

## SAFER RECRUITMENT POLICY

This is a whole school policy; it applies to EYFS, after school care and holiday clubs held on our premises. Please see page 5 for EYFS.



*Belvedere Prep is committed to safeguarding and promoting the welfare of children and expects all its staff, including those employed by contractors, and volunteers to share this commitment.*

*The School will safeguard and promote the welfare of all its pupils, in compliance with DfE Guidance 'Keeping Children Safe in Education' (2023) and the current ISI Regulatory Standards and requirements for Independent Schools (09/19).*

Updated: September 2025

Review date: September 2026

## 1. INTRODUCTION

All staff, including temporary staff, and volunteers will be provided with induction training that includes:

- The school's Safeguarding Policy (including whistleblowing section), E-Safety and Acceptable Use Policy, Behaviour Management Policy, Missing Child Policy;
- The staff code of conduct as outlined in the Staff Handbook;
- The identity of the Designated Safeguarding Leads;
- A copy of Part One of Keeping Children Safe in Education (KCSIE) and Annex B (September 2024) to read and understand.
- Ensure that we practise safe recruitment in checking the suitability of staff and volunteers to work with children and young people in accordance with guidance given in 'Keeping Children Safe in Education (September 2024)' and 'Working Together to Safeguard Children (2023)', including reporting to the Disclosure and Barring Service (DBS) any person who has left the school and is unsuitable to work with children.
- Ensure that all staff and volunteers and Governors undergo safeguarding training, including reading and understanding the Safeguarding Policy, KCSIE Part One and Annex B (September 2024), and the staff code of conduct, as part of their induction. This will happen on an annual basis with a bi-annual basis for face-to-face training and DSL training.
- Ensure that all staff and volunteers undergo safeguarding training on a schedule to be determined in consultation with the Local Safeguarding Children Partnership (LSCP) to protect each pupil from any form of abuse, whether from an adult or another pupil.
- Prevent training – include training all staff concerning the risks of radicalisation and how to identify children and young people at risk.

## 2. STAFF APPOINTMENTS

For all staff appointments, the School will:

- Ensure that the details of the post make reference to the responsibility for safeguarding and promoting the welfare of children.
- Provide a job description that clearly states the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children in the school.
- Provide a person specification that describes the competencies and qualities that the applicant should have in addition to qualifications and experience relevant to the post.
- Ensure that the application form states that the successful applicant will be required to provide an enhanced DBS disclosure. All positions are subject to enhanced DBS checks. (The School will apply for enhanced DBS disclosure checks.)

- Use an application form to obtain a common set of data from all applicants including verification of professional status such as DfE reference number, QTS, NPQH. Include a statement to say that any previous employer may be approached.
- Scrutinise the applicant's employment record, looking for any gaps in employment, anomalies or discrepancies and question these should the applicant be invited to attend for interview.
- Ensure that the application form states that a medical fitness form will be required from successful candidates following the offer of employment and before commencing appointment.
- Obtain at least two references, one must be a professional reference from the latest employer, that answers specific questions, which assess the applicant's suitability to work with children. Request the return of the declaration form from each referee, signed and dated.
- Carry out an online search of the shortlisted candidates, including all available social media platforms. This may help identify any incidents or issues that have happened, and are publicly available online, which Belvedere Prep might want to explore with the applicant at interview.
- Check previous employment history and experience – telephone stated previous employer/s to check the authenticity of information.
- Organise and conduct face to face interviews with suitable applicants for the post, where at least one member of the interview panel has received up to date, annual safer recruitment training.
- Provide a written record of the outcome of the interview.
- Check the applicant's identity and right to work in the UK, and keep a record of this.
- Require proof of the successful candidate's qualifications, academic and vocational, as claimed on the application form.
- Immediately following the offer of employment, verify that the successful candidate has the health and physical capacity to carry out the responsibilities of the post. The successful candidate must, following the offer and as a condition of employment: (i) sign a declaration that they are mentally and physically fit to undertake the role in question; (ii) sign a confidential medical questionnaire; and (iii) release the name of his/her medical practitioner.
- Carry out further checks on those who have lived overseas if a DBS enhanced disclosure is insufficient to establish the successful candidate's suitability to work with children.
- State clearly verbally, and in writing that any offer made is subject to satisfactory references, medical fitness, an enhanced DBS check and confirmation that the applicant has not been disqualified from working with children or young people.

Grounds for disqualification include:

- i. A person being cautioned for, convicted or charged with certain violent and criminal offences against children and adults, at home or abroad;
- ii. Other orders being made against a person relating to their care of children;

iii. A person having their registration cancelled in relation to childcare or children's homes or having been disqualified from private fostering.

- Keep a central register of appointments, which includes the checks made in respect of permanent full-time and part-time, peripatetic, Governors and supply staff. (Identity, qualifications, DBS and Children's barred list, right to work in the UK, references, application form, medical fitness – in line with current regulations.) The central register includes all staff (teaching and non-teaching), governors, trainees, students and volunteers who have direct contact with the pupils.

## **I. SUPPLY STAFF**

### **For Supply Staff, the school will:**

- Ensure that the individual's identity is checked by the school on arrival and that it matches the agency's intended teacher's identity.
- Ensure that it has written notification from agencies that an enhanced DBS certificate has been obtained not more than three months before the person is due to begin work at the school. (A teacher from an agency should have a fresh DBS check every three years or earlier if there has been a break of three months or more.) Also, whether such a DBS certificate disclosed any matter or information in accordance with section 113B (6) of the Police Act 1997 and, if so, a copy of the DBS certificate should be supplied.
- Obtain written confirmation that all appropriate checks have been carried out by the agency.
- Ensure that it has a copy of the DBS certificate.

## **II. EXTERNAL ORGANISATIONS AND STAFF**

For staff from another organisation working with the school's pupils on another site, the school will:

- Obtain written assurance that appropriate safeguarding checks have been carried out.
- Request a copy of the DBS certificate.

## **III. GOVERNORS**

### **For Governors:**

- An enhanced DBS check countersigned by the Secretary of State must be obtained for the Chair of Governors.
- The Chairman's identity must be checked and, if relevant, his/her right to work in the UK.
- All newly appointed Governors on or after 1st May 2007 must have enhanced DBS checks.
- Any Governor appointed after 1st September 2003, who has regular involvement with children in the school, must have an enhanced DBS check.
- Whenever appointed, all governors must be recorded on the central register of appointments, with entries for DBS status, identity and, if applicable, right to work in the UK.

Belvedere Prep follows the Government's recommendations for the safer recruitment and employment of

staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, peripatetic teachers and sports coaches, are checked with the Disclosure & Barring Service before starting work. All Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff and cleaners, and adult members of the families of members of staff who live on site are also vetted. The school will consider making a referral to the Teaching Regulation Agency (TRA) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate.

### **3. EYFS**

The named person for EYFS is the EYFS Co-ordinator, Miss Sarah Swainbank.

The Whole School Safer Recruitment Policy applies to all staff appointments, teaching and non-teaching, supply staff and volunteers with direct access to the children in the Early Years Foundation Stage Setting, in extended care in the After School Care Group and in any Holiday Club that provides childcare on our premises.

### **MONITORING AND REVIEW**

This policy will regularly be monitored by the Sub-Committee for Safeguarding, reviewed annually, or before if necessary, and presented to Governors for their approval.