issues will be taken up with the individual candidates prior to interview.

The panel should also confirm the composition, date, timings and format of the Interview Panel including the details of any practical testing that will be required of candidates. Sufficient time must be allowed for successful completion of all elements. It is also important that each candidate leaves the Foundation knowing what is on offer and whether they might want to work here.

All notes and application forms should be gathered by the HR Department and kept for 12 months in the Vacancy File.

Prior to the shortlisted candidates being invited to interview, the HR Department will conduct online searches in relation to the shortlisted individuals to identify any potential areas of concern which should be discussed at interview or may indicate that a candidate is not suitable to be invited for interview. The form used to document these searches is shown in Annex E. Should any concerning information be found the risk assessment form at Annex P will be used to record the decision-making process.

Invitations to Attend an Interview.

The HR Department will telephone candidates to invite them to attend for an interview. This will be followed up with an e-mail confirming the programme, the required documentation to verify their identity, and the requirement to complete the self-declaration prior to interview. The interview will be conditional upon compliance, and it might be appropriate for the interview to be cancelled if correct documentation is not provided. The following should be brought to the interview:

- photographic identity document e.g. driving licence or passport (preferably the latter, or both)
- birth certificate
- proof of the right to work in the UK

- Marriage certificate or deed poll if the applicant has changed his or her name
- Original documents confirming educational and professional qualifications including Qualified Teaching Status for Teachers
- Remaining documents to enable the DBS check to be made

Where a self- declaration is completed prior to interview that contains information that needs to be explored, their declaration will be passed to the Bursar and an assessment made as to whether the offence revealed should prevent that candidate from attending the interview. If not, then a Risk Assessment will be conducted if successful.

References. The HR Department will send for the references of teaching candidates asking referees to reply in time for the interview. Where appropriate and with the permission of the applicant, they will also do the same for other business support staff applicants. Once received these will be copied to the chair of the Interview Panel. References are carried out online, through the Applicant Tracking System. If this is not possible, referees are asked to use the format at Annexes F and G and be provided with a copy of the JD and Person Specification. An accompanying letter is also encouraged.

One of the references should be from the candidate's most recent employer. If this is a school or other educational establishment, we will ask for the reference to be confirmed by the Headteacher/Principal as accurate, which includes any disciplinary investigations.

If this reference did not involve work with children, it is vital that if work with children is within a candidate's experience, then a reference must be obtained from that employer. Permission from the candidate must be sought before contacting previous employers, and any objections or concerns investigated with the individual.

Referees should not be relatives, or someone known to the applicant solely as a friend.

Referees will be asked whether the candidate is suitable for the post and whether there is any reason to question their suitability to work with children as well as eliciting information about their employment, performance and disciplinary history. These questions are contained within Annex G. The covering letter to referees will explain the requirement fully.

Any adverse medical facts must be deleted before copying to the chair of the interview board.

'To Whom it May Concern' references are not acceptable.

If appropriate, we may call for a 3rd referee, or more if appropriate, only after seeking permission from the candidate.

Internal references will be taken up for internal applicants applying for a more senior role at the Foundation.

Rejected Candidates. All candidates deserve the courtesy of a letter of rejection that includes an expression of gratitude for their interest in the Foundation. This is sent via e-mail through the Applicant Tracking System

Interviewing Candidates

Pre-Interview Documentation: On first arrival of the candidate, HR will take copies of all identity documents. The HR Team will examine the documents for authenticity. If there are any doubts around authenticity, then the candidate must be asked for another document for corroboration. If doubts are still held there are two options – proceed if satisfied with the candidate's explanation or do not proceed.

Any issues identified should be raised at the interview. If the interview panel is satisfied with the explanations, then a record should be kept with the interview notes. If it transpires that the applicant has lied either, then or later then the matter should be reported immediately to the Bursar. They will report the facts to the police and/or to the Teacher Regulation Agency (TRA) and the Disclosure and Barring Service as appropriate.

At this point the HR team will also request that the candidates sign and date the hard copy of their electronic application forms and their self-declaration.

The Interview Panel. The Lead Foundation Manager is responsible for ensuring that the instructions for interviewing candidates are followed. The format of the interview process should involve one or more interviews, a tour of the campus, unless impractical, and, where possible, a practical element to test skills claimed by the candidate. All formal interviews must be conducted by at least two people, one of whom must be trained in safer recruitment. This requirement can be relaxed if there is a series of interviews during the process but at least one face-to-face interview must include probing questions on child protection with the trained interviewer present. Having at least two persons present allows one interviewer at a time to question the candidate whilst the other takes notes. The Interview Programme, which includes the Interview Panel is saved in the electronic vacancy file. The panel member who is trained in Safer Recruitment is recorded on the recruitment checklist, which is saved (upon completion) in the electronic vacancy file.

Conduct of the Interview. The Panel must prepare relevant questions for each candidate and keep notes of the replies. Interviewers must avoid irrelevant questions e.g. about home life, age or religion, or other questions which could give rise to discrimination claims later. The following areas should be covered:

In the Interview where a Safer Recruitment Trained Colleague is Present.

- Any doubts concerning identity, or the authenticity of qualifications must be pursued.
- Any gaps in employment must be examined until the panel is satisfied that the candidate has accounted for missing time adequately. This may include the provision of corroborative evidence from other referees.
- Motivation to work with young children.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to authority and maintaining discipline.
- If the candidate wishes to declare anything further against the requirement for a DBS check.

In this or the other Interviews.

- Interview questions should be structured so as to test each applicant against the Job Description and the Person Specification.
- Any discrepancies between statements from the referees and the candidate.
- For support staff especially, the Terms and Conditions of the contract and the availability of the candidate
- An explanation that work cannot commence until all pre-employment checks have been completed successfully.

In addition, the following points should be scrutinised with individuals, where identified in the application form or during the interview:

- Are there any remaining unexplained gaps in employment?
- Apparent steps backwards in career progression.
- Move from permanent to supply work.
- Repeated changes in employment.
- Over-achievement.
- Titles that do not equate to the level of salary.
- Above-market salaries.
- Incomplete forms.
- How much of the JD and Person Specification does an individual offer?

Selecting the Successful Candidate. The Lead Foundation Manager will conduct a wash-up of the interviews with the aim of deciding if the vacancy can indeed be filled from the candidates and then to select the best candidate. For teaching staff, this will include the Head of Pocklington School or the Head of the Prep School as appropriate. A member of the HR department may be present at the wash-up meetings, where appropriate. The JD and the Person Specification should guide this work, informed by the interview responses and the skills demonstrated. Full notes should be kept. A second and third choice will also be selected, if suitable, in case others higher up the list reject our offer.

Verbal Reference Check. The Lead Foundation Manager or the Head of Pocklington School may telephone the referees of the successful candidate to ask any further questions the panel might have if applicable, and only once authorisation is sought from the candidate for references withheld before interview. References may also be verbally checked by exception, where it is felt necessary to establish the veracity and origin. This task can be delegated to HR if no controversial issues are to be investigated. It is also a requirement for references to be sought from any other educational establishment at which the candidate has claimed employment within the last 5 years (with permission of the candidate).

Records. All notes, references and application forms should be gathered up securely by the Lead Foundation Manager and kept for 12 months by the HR Department in the Vacancy File. Papers relating to the successful candidate will form the basis of that individual's staff file.

Action on Selecting a Successful Candidate

Verbal Offer. The Lead Foundation Manager, HR or the Head of Pocklington School will telephone the successful candidate and offer the post verbally which is conditional on successful completion of the pre-employment checks. If the post is accepted by the candidate a letter of appointment and contract of employment will be issued. If rejected by the candidate, then the process is repeated until the list of suitable candidates is exhausted at which point the process starts again.

Letter of Appointment. The HR Department will draft a letter of appointment (signed by the Head of Pocklington School or Bursar as appropriate to the role) and contract of employment, which is signed by the Bursar or HR Manager in their absence. The offer will remain conditional, and no contractual relationship formed until the conditions have been met. The following conditions are to be enforced:

- The receipt of at least two references which are considered satisfactory by the Foundation if not already received, and one of which is from the candidate's most recent employer.
- Confirmation of the candidate's identity if this could not be established on the day of the interview.
- Satisfactory Barred List check for any early employment and DBS check (as this includes a Barred List check) for all others. The Foundation will accept that DBS Disclosures are portable if the individual is registered for the update service.
- Confirmation that the individual, if to be employed in a teaching role, is not subject to a Prohibition Order by checking with the TRA. A list of roles subject to a prohibition from teaching check can be found at Annex H.
- Confirmation that the individual, if a manager or Governor, is not subject to a s128 Prohibition Order, barring participation in the management of an independent school (through the TRA). A list of roles subject to a prohibition from management check can be found at Annex H.
- For teachers who have qualified or are currently working overseas, a letter of professional standing from the appropriate competent regulatory authority in the country in which the applicant has worked (list is available from UK NARIC). A suitable alternative can be obtained if this is unavailable, e.g. further questioning of current employer.
- Confirmation that the individual, if employed in the Prep School, or in its management or governance, is not disqualified under the Childcare (Disqualifications) regulations 2009, by self-certification.
- Confirmation of the qualifications and any authenticity checks.
- Confirmation of professional status where required e.g. TRA, QTS etc.
- Satisfactory medical questionnaire.
- Confirmation of Right to Work in the UK.
- Successful completion of a probationary period.

Rejected Interviewees. All rejected candidates should be telephoned by the Lead Foundation Manager or the HR Department and offered feedback. If the candidate cannot be contacted by telephone, then an email can be sent from the ATS informing them that they've been unsuccessful.

References for Support Staff. The HR Department will request references for the successful candidate; referees should be issued with the form at Annex G or requested online through the Applicant Tracking System. On receipt, the completed reference is to be placed in the staff file for checking and entry onto the SCR. The Bursar or Human Resources Department may telephone the referees of the successful candidate

to ask any further questions the interview panel might have. These conversations are also to be recorded. References may also be verbally checked by exception, where it is felt necessary to establish their veracity and origin. This task can be delegated to the HR Department. It is also a requirement for references to be sought from any other educational establishment at which the candidate has claimed employment in the last 5 years, or from the last time the individual has worked children if they do not currently do so.

Verification of electronic references. References that are supplied via electronic means (e.g. e-mail), or through the Applicant Tracking System will have their origin verified by checking with the relevant employer that the e-mail address from which the reference has been sent is genuine. It is important that this is not verified directly with the person who provided the reference, but rather another source e.g. a school reception, or Head's PA, etc. For references supplied from a personal email, an online check will be carried out to verify identity and authenticity, if this is possible.

Pre-Employment Checks. Once the successful candidate has accepted the post verbally, a personnel file is to be opened. To assist in ensuring that all the necessary pre-employment checks have been completed, the New Starter Form at Annex I is to be initiated. The record on the Staff Central Register (SCR) will also be initiated at this time by the HR Department when DBS clearance is sought.

DBS Application. As part of the offer letter and contract pack the individual is provided details on how to apply online for a DBS. If the planned start date is soon then this may be sent earlier e.g. by email from the HR department. Once they have completed their application Human Resources will complete the employer's section and submit.

If the HR Department has not received the enhanced DBS certificate, they will check that the individual is not barred from working with children by initiating a check of the Barred List and an Early Employment Risk Assessment is conducted to allow employment to commence. Anyone on the DBS update service is also subjected to a barred list check. Where an employee is working within our EYFS setting, they will not be permitted to begin work until the school has received the applicants DBS certificate including barred list information.

Where there is no disclosable information, the electronic certificate provided by the Disclosure and Barring Service forms the record. The HR Department will receive an electronic copy of a clear DBS once it is released, and the individual is to bring the Disclosure Notice/Certificate to the HR Office as soon as it is received, and it will be recorded that the original has been seen.

Where a disclosure contains content regarding any relevant information, an electronic version will not be released. The individual must bring their certificate to the HR Department for a risk assessment to be undertaken (Annex P), and for the content to be reviewed against any information provided at the application stage. The Bursar undertakes the risk assessment with the Foundations' Head of Student Wellbeing & Safeguarding or a DSL.

The HR Department will also check that: a new teacher[2] is not the subject of a Prohibition Order through the Teachers' Services Online Access Service, the TRA; a new member of the Board of Governors, a senior manager, a head of a teaching or bursarial department or boarding house is not barred from management

[2] In this context a 'teacher' also includes those who coach or train pupils with no-one else present eg teaching assistants, sports coaches and instructors, subject (including languages) volunteers

within an independent school; and request a letter of professional standing for those who have worked in a teaching type role overseas in their most recent teaching role.

Overseas Police Check. An individual who has for more than 3 months in the last ten years:
1) either lived overseas
2) or worked overseas in any type of employment,
must provide a valid police report from the host country, or if this is not available, a referee covering that period in their career.

Induction Pre-Reading. In addition to any curriculum induction arranged by the Head of the Prep School or the Assistant Head (Staff Development & School Operations), the new employee will be sent induction information, an induction checklist and a copy of the Child Protection Policy with their offer of employment. They are also required to access the induction pages of Firefly prior to starting to read the following policies: Code of Conduct, Health & Safety Code of Conduct, Staff Social Media Guidelines, Directions for the Conduct of the Charity, Keeping Children Safe in Education Part 1 & Annex A (and Annex B where appropriate), and the Probation Policy.

Clearance for Work. Prior to handing the file to the Bursar the HR Team make a final check of the documents. The new employee can only be authorised to start work once the Bursar is satisfied that all of the pre-employment checks are complete including DBS clearance. No-one else has the authority to permit a new employee to report for duty (in case of the long-term absence of the Bursar this duty may fall to the HR Manager). An Early Employment Risk Assessment may be necessary – see below.

Action On Arrival for Work

Child Protection Briefing. Each new employee will receive a briefing from the Head of Student Wellbeing & Safeguarding or the DSL at Prep or the Assistant DSLs, on the Foundation's Child Protection Policy and its practical implications, including the use of restrictive interventions and reasonable force as appropriate. This will be co-ordinated by the Human Resources department and when completed a briefing sheet is signed by the Head of Student Wellbeing & Safeguarding or DSL/Assistant DSL and the new employee and saved on the employees' file and recorded on the HR system. The employee is also issued with a quiz which must be completed and returned to HR, who will then issue the answer sheet to the individual.

Probationary Period. The new employee's line manager will liaise with them to initiate a probationary period in line with the policy, and all subsequent reviews. Once they have successfully passed their probationary period the new employee will be sent a confirmation letter from the HR Department.

Single Central Register. This can only be accessed by the Bursar, and the HR Department, under the oversight of the Governor with Responsibility for Safeguarding. The Bursar retains overall responsibility for the Register although the HR & Recruitment Advisor has day-to-day maintenance responsibilities.

Early Employment Risk Assessments. As a boarding school, the Foundation does not normally let anybody who does not have an enhanced DBS Disclosure start work and restricts access to residential facilities; they may only be engaged if an early employment risk assessment is completed by the Head of Student Wellbeing & Safeguarding or appropriate DSL and a Barred List search has been conducted – see Annexes K and L. Each

individual will be written to by the Bursar advising them of any restrictions. The only individual with the authority to permit early employment after the assessment of the risk is the Bursar**.** Anyone working within the EYFS setting is not permitted to begin work until the school has received their DBS certificate including barred list information.

RECRUITMENT AND CLEARANCE OF NON-STANDARD WORKERS

PGCE Students and Other Placements

The Assistant Head (Staff Development, School Operations & Co-curricular) or the Head of the Prep School must complete the form at Annex M for each student.

PGCE students receive a DBS check as part of their course preparation, initiated by their course provider; this should not be more than 12 months old. This is adequate for normal classroom exposure during the working day as they will be supervised but it is not sufficient for them to participate in boarding activities including overnight stays. If they are to be involved with boarding activities the Foundation insists that it holds its own more recent DBS clearance before this is permitted.

Written confirmation from the training provider that DBS clearance is held and that they are suitable for placement in a school must be obtained and evidence of identity provided.

Other placements may be accommodated. For these purposes they can be deemed short–term volunteers, provided the placement does not exceed 3 days or is intermittent. They must still bring evidence of identity, receive a Child Protection briefing and be escorted throughout.

Guardians

Only guardians appointed by the Foundation – which is not our current policy - need be DBS checked. Guardians appointed by the parents (our current policy) do not need to undergo DBS checks.

Volunteers

Volunteers, including parents, who work regularly and directly with pupils and infrequent volunteers who stay overnight or accompany pupils on trips involving overnight stays must undergo similar pre-employment checks to members of staff including an enhanced DBS check and self-declaration. Volunteers who assist infrequently do not need DBS clearance but do require adequate supervision. All volunteer placements must be authorised by the Head of Pocklington School and Bursar by way of the recruitment authority at Annex N. This and the volunteer checklist (appendix 5) forms the Foundation's risk assessment for the deployment of a volunteer. A description of the role is to accompany the application; each volunteer will receive a copy, a description of the volunteering arrangements, an Induction Pack and a Child Protection brief.

Governors

The Chairman of Governors will undergo an enhanced DBS check initiated by the DfE as the representative of the 'proprietor'. All other governors are required by the Charity Commission and the DfE to undergo an enhanced DBS check and other appropriate checks initiated by the Foundation such as a s128 check and right to work. These are conducted by the HR Department but are the responsibility of the Bursar.

Contractors

Clearance of these individuals will be led by the Human Resources Department with the exception of supply teachers. If part of the schools' operation is carried out by a contractor, then the company for whom the contractor works, should carry out the requisite checks and provide the School with confirmation in writing that they have been done. For Contractors who are not engaged in regulated activity relating to children but whose work provides them with an opportunity for regular contact with children, an enhanced DBS, which does not include the barred list check, will be appropriate. The school is responsible for determining the appropriate level of supervision depending on the circumstances. Always check the identity of the contractors on arrival at the school. It is helpful, but not a requirement to include the date of these checks on the SCR.

Supply Staff

Human Resources is responsible for ensuring that the agency providing the supply staff has carried out all the necessary checks including the DBS clearance and prohibition checks and presents the Foundation with evidence of this, which should be forwarded to the Bursar if there are any anomalies. The DBS check must be no older than 3 months unless the individual has worked in a school within that period or is on the update service. The identity of the individual must still be checked on arrival and evidence passed to the HR Department who must also check the on-line passport. In the Prep School, it is the School Secretary who conducts the checks before completing the supply staff booking form and forwarding to Human Resources. Supply staff are entered on to the SCR.

Self-employed Contractors

Cannot work on the site without a DBS clearance obtained at their expense but conducted by the Foundation as this also proves identity. Until that clearance is held, contractors must be accompanied at all times when on site and pupils are in residence.

Contractor's Staff

(1) Closed Sites. No requirement for DBS check but vigilance needed to ensure that they remain within the site. (A 'closed site' has its own entrance and is boarded off.)
(2) Internal/Open Sites. When contractors operate open sites or sites in the heart of the campus so that there is a reasonable chance that they will come into contact with our children, the contract must stipulate that the contractor will undertake checks and provide evidence to the Foundation.

Lifeguards

Our own students who are qualified and employed as lifeguards must also undergo pre-employment checks. This is truncated to: appropriate selection, a tutor's reference, a DBS check and a child protection briefing. The Application Form is at Annex O.
The following process is to be followed:

1. Student passes Lifeguard course.
2. Interested students complete an application form.
3. The student asks Form Tutor to act as referee and the Director of Sport endorses the form as assessor/trainer and referee.
4. Interview by Director of Sport and HR.

5. Student is informed of the outcome.
6. Employment file is initiated, and DBS application made; letter of appointment is drafted by the HR Department.
7. An Early Employment Risk assessment is required if DBS disclosure is not received when they start work. A child protection briefing is undertaken.
8. Student completes new starter documentation.
9. A young persons risk assessment carried out

Work Experience

Placements within the Foundation. Pupils from other schools do not need to undergo recruitment checks but close liaison must be maintained with the placing school to ensure the pupil is suitable and an identity check made on first arrival.

Non-Employed Adults Living on Site

All adults who reside on site, e.g. adult members of a houseparent's family, must undergo a DBS check before taking up residence and complete the Adult Resident Agreement at Appendix 3, although the licence to occupy is signed by the employee and the Foundation, this is a written agreement between the individual adult and the Foundation that specifies:

1. The terms of the occupation.
2. Guidance on contact with boarders.
3. Responsibilities to supervise boarders.
4. A statement that their personal right to reside in school accommodation will be terminated if there is evidence that they are unsuitable to have contact with children.
5. A requirement to notify the Bursar if they are charged or convicted of any offence.

Visitors

Uncleared visitors or guests to the Foundation (including the residences) who have brief contact with our pupils with a member of staff present do not need DBS clearance, but they must be supervised at all times and wear a visitor's badge.

Taxi and Bus Drivers

All efforts must be made to ensure that drivers contracted or engaged by the Foundation are DBS checked. A letter to this effect must be obtained from the company.

Sports Coaches

Sports coaches, often engaged seasonally, will undergo the same checks as any other employee. They may be engaged for another season provided:

1. They have continued working with young people in the intervening months and we can take references or
2. They maintain regular contact with the Director of Sport or another senior member of PE & Games Dept; and
3. If not signed up for the DBS Update Service, a Barred List check is undertaken if not employed in the previous term.

Non-Residential Leases of Facilities in Term Time (Lets)

The organisations that hire facilities on a regular basis must demonstrate that: they have a child protection policy that applies to all their adults, whether or not their organisation is providing a service to children; the responsible adults have DBS disclosures; they control visitors to the facility and that they do not wander around the campus.

Cadet Training Team

At the beginning of each academic year, the CCF Senior Instructor informs the HR Department who their Combined Cadet Force Instructors are. Upon commencement the Ministry of Defence confirms the name of the instructor and that they hold enhanced DBS clearance to work with children. The Instructor's original DBS certificate and MOD Identification Badge is provided to the school and their identity is checked upon arrival. All visits are recorded by the school's CCF team. Any other non-regular instructors are treated as visitors and escorted throughout their visits.

Appendices

Annex A.	Recruitment Authority – all staff
Annex B.	Application Form – Teachers
Annex C.	Application Form – Business Support Staff
Annex D.	Policy Statements
Annex E.	Online search record form
Annex F.	Reference Proforma – Teachers
Annex G.	Reference Proforma – Business Support Staff
Annex H.	List of roles subject to Prohibition from teaching and/or management.
Annex I.	New Starter Form
Annex J.	Draft Correspondence
	Appendix 1: Invitation to interview - teacher
	Appendix 2: Invitation to interview - others
	Appendix 3: Non-Employed Adults Residing on Site
Annex K.	Early Employment Risk Assessment
Annex L.	Early Employment Cover Sheet
Annex M.	Recruitment Authority & Application for a PGCE or Other Placement
Annex N.	Recruitment Authority for a Volunteer – including Participation in Educational Visits.
	Appendix 4: Volunteer Application Form
	Appendix 5: Volunteer Checklist
	Appendix 6: Volunteer Arrangements
	Appendix 7: Letter to Volunteer
Annex O.	Application Form – Own Students as Lifeguards
Annex P.	Risk Assessment Form for DBS & Online Search results.