



*Arun Court School: Policy Number 8A
(Safety- Policy Suite 8)*

Arun Court School – SAFER RECRUITMENT – last updated September 2021

Ratified by main EMAT meeting:

Signature (+ date) Chair of EMAT: Mr Paul Phillips

Signature (+ date) Proprietor:Mrs Beverley-Sarah White

Signature (+ date) Principal of SchoolVicki Williams

Date of next review: September 2022 (Reviewed at least Annually)

Please read all policy documents in the main policy file, in particular you should read suite 8 in conjunction with this policy.

Contextual Statement

As a school that has been recognised by Surrey LEA as ‘providing for some of the counties most vulnerable children many of whom have been difficult to place’ and recognised by Ofsted as ‘unique’ we are very aware of the importance of our context. Recruiting staff is difficult as hiring those who have worked in ‘SEND’ is not always successful as they need a much wider contextual mental health awareness. The combined SEN and mental health needs of our students; often at extreme levels, means that they have a degree of vulnerability that sadly will attract those with undesirable intentions. Therefore, safer recruitment is paramount to ensure that the people we use are safe to be around our vulnerable students. Continually monitoring staff and assessing their ability to continue in what is a unique and stressful role is also essential to prevent potential and actual harm to our students.

This policy is part of a suite of documents on safety – please read with all policies in suite 8

The aims of the Arun Court Safer Recruitment Policy are;

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability of the person
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any ground including age, disability, gender reassignment, race, religion or belief, sex or sexual orientation as outlined in the Equality Act 2010;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (Jan 2021) and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To ensure that all employment checks are recorded clearly on the school's electronic Single Central Register (SCR).

Recruitment and selection process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

There are currently five staff who hold a current safer recruitment qualification.

1. Beverley-Sarah White – Proprietor/Executive Head
2. James White – Director
3. Paul Phillips – EMAT Chair
4. Vicki Williams – Principal
5. Hannah Ebling – Associate Principal

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Prior to interview we use a proforma to ensure that processes are correctly carried out and each year this is updated as to who will be carrying out each responsibility.

This proforma continues to be completed during the three-month probationary period and also updated if we carry out further continuous suitability checks at any time.

See our current proforma in appendix 2

Advertising

When advertising roles, we will make clear:

Our school's commitment to safeguarding and promoting the welfare of children

That safeguarding checks will be undertaken

The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application forms

We do not accept copies of curriculum vitae in place of an application form.

Our application forms will:

Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

We require applicants to provide:

- personal details, current and former names, current address and national insurance number;
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references (see below for further information); and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

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Shortlisting

Our shortlisting process will involve at least 2 people and will:

Consider any inconsistencies and look for gaps in employment and reasons given for them

Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- if they are known to the police and children's social care;
- have they been disqualified from providing childcare
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true

Seeking references and checking employment history

We will obtain at least two references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview. Any role (employee, EMAT member or volunteer) will require at least two written references which are recent and relevant before they attend interview, In addition, we call further referees on the telephone. It is important that we have a reference from the last employer.

Where an application or reference states that there has been a previous dismissal this will be investigated with the candidate and the employer at the time, and where necessary the LADO that the incident occurred under.

We require referees to state clearly in writing if they believe that a candidate is suitable to work with young people and to also declare any disciplinary actions still current or concerns they may have. We ask whether, having seen the job description, they feel the candidate is suitable for our setting.

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When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Telephone previous workplace to ensure the references have been completed by the appropriate person named as Referee.
- ensure electronic references originate from a legitimate source
- establish the reason for the candidate leaving their current or most recent post
- Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this

Explore any potential areas of concern to determine the candidate's suitability to work with children

Record all information considered and decisions made

Pre-appointment vetting checks

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.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity using two forms of photographic identification and a proof of current address.
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- 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. Where available, these will include:
 - For all staff, including teaching positions: criminal records checks for overseas applicants
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
 - 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

* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

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

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Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Our view on checks – paper does not keep young people safe

We will not regard the satisfactory completion of a DBS and other checks, as certain proof of an employee's prior, **current or future** intentions towards children. We will remain vigilant and will handle any concerns raised by other individuals, for example parents, with the utmost concern – terminating services and making referrals to the LADO and other appropriate authorities if necessary. In our context we will keep a particular watch over students whose anxiety has left them with communication issues and selective mutism; ensuring they work with a variety of staff in a variety of communication contexts so they can raise concerns.

Our setting is in a small building and sessions are under constant monitoring. Every day there is at least one member of the SLT who will be regularly walking the site, talking to young people, dropping into activities and monitoring. This, along with very little lone working with young people as most sessions will have two staff members minimum, along with a firm institutional belief that 'it could happen here' helps to ensure that our young people are safe.

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

There are concerns about an existing member of staff's suitability to work with children; or

An individual moves from a post that is not regulated activity to one that is; or

There has been a break in service of 12 weeks or more

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

We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or

We believe 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

We re-do checks as a matter of standard practice at least every 36 months

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Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

An enhanced DBS check with barred list information for contractors engaging in regulated activity

An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

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

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EMAT

All EMAT Members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

The chair of the board will have their DBS check countersigned by the secretary of state.

The proprietor will also have the following checks:

A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).

Identity

Right to work in the UK

Other checks deemed necessary if they have lived or worked outside the UK

All EMAT members will also have the following checks:

Identity

Right to work in the UK

Other checks deemed necessary if they have lived or worked outside the UK

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. Within our context however we usually insist that our staff are also onsite and supervising any work experience programme due to their wider anxiety needs and vulnerabilities.

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.

Single Central Record

In line with DfE requirements, the School will keep and maintain a SCR. The SCR will list all staff who are employed at the School, including casual staff, supply agency staff whether employed directly or through an agency, the proprietor and those who provide additional teaching or instruction for pupils but who are not employed by the School. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom.

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Staff members have a duty through their contract to immediately disclose during their employment if they are:

- charged or convicted of any criminal offence;
- in receipt of a police caution, reprimand or warning, or if there is a formal child protection;
- disqualified under the Childcare (Disqualification) Regulations 2009 (when working in relevant childcare provision)
- barred from working with children or vulnerable adults;
- the subject of a referral to the Disclosure and Barring Service (DBS).

Staff will also be asked at their yearly performance management meetings whether they have any of the above to disclose, including where relevant disqualification under the Childcare Act 2006.

At Arun Court we follow the Data Protection Act 2018, the General Data Protection Regulation (GDPR) and the employment practices code.

If an applicant is appointed, the School will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

The School will store all confidential personnel files in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;

Personnel files will be kept for six years after the person has left.

The School will also ensure that any personnel information is destroyed by suitably secure means such as shredding.

The interview process in more detail

All interview panels will include a suitable level of Safer Recruitment expertise. This expertise is certified and the certificates are kept on record. Usually a panel includes two senior staff and a member of the governance structure. We also invite students in to conduct part of the interview process.

Most roles in our setting will require interview panels on 4 areas: safeguarding, teaching & learning, well-being and mental health, ethos.

In addition we usually include a fully supervised task where the candidate is required to teach or work supporting students.

We include a written tasks which acts as a way of seeing commitment to the role but also helps us to confirm written English standards.

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As of September 2021 we introduced a psychometric test as a way of establishing whether a candidate's ethos matches that of the school

Contracts

Even though many checks are completed prior to interview all offer letters and contracts are conditional. We also have within our contract a minimum probationary period of 3 months which can legally be extended to 6 months. During this time frame we can end the contract (as can the employee) if our unique setting is not the right fit. Any safeguarding concerns however would not be dealt with in this manner and must be reported the LADO and other agencies (please see policy on grievance, conduct and dismissal)

Appendix 1

DECLARATION EACH TERM

This information is kept securely and is only seen by the school leadership and administrators. It will be made available to Local Education Authority or Ofsted inspectors. If requested, it would be made available to the police.

I currently have a DBS and I know of no accusations against me, or alterations or convictions, that negatively affect my DBS status. In addition I have been checked to confirm I am not disbarred from teaching or disqualified either personally, or by association, from working with young people.

I am currently not on any medication that would affect my ability to work with children (or

I am currently on medication for: and I
 have discussed this with an SLT member (name:) who feels she/he is able to make reasonable changes so that this will not affect my work with children. Medication I'm on is:

.....
.....

I do not have any injuries or on-going medical complaints which may affect my ability to work with children (or) I have issues with

.....
which I have discussed with an SLT member who has decided to make reasonable adjustments at this stage.

I have **read the company policies, including updates this term** and agree to abide by their contents. I have completed safeguarding training and feel that I have a good understanding of what to do if I have concerns about a child. I have had whistleblowing training and understand what to do if I had concerns about a staff member or company practices.

.....
Please detail any further information about what is happening in your life if you feel it could affect your ability to work in our unique environment. We want to support you and are happy to alter your working arrangements in order to protect both you and the young people:

Name:

Signature & date:

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Appendix 2 – checklist 2021/2022

Name of Personnel:

Date of interview process:

Date of employment offer:

Date started working with young people:

PRIOR TO INTERVIEW (& then filed for successful applicants)		
process	Who was involved? (Highlight)	Who checked and filed the documentation? (initial and date)
Advert compiled and placed	Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor) James (commissioning) Paul (Chair of EMAT)	Advert copy on file?
Job description compiled and shared with advert	Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor)	On file?
Application received and scrutinised Shortlisting panel meeting	Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor) James (commissioning) Paul (Chair of EMAT) Colin (EMAT member)	Application on file?
Gaps in employment, issues with application addressed prior to interview if possible (detail)	Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor) James (commissioning)	Notes on file or added to this form?
Teacher profile checked against the TRA to see if there are any prohibitions against the teacher, or if they are banned from teaching and to confirm they have QTS	Jess (Admin PA) James (commissioning)	Print out in file?
Right to work in the UK checked PLUS consider if police checks and other will be needed outside of the UK in case of overseas residency (see NSPCC guidance below)	Jess (Admin PA) James (commissioning)	
Written Reference 1 obtained from current or last employer, and scrutinised. Follow up phone call as necessary. Headed paper / school stamp	Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor) James (commissioning)	Reference on file?
Written Reference 2 obtained and scrutinised. Follow up phone call as necessary. Headed paper / school stamp	Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor) James (commissionin	Reference on file?

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Interview Process		
Process	Who was involved? Highlight	Who checked and filed the documentation? (initial and date)
Panel meet and agree questions	Panel was: Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor) James (commissioning) Paul (Chair of EMAT) Colin (EMAT member) Paul D (EMAT member)	Questions on file?
Student / School council taking part in the panel are supported to devise questions		Questions on file?
Who on the panel will have a current safer recruitment certification?	Vicki (Principal) Hannah (Assoc. Principal) Bev (Proprietor) James (commissioning) Paul (Chair of EMAT)	
On the day – Right to work in the UK checked including National Reference number, old payslip Identification Checked – current address, photo ID and KCSIE 2021 Birth Certificate Qualification certificates checked	Jess (Admin P/A) James (commissioning)	Copies of personal information can only be taken to enable recording of details, they must not be kept. Signing to say they were seen.
Notes (including handwritten) plus the score systems and any typed record taken by panel members to inform discussion. Meeting minutes of discussion points.	The panel (see section above)	Are all these notes on record in the file? (non-successful applicants, store for 6 months)
Successful Applicants		
Process	Who was involved? Highlight	Who checked and filed the documentation?
DBS & disbarred checks started 128 checks for any leadership position within an Independent school	Jess / James	
Conditional offer letter sent out	Bev / Vicki	Copy in file?
Acceptance received	Jess / James	In file?
Contract given and copy received back	James	In file?

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Prior to starting work with young people		
Process	Who was involved? Highlight	Who checked and filed the documentation?
DBS and other checks received	Jess James	
First basic induction completed, including: <ul style="list-style-type: none"> ✓ safeguarding and CP procedures ✓ student core information ✓ core SG policies read and signed ✓ code of conduct signed 	Hannah Vicki	
Probationary Period 3 months		
Process	Who was involved? Highlight	Who checked and filed the documentation?
Full Induction Booklet completed, and training needs identified	Hannah Vicki	Induction booklet / certification in file?
Supervision and support record completed and statement on file	Hannah Vicki	Statement on file?
Performance management discussed and started, plus the standards evidence for the role started to be completed	Hannah Vicki	PM interview on file? Copy of standards in file?
Level 3 safeguarding certification achieved	Jo Evans	Certificate in file?
First aid certification completed	First Aid Trainers	Certificate in file?
Working with young people with depression certification completed	Hannah - Leeds university course	Certificate in file?
Extension letter, further 3 months probationary period issued if felt appropriate	James	Letter on file?

Appendix 3

NSPCC Best Practice Advice

You should carry out a range of processes and checks to ensure you employ the right people to work or volunteer in roles that have contact with children.

Verifying references

References can help you make an informed decision about an applicant's suitability to work or volunteer with children.

Ask referees about the candidate's:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

Make sure information provided in the reference is consistent with the information provided by the candidate in their application form and interview. Follow up any discrepancies, concerns, or vague statements.

Criminal records checks

Criminal records checks enable you to ensure that people aged 16 or over have nothing on their record that makes them unsuitable to work or volunteer in roles that have contact with children.

Each nation in the UK uses a different criminal records check process, but they are all aligned and recognise each other's decisions. A person who is barred from working with children in one nation will be barred across the UK.

Depending on the size of your organisation and what kind of criminal records check you need, you can either apply directly or use an umbrella body. More information about how to apply for different kinds of check is available from each criminal records agency.

- **England and Wales:** [The Disclosure and Barring Service \(DBS\)](#) helps employers and voluntary organisations in England and Wales make safer recruitment decisions.
- **Northern Ireland:** [AccessNI](#) provides disclosure information and the DBS carries out barring procedures for Northern Ireland.

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- **Scotland:** Disclosure Scotland carries out criminal record checks and manages the Protecting Vulnerable Groups (PVG) scheme.

A criminal records check is only valid on the date stated on the certificate but:

- in **England and Wales**, individuals who have a new DBS check can subscribe to the update service, which means they can keep their certificate up to date and take it with them to a new employer
- in **Scotland**, people joining the Protecting Vulnerable Groups (PVG) scheme will have their suitability to work with children checked regularly for five years.

Enhanced with barred list checks

There are different types of criminal record checks depending on the nature of the work being carried out.

In **England, Northern Ireland and Wales**, if someone is doing "regulated activity" they need to undergo an "enhanced with barred list check".

This provides information about adult convictions and cautions recorded on the Police National Computer (PNC) that are not 'protected'; information about whether the person has been barred from working with children; and any other relevant information that the police feel ought to be disclosed.

In **Scotland**, if someone is doing "regulated work" they need to undergo a Protecting Vulnerable Groups (PVG) check.

What is "regulated activity"/"regulated work"?

In **England, Northern Ireland and Wales**, regulated activity with children means carrying out any of the below activities frequently or with intensity (more than 3 days in a 30 day period or overnight).

- Unsupervised activities: teaching, training, instructing, caring for or supervising children; providing advice/guidance on wellbeing, or driving a vehicle only for children.
- Working for a limited range of "specified places" with the opportunity for contact with children and young people, for example schools, children's homes, childcare premises.

These are also examples of regulated activity if unsupervised:

- engaging in intimate or personal care of children.
- health care (including by a registered health care professional).

In **Scotland**, regulated work with children can be paid or voluntary. It usually involves:

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- working directly with children
- teaching or supervising children
- providing personal services to children
- caring responsibilities.

The frequency and intensity requirement does not apply.

Regulated work can also apply to certain positions of trust within organisations, for example being a trustee of a children's charity.

For more information about the definitions of regulated activity and regulated work, please see the Legislation and guidance tab.

Other checks

There are a range of other checks you should carry out.

Birth certificates

It's best practice to check the successful candidate's birth certificate, to find out whether they have changed their name since birth. You should carry out vetting and barring checks for all names the person has used.

Transgender people who do not want to share gender and name information with an employer can follow a special process to apply for a criminal records check. More information is available from each criminal records agency:

- [sensitive applications for transgender applicants in England and Wales](#)
- [information for transgender applicants in Northern Ireland](#)
- [information for transgender applicants in Scotland.](#)

Right to work checks

Even if the role is not paid, you may need to carry out a right to work check. The Home Office has published [guidance on right to work checks](#) (Home Office, 2021a).

Overseas checks

If a candidate has been resident overseas for three months or more over the past five years, you should check the candidate's criminal record in that country. The Home Office provides [guidance on applying for criminal records checks for overseas applicants](#) (Home Office, 2021b).

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The [UK ENIC](#), the UK national agency for international qualifications and skills, can advise on how to check international qualifications and skills.

Any documents not in English should be accompanied by a certified translation.

If you are unable to obtain overseas checks for a candidate, you should carry out a risk assessment to help make an informed decision about how best to proceed.

Disqualification from working with children

Organisations are responsible for making sure the people they employ as staff and volunteers have not been disqualified from working with children.

The Department for Education (DfE) has published [statutory guidance to help organisations comply with their responsibilities](#) (DfE, 2018).

Pre-employment checks for schools and colleges

Teachers can be prohibited from teaching children and young people for various reasons, including unacceptable professional conduct or a conviction of a relevant criminal offence.

Before appointing teachers you must check their qualifications, qualified teaching status and their eligibility to work as a teacher.

Since 01 January 2021, checks for teachers from the European Economic Area (EEA) are no longer available from the Teaching Regulation Agency in **England**, General Teaching Council (GTC) in **Northern Ireland**, GTC in **Scotland** and the Education Workforce Council in **Wales**. Instead, employers will need to obtain proof of past conduct as a teacher and a criminal records check from the country/countries the teacher has lived and worked in. For teachers that have worked or trained overseas you should request a Letter of Professional Standing from the professional regulating authority in the relevant country.

The Department for Education (DfE) has provided information about this in its [Keeping children safe in Education guidance](#) (DfE, 2021).

Non-teaching staff, school managers and governors should also undergo vetting and barring checks.

Checking temporary or agency staff and visitors

It's just as important to ensure you recruit temporary or agency staff who are suitable to work with children as it is with permanent staff.

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If someone is visiting your school or organisation to run an activity with children, you must also make sure they have undergone the necessary checks.

You should only engage people to work with children if they come from an agency or organisation that has robust safer recruitment policies and procedures.

Supply teachers, student teachers and contractors in schools are all in regulated activity if they work in schools for more than three days in a 30 day period, or overnight.

Ask the agency for written confirmation that the relevant safer recruitment vetting checks have been made for each temporary staff member or visitor. When supply staff arrive on site you should check their ID.