



# CRANFORD

SCHOOL

## Whole School Safer Recruitment Policy and Procedures (Including EYFS and Out of School Provision)

Please also refer to: **‘Whole School Policy and Procedures for Volunteers and Students on Work Experience Placements’, ‘Induction of New Staff and Procedures for ECTs’, ‘Whole School Preventing Radicalisation Policy (Including EYFS)’, ‘Whole School Visiting Speakers’ Policy and Procedures’, ‘Whole School Safeguarding and Child Protection Policy’ and ‘Whole School Safeguarding Procedures’**

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**Policy Statement:**

Cranford School ('the School') is committed to safeguarding and promoting the welfare of children and stringent checks are put in place both at interview and before the applicant is accepted to work at the School. This '**Whole School Safe Recruitment Policy and Procedures**' applies to **all** staff who work at the School, including peripatetic music and drama staff, sports coaches, cleaners, outside providers for clubs etc. and volunteers. The School's safeguarding policies and procedures\* have regard to the latest version of the DfE statutory guidance: 'Keeping Children Safe in Education' (KCSIE) 2023.

This policy is available to all staff in the Cranford School Policies section on the Whole School Staff Team area on Microsoft Teams. It is reviewed annually, and when events or legislation requires, by the Head and Governor with specific responsibility for Safeguarding and Child Protection. The next review date is September 2024.

**This is not a contractual document and may be amended by the School from time to time. All contractual entitlements and obligations are contained in employees' individual contracts of employment.**

**Key Personnel:**

Questions or concerns relating to this policy should be addressed to the Head.

**Procedures:**

## **Planning and Advertising:**

- The qualities, qualifications and skills the successful candidate will need to demonstrate in order to be successful in the post will be outlined.  
Any other matters that need to be mentioned in order to limit unsuitable applications will also be specified; details of the post and qualifications required, etc.
- The recruitment exercise itself will be planned to identify who will be involved, assigning responsibilities and setting aside sufficient time for the work needed at each stage to be completed, e.g. organising a selection process to allow references to be obtained on short-listed candidates before the interview, wherever possible.
- When the vacancy is advertised it will include a statement about the employer's commitment to safeguarding and promoting the welfare of children. The requirement for the successful applicant to undertake a Disclosure and Barring check will appear on the Application Form and in the offer letter.
- Vacancies will be advertised on the School website as appropriate.
- The School website reiterates Cranford School's commitment to safeguarding and promoting the welfare of children.

## **Application Form:**

- A curriculum vitae on its own will not provide adequate information. An application form provides the common set of core data for all applicants. The School will not accept a copy of a CV in place of an application form. The school ensures that a curriculum vitae (CV) is only be accepted alongside a full application form and is not sufficient on its own to support safer recruitment.
- As recommended in KCSIE, the application form clearly states that it is an offence to apply for any role at Cranford School if the applicant is barred from engaging in regulated activity relating to children.

## **Job Description:**

- The description will set out duties and responsibilities of the post and identify the obligation to promote and safeguard the welfare of children, young persons and vulnerable adults.

## **Person Specification:**

The specification will be drafted to include:

- General expectations of a member of staff;
- Specifics regarding professional qualifications needed;
- Skills appropriate to the role;
- Essential interpersonal skills;
- Desirable personal qualities.

## **Information Pack to Candidates:**

All candidates will be sent a pack which includes the following documents:

- Application Form;
- Job Description and Person Specification;
- Relevant information about the School and the Safe Recruitment Procedures Statement;

### **Short-Listing:**

- The Application Form will be scrutinised to ensure that it is completed fully and properly; particular attention will be given to gaps in employment, repeated changes in employment without career or salary progression, or mid-career moves to supply teaching or temporary work. Notes will be taken, and subsequent issues will be explored at interview and verified.
- Incomplete forms will not be accepted and will be returned for completion.
- All candidates will be assessed against the Person Specification without exception or variation.
- In line with Keeping Children Safe in Education, the School will carry out an online search as part of its due diligence on candidates. The online search aims to identify any incidents or issues that have happened, and which are publicly available online, and which may impact your suitability to work with children or in a School environment. If information is found during this search which the School feels affects your suitability for the role you have applied for, this will be discussed and explored with the applicant at interview.
- Shortlisted candidates will be required to complete a self-disclosure which will need to be signed at interview. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before a DBS certificate is received.

The School aims to ensure a series of safer recruitment checks are undertaken to verify the suitability of a candidate which is not overly reliant on DBS checking alone. Some of these checks are detailed below:

### **References:**

- References will always be sought from the current employer for all candidates and be directly obtained from the referee, in advance of the interview, in order that any issues of concern raised by references can be explored further with the referee and taken up with the candidate at interview. Any reference from the candidate's current employer must be completed by the Head or a senior person with appropriate authority; this will be checked by HR and if the referee is school or college based this will be followed up with the Head/principal to confirm it is accurate in respect of safeguarding and disciplinary investigations. The referee will be asked to confirm that they are satisfied with the candidate's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations but should not include information about allegations which are unsubstantiated, unfounded, false or malicious. Information contained within references will be checked to ensure that it is not contradictory or incomplete. It is the policy of the School that references are taken up prior to interview for all positions or before the individual commences work at the School for support staff; these are to be completed in a timely manner and not hold up proceedings. Where possible, suitability references will also be sought for internal candidates. Internal references are permissible where appropriate.
- If there is no current employer, verification of the most recent period of employment and reasons for leaving will be obtained. (This recognises that not all employers will provide a substantive reference);

- A reference will be sought from the relevant employer from the last time the candidate worked with children (if not currently working with children). If the candidate has never worked with children, then the School will ensure a reference from their current employer.
- Open references, for example in the form of 'to whom it may concern' testimonials will not be accepted, nor will information provided by the candidate as part of the application process without first verifying the accuracy of the information. The School will verify that electronic references originate from a legitimate source;
- An offer of employment will be made subject to a minimum of two satisfactory references, if a candidate objects to their employer being contacted prior to appointment.
- The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will be obtained and scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They will be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. References will ask for objective, verifiable information, not subjective opinion.
- A copy of the Job Description and Person Specification for the post will be included in all requests.
- The information requested will identify the referee's relationship with the candidate and ascertain that they are satisfied that the candidate has the ability to undertake the post, including confirming facts that demonstrate compliance with the Person Specification.
- The referee will be asked to confirm that they are completely satisfied that the candidate is suitable to work with children or if they are aware of any reason or have any concern that the applicant might be unsuitable to work with children
- The referee will be reminded that they have a responsibility to ensure that the reference is accurate and does not contain any material mis-statement or omission and that relevant factual content may be discussed with the applicant.
- Details of the applicant's current post and salary will be requested.
- Specific, verifiable comments about the applicant's performance, history and conduct will be requested, including details of any disciplinary procedures the applicant has been involved with and which disciplinary action is current.
- Details of any disciplinary procedures to which the applicant has been subjected and which involves the safety and welfare of children or young persons will be requested.
- Details of any allegations or concerns raised about the applicant will be requested where they include the safety and welfare of children or young persons (e.g. whether the allegations or concern was investigated, the conclusion reached and how the matter was resolved). However, referees will not be asked to provide information about any allegations which were subsequently established to be unfounded, false, unsubstantiated or malicious.
- References will be checked, and all questions not answered or those to which answers are vague or unspecific will be referred back to the referee to provide written answers or amplification as appropriate. Any concerns will be resolved satisfactorily before appointment is confirmed.

- All information will be compared back to the Application Form to ensure consistency. Any discrepancies will be taken up with the candidate.
- All written references will be followed up by HR with a phone call to verify the information previously given. HR will verify that electronic references originate from a legitimate source.
- Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks (see page 8). Further help and advice can be found on the [Advisory, Conciliation and Arbitration Service \(ACAS\) website](#).

### **Involving Pupils:**

Involving pupils in the process in some way or observing short-listed candidates' interaction with pupils is common and recognised as good practice. For example, short-listed candidates might be shown around the School by pupils and a Governor or a senior member of staff. Applicants for teaching posts will be asked to teach a lesson.

### **Interview:**

All short-listed candidates will be interviewed face-to-face; this applies even if there is only one candidate.

### **Invitation to Interview:**

- An email of invitation to interview, providing time, place, directions to the venue, members of the interview panel etc. will be sent to shortlisted candidates.
- The email will remind the candidate that their competences and qualities will be tested and assessed, e.g. through teaching a lesson, doing a presentation, preparing a lesson plan, etc.
- Candidates will be asked to bring any original educational or professional qualifications required as necessary for the relevant post. These qualifications will be asked for at interview and copies taken. If this information is not provided, then a check must be carried out with the awarding body. Professional qualifications of QTS will be verified using the TRA Employer Access Service.
- The interview confirmation email will stress that the identity of the successful candidate will need to be checked thoroughly and best practice is checking the name on the birth certificate, where this is available. Candidates will also be asked to bring photographic evidence to the interview, e.g. passport or photocard driving licence.
- The short-listed candidates will be asked to complete a **self-declaration** of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to the [DBS filtering rules](#). This enables candidates to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

### **Interview Panel:**

- The Governing Body will ensure that those involved with the recruitment and employment of staff to work with children at Cranford School have received appropriate safer recruitment training.
- It is recommended that more than one person should constitute a panel for the interview. In the case of a senior specialist post, a larger panel might be appropriate.

- In the event that the appointment is for a member of the Senior Leadership Team, the Head or Director of Finance, then members of the Governing Body will also be present. One person will observe and assess the candidate and make notes while the other is talking to the candidate. It also reduces the possibility of any dispute about what is said and asked during the interview. At least one member of the panel will have undertaken Safer Recruitment Training. In the event that there is not a panel, the person interviewing will have completed the Safer Recruitment training.
- The panel members will have the necessary authority to make a decision.
- Members should meet before the interviews to reach a consensus of the required standard for the job, consider the issues to be explored with each candidate and establish who will ask the questions about those issues, and agree the assessment criteria in accordance with the Person Specification.
- A set of questions is agreed, and they will ask all candidates relating to the requirements of the post and the issues to be explored based on the information provided in the candidate's application and references.
- Questions that will be asked of the candidate will be competence-based questions, e.g. *'Have you responded to, or dealt with, an actual example or situation?'* or the candidate will be asked questions that test a candidate's attitude and understanding of issues. The panel will also explore the candidate's previous employment history, asking them to fully account for any gaps in employment.
- Notes taken in interview will be kept on the personal file of the successful applicant.

#### **Scope of Interview:**

- The panel will explore the candidate's attitude towards children and young people; the ability to support authority/the School's agenda for safeguarding and promoting the welfare of children; gaps in the candidate's employment history (e.g. information provided by the candidate will be checked against references subsequently received, and any discrepancies taken up with the candidate).
- Cranford School recognises that under section 60 of the *'Equality Act'*, health-related questions of applicants prior to an offer of employment must only be specifically related to an intrinsic function of the work.
- The panel will ensure that the importance of the School's core Values and Ethos are understood by the candidate.
- In the light of the requirement for a DBS check, the candidate will also be asked to sign a copy of the application if there was an electronic signature on the original application form.

#### **Conditional Offer of Employment:**

Cranford School adheres to the [Department for Education – The Independent School Standards](#) – Part 4 Paragraph 18, with regard to the appointment of staff.

Please see *Appendix C* for 'Flowchart of DBS Checks and Barred List Checks':

Cranford School ensures that, where relevant to any such person, an enhanced DBS check with barred list check is made in respect of that person and an enhanced DBS certificate is obtained before or as soon as practicable after that person's employment. Should the School encounter any technical difficulties which

result in the Barred List Checking Service not being available, the commencement of employment will be adjusted to allow for checks to be completed or the individual will be supervised at all times if on the School site.

The enhanced with barred list check allows the School to make additional checks as to whether the person appears on the children's barred list and is required for those working or seeking to work in regulated activity with children.

As Cranford School is a small school and staff are deployed to cover in different areas of the School, including possible EYFS supervision, all staff are therefore subject to such checks to ensure compliance.

Offers of employment for **each** new member of staff (other than supply staff or volunteers) will be conditional upon:

- Verification of the candidate's identity and address by checking 3 forms of official documentation such as a driving licence, passport and birth certificate. The provision of a birth certificate is requested as preferable for the purpose of checking candidate's name;
- Proof of right to work in the UK;
- A check against the DBS Children's Barred List;
- An Enhanced DBS check or a check against the DBS Update Service (providing the candidate has subscribed and permission is obtained). The certificate will then be checked to ensure it matches the individual's identity and that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.
- A check that no prohibition order is in place for the individual (using the Teacher Regulations Agency);
- The receipt of at least two satisfactory references;
- A check of original qualifications;
- Completion of a Medical Form confirming that the candidate knows of no reason on the grounds of physical or mental health why they should not be able to discharge the responsibilities required by the post in question (See *Appendix A: 'Annual Administrative, HR and Safeguarding Checks'*;

**The School reserves the right to follow up with a request for medical advice with the consent of the applicant;**

- Cranford School recognises that disabled staff make an important contribution to the overall curriculum, both as effective employees and in raising the aspirations of disabled pupils and educating non-disabled people about the reality of disability. Many disabled people will be medically fit to teach, though under the 'Equality Act' 2010 the School may have to make reasonable adjustments to enable disabled people to carry out their duties effectively;
- Conduct further checks if the person has lived or worked outside the UK (e.g. criminal record information from the country in which they have been living). This includes UK citizens returning after a period of working abroad. This could include a letter of professional standing, which would replace the check on EEA professionals that was accessed previously through the TRA Teacher Services' system. If necessary, the school would refer to the National Recognition Information Centre for the UK, which provides a database where EEA applicants can look up which professional



body they should contact. Letters of professional standing applies to all teachers potentially recruited from overseas, not just those from an EEA country. This check applies to every country the individual may have resided in since their last time in the UK. Staff who have lived or worked overseas for more than three months within the last five years will be asked to bring copies of any Police checks to their interview at the School. Cranford School will follow the recently published [guidance from the Home Office on criminal records checks for overseas applicants \(updated August 2022\)](#) and the '[Revised Guidance on Recruiting Teachers from overseas \(August 2022\)](#)', including the high potential individual visa route, an explanation of visa costs for schools, more detailed safeguarding guidance and information about checking the right to work, remote interviewing of candidates and employing Ukrainian teachers.

Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, Cranford School will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

This extends to those who have returned to the UK after a period of time living and working abroad and resided here for some years but have not been in employment in the UK during this time. The Home Office website will be referred to when ascertaining the appropriate checks required by individual countries. Their right to work in the UK will also be verified.

Where a person has worked in a UK school since moving from overseas, without going back overseas, the School will not repeat the overseas check for subsequent appointments.

- In the event that the reliability of any such overseas checks made cannot be verified, the School will conduct an assessment to ascertain the suitability of the individual to work at the School. Further references (beyond the normal two) may be required.
- From April 2014, for staff who have Qualified Teaching Status, a check will be made using the 'Employer Access Service' to ensure the teacher is not subject to a prohibition order issued by the Secretary of State.

Teaching work is defined in the '[Teachers' Disciplinary \(England\) Regulations' 2012](#) to encompass:

- Planning and preparing lessons and courses for pupils;
- Delivering and preparing lessons to pupils;
- Assessing the development, progress and attainment of pupils;
- Reporting on the development, progress and attainment of pupils.
- As an Independent School, Cranford School can undertake the TRA (Teacher Regulation Agency) mandatory pre-employment checks using Secure Access. Any section 128 barring directions will be uploaded to Secure Access and will be visible immediately. Checks for prohibitions, sanctions imposed by GTCE (pre-2012) and still in force, and any other restrictions will be carried out through the Secure Access portal via the Teacher Services' webpage. Verification of qualified teacher status (QTS) and the completion of teacher induction or teacher is verified via the TRA Employer Access Services. Cranford School will check **all three** lists available to ensure a thorough process:
  - Teachers who may have failed to successfully complete their induction or probation period;
  - Teachers who may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current;

- Teachers or *others* who have been prohibited from teaching. This list will show any s.128 directions, **including those for non-teachers and those not in regulated activity.**
- Cranford School undertakes prohibition checks on Teaching Assistants, Peripatetic Music Staff, Outside Providers running clubs etc. Sports Coaches and similar members of staff employed at the School.
- Staff promoted internally will also be subject to the section 128 barring check.
- For teaching posts, confirmation into the post will be subject to successful qualification or statutory induction period, if appropriate; successful completion of probationary periods, normally two terms for teaching staff. For non-teaching posts, a satisfactory completion of the probationary period, usually half a term. Probationary periods may be extended by the School at its absolute discretion by notifying the individual in writing.
- Advice should be sought where the DBS guidance reveals information that the candidate has not disclosed.
- All checks will be confirmed in writing; that documentation will be retained on the personnel file and followed up where they are unsatisfactory or there are discrepancies in the information provided.
- Failure to satisfy the above checks will be reported to the Police and/or the DfE Children's Safeguarding Operations Unit (formerly the Teachers' Misconduct Team).
- All offers will be conditional on acceptance of terms and conditions as laid out in the offer letter and return of a signed contract of employment.

For good practice, the School will not start the DBS application less than three months before the applicant will start work.

A separate Barred List check will always be carried out before a member of staff starts work should the full DBS check be delayed, if the DBS check was made more than three months before appointment, if the member of staff subscribes to the update service or a new DBS check was not carried out under the '3-month rule'.

#### **Appointment of Staff to Management Positions:**

- From 12 August 2015, under the 'Prohibition from Management of Independent Schools Directions' (also known as 'Section 128 Directions'), Cranford School conducts checks to ensure that staff appointed to management positions after this date are subject to a s.128 direction. The School also carries out such checks for internal promotions to management positions in accordance with DfE guidance from May 2018.

HR will include on the DBS application form 'Position Applied for', 'Child Workforce Independent School', which will allow the DBS to confirm if an s128 has been made. For all staff, including the Head role, both DBS and TRA routes would be used to check for an s128 bar as there may be a TRA teaching prohibition order in existence.

- The following staff are considered to be in management positions for the purpose of this check:
  - Head;
  - All staff on the Senior Leadership Team (including non-teaching staff);
  - Teaching positions within Departmental Headship.
- Cranford School recognises that if an individual barred under s.128 occupies a management position at the School, that may be grounds for removal; of the School from the Register of Independent Schools (s.119 of the Act), leading to closure.

### **Appointment of Members of the Governing Body:**

Cranford School follows the standards set out in the Government legislation and DfE Regulations/ISSRs (Paragraph 20 (4 – 6) with regard to the appointment of the Chair of Governors and other members of the Governing Body. If a person is a member of the Governing Body and is not in regulated activity, the DBS route will be used, and the application will not include the Barred List check option as this does not apply to persons not in regulated activity.

Under section 142 of the ‘*Education Act*’ 2002, the Secretary of State has powers to bar people from taking part in the management of an independent school.

These powers have been strengthened from September 2014 by a regulation on Prohibition of Participation in Management, under section 128 of the ‘*Education and Skills Act*’ 2008 (‘a section 128 direction’).

### **Chair of Governors:**

The School will inform the DfE of a change of chair so that the checks can be made in advance of appointment or as soon as practicable after appointment. The chair is required to undergo checks via the DfE, including an enhanced DBS check counter-signed by the ‘Secretary of State’. Firstly, an application form for an enhanced DBS check will be obtained by the School by telephoning the DBS helpline on: 0843 816 6329. Secondly, the School will contact the Department, either by telephoning 01325 340405 or emailing: [registration.enquiries@education.gov.uk](mailto:registration.enquiries@education.gov.uk), to explain that they are changing proprietor or chair and request the relevant form and instructions.

The DfE form, the DBS check application form and the DBS fee if applicable, will be sent to the Independent Education and Boarding Team, Department for Education, Bishopsgate House, Feethams, Darlington, DL1 5QE.

The Department will then countersign the application and send both forms to the DBS. Once the DBS has processed the application, a copy of the DBS check is sent to the chair in the post direct from the DBS. The DBS check will be shown to the School and recorded.

- Checks will be undertaken to ensure that there is no prohibition from management order, interim prohibition order or any direction made under Section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction against the individual which takes effect as if contained in either such direction.
- Identity checks and confirmation of right to work in the UK will be conducted.

- In the case of an individual for whom, by reason of living or having lived outside the UK, the School will obtain an enhanced criminal record certificate and undertake any such further checks as directed by the Secretary of State to establish the individual's suitability to work in a school.

### Members of the Governing Body:

- Checks will be undertaken to ensure the individual is not barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that individual is or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act. Where the individual will not be engaging in regulated activity, an enhanced DBS check will be conducted without a Barred List check as part of the appointment process for Governors.
- Identity checks and confirmation of right to work in the UK will be conducted.
- Checks will be undertaken to ensure that there is no prohibition from management order, interim prohibition order or any direction made under Section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction against the individual which takes effect as if contained in either such direction.
- In the case of an individual for whom, by reason of living or having lived outside the UK, the School will obtain an enhanced criminal record certificate and undertake any such further checks as directed by the Secretary of State to establish the individual's suitability to work in a school.
- Should the Secretary of State make a request for an enhanced criminal record check relating to a member of the Governing Body countersigned by the Secretary of State, such a check will be made.
- Cranford School appoints Governors to its Governing Body who are recommended by those known to the School. Internet checks are made on any directorships registers to ensure that there have been no financial irregularities connected to the individual or any other concerns.
- The school recognises that safeguarding training for governors is mandatory. All governors and trustees receive appropriate safeguarding and child protection training at induction, and then at regular intervals. Training provides them with the knowledge to ensure their school's safeguarding policies and procedures are effective.

### Following Acceptance of Position and before starting the Position:

- An Enhanced DBS check will be conducted online with HR. The candidate must show the DBS certificate to the School before they take up the post.

In rare situations, an individual may start work before receiving the DBS certificate, providing the individual is appropriately supervised, a risk assessment is conducted and all other checks including separate Barred List Checks have been completed.

Changes introduced from January 2015 bring the ISI standards into line with the 'Protection of Freedoms Act' 2012, remove the blanket application of vetting checks and require them only for 'regulated activity' or 'where relevant'. See definitions on page 12 for more information.

- Enhanced DBS checks are defined to be 'relevant' by reference to whether a person is or will be engaging in 'regulated activity' as defined either pre- or post- the 'Protection of Freedoms Act' 2012. In the case of Cranford School, as we are a small School, staff may be required to supervise children in different areas of the School at any time which could include the EYFS, therefore, all staff are required to complete the '**Self Disclosure Form**' will candidates will be asked to complete as part of the shortlisting stage and will be subject to an enhanced DBS check.
- Cranford School recognises the full legal definitions of 'regulated activity' as set out in Schedule 4 of the '*Safeguarding Vulnerable Groups Act*' 2006 as amended by the 'Protection of Freedoms Act' 2012.

Where a discrepancy could arise in practice between the legal definitions and the explanation in paragraph 48 of KCSIE ('Keeping Children Safe in Education' (2023)), the legal definition will be applied.

## Regulated Activity:

For clarity of understanding, Cranford School follows the guidance outlined below in defining ‘regulated activity’:

1. All regular work at Cranford School with the opportunity for contact with children is ‘regulated activity’ with the exception of:  
Work (not entailing personal care, within definition 2 below) by supervised volunteers;  
Work (not entailing care or teaching, within definitions 2 or 3 below) by occasional/temporary contractors;  
Work by pupils for other pupils (excepting for those in Early Years) (known as ‘the peer exemption’).

2. At Cranford School, relevant personal care, or health care is ‘regulated activity’:

Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

Health care means care for children provided by or under the direction or supervision of, a regulated health care professional.

**Note that care within this definition is always regulated; considerations of regularity and supervision do not apply.**

3. At Cranford School, regular, unsupervised teaching, training, instructing, caring for or supervising children is regulated activity and so is:

- Providing advice or guidance for children on well-being, or
- Driving a vehicle only for children.

### **Deciding whether a person is engaging in regulated activity:**

Key Questions:

- Is the activity they will do ‘work’? (A person, for example, visiting the Head or their own child would not be working);
- Is the work regular? (see definition of ‘regular’ above)
- Does it give rise to the opportunity of contact with children? (This applies whether or not that contact is required by the work and whether or not it actually takes place. The issue is whether there is ‘opportunity’);
- Is the work for the purposes of the school? (This would not include, for example, those working for bodies hiring premises for other purposes out of school hours).

If the answer to all these questions is ‘yes’, the person is working in regulated activity unless an exception as below applies:

- Is the person a volunteer?
  - If so, does their work involve personal care of pupils? (See definition of personal care, above.)
  - If so, the volunteer is engaged in regulated activity because personal care work is always regulated activity.
  - If not, are they supervised? (See the DfE’s supervision guidance).

- If so, the volunteer is not engaged in regulated activity as a supervised volunteer, not doing personal care work, is not in regulated activity.
- Is the person a contractor?
  - If so, are they administering personal care or health care, as defined above. (These are always regulated activity);
  - If not, are they teaching pupils? (Regular teaching is always regulated activity);
  - If not teaching, is the contract for occasional or temporary non-teaching work such as a quick plumbing task? (There is no definition of 'occasional or temporary' but see the definition of 'regular').
  - If so, the contractor is not in regulated activity as non-teaching work by occasional or temporary contractors is not regulated activity.

### **In the Event that a DBS Disclosure is Delayed:**

Cranford School ensures that a separate Barred List Check **must** be undertaken in the event that an Enhanced Disclosure is not received in advance of a member of staff starting work in regulated activity, or where a 'portable' disclosure is used.

In the event of an Enhanced Disclosure being delayed, the School may allow a member of staff to commence work, **for a short period of time**, at the discretion of the Head, after a satisfactory check of the barred list, if the person will be working in regulated activity. In addition to this, the School will ensure that the following is undertaken:

- a satisfactory check of the barred list if the person will be working in regulated activity;
- a full Risk Assessment is in place, signed and reviewed regularly;
- all other relevant checks have been completed satisfactorily;
- ensure that the DBS application has been made in advance;
- ensure appropriate safeguards taken (for example, supervision).

Additional advice is considered good practice:

- avoid confirming the appointment;
- review safeguards at least every two weeks;
- ensure the person in question is informed of the safeguards in place;
- add a note to the single central register and keep evidence of the measures put in place.

Following acceptance but before commencing the position, the HR Department will then make up a staff file with an indication of the date appointed and the individual will be given a copy of the **'Staff Handbook'**.

### **Single Central Register of Appointments:**

All staff, supply staff, volunteers and members of the governing body (proprietors) at Cranford School will be entered into the Single Central Register of Appointments (SCRA). A copy of the SCRA showing recent appointments will form part of the Governor check prior to each Full Governing Body meeting.

Staff are defined as any person working at the School, whether under a contract of employment, under a contract for services or otherwise than under a contract but does not include supply staff or a volunteer. The following are included: teachers, peripatetic teachers and coaches, part-time staff, administrative staff, caretakers and other ancillary staff, staff appointed from overseas.

The HR Department will refer to the guidance in the current ISI Commentary on the Regulatory Requirements to ensure that all necessary pre-employment checks are made and recorded on the SCRA. This table also details how the required checks have changed over time.

Low-level concerns are differentiated from concerns that can cause **harm**. The harms threshold is the point at which a concern is no longer low-level and constitutes a threat of harm to a child. This threshold is defined as accusations that an adult has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved towards a child in a way that indicates they may pose a risk of harm to children.
- Behaved in a way that indicates they may not be suitable to work with children, including behaviour that has happened outside of school.

#### **The following checks on staff are recorded on the SCRA:**

The SCRA must contain an entry for all current members of **staff** at the School. This includes supply staff, teacher trainees on salaried routes). This must show the date on which each check was completed/certificate obtained where appropriate:

- an identity check;
- Barred list (date of receipt of DBS check unless a separate earlier barred list check was undertaken);
- professional qualifications;
- enhanced disclosure (DBS check)/certificate (or DBS Status Check);
- overseas checks (including EEA), where applicable. (For those who have lived or worked outside the UK, including recording checks for those European Economic Area teacher sanctions and restrictions);
- right to work in the UK;
- prohibition from teaching check;
- prohibition from management check (a section 128 check).

The following required checks are not required to be on the SCRA, but the School will do so for ease of checking:

- employment history (e.g. application form);
- identity check on arrival;



- references;
- medical fitness declaration;

### **Trainee/Student Teachers:**

Where applicants for initial teacher training are salaried by the School, the School will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) will be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial training provider to carry out the necessary checks. The School will obtain written confirmation from the provider that it has carried out all pre-appointment checks that the School would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the School to record details of fee-funded trainees on the SCRA.

### **Supply Agency Staff, Contractors and Outside Providers:**

Where a supply teacher/member of staff or a contractor is used, the School will obtain written notification from the agency or contractor's employment organisation that the agency/organisation has carried out the required pre-employment checks on the individual including a barred list check and an enhanced DBS check. The individual will not be permitted to begin work at the School until an enhanced DBS check is made or a certificate of an enhanced DBS check undertaken by the employment organisation is obtained by the School. Cranford School requires the following checks to have been carried out:

- Identity check;
- Enhanced Disclosure;
- Right to work in the UK;
- Barred List;
- Prohibition;
- Qualifications;
- Overseas EEA checks.

The agency is required to take up references, obtain a declaration of medical fitness, and check previous employment history. The School will include on the SCRA whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates and the date that confirmation was received.

A teacher working for an agency should have a fresh disclosure every three years (or earlier if there are grounds for concern or a break in service of three months or more). Agencies may operate the 'three-month rule' i.e. people supplied to work in school can move from one placement to the next relying on the same DBS check unless they leave the School's workforce for three months or more, in which case a new DBS check will be obtained before the next placement. The DBS certificate shown to the School must be no more than three months old, unless the three-month rule applies. A separate barred list check is undertaken for all new members of staff.

(See *Appendix B: Cranford School Agency Agreement.*)

The School will also require to see an official form of ID for the individual and their DBS certificate, noting the DBS number, before the individual is permitted to start work. The details of the individual will be entered onto the Single Central Register of Admissions.\*\*

The School obtains assurance that appropriate child protection checks are carried out and procedures apply to **any** staff or volunteer of another organisation (such as outside providers for clubs who work with the School's pupils on site in the same way that checks are conducted in respect of our own staff.

The person running a club will also need to provide details of personal liability insurance, full and signed risk assessment for the activities, appropriate first aid training and sign the **'Agreement to Work in Accordance with Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures'** form. They will be provided with copies of the relevant policy documents, including the **'Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures', Whole School Child on Child Abuse Policy'** and health and safety-related policies and sign an **'Outside Providers Compliance Form'** to confirm receipt and understanding of this information.

Outside providers are also required to attend annual Safeguarding Training at the School during the September INSET training, usually conducted by the OSCP (Oxfordshire Safeguarding Children Partnership).

It is recognised by the School that although the School is not the employer of supply teachers from an agency, the School takes its safeguarding responsibilities seriously and, in the rare circumstances where the School uses such staff from an agency, where an allegation is made against a supply teacher, the Head will immediately contact both the agency concerned and the LADO. The School will continue to support any investigation that is required. Under no circumstances will the School cease using supply staff from an agency due to safeguarding concerns without taking the required action incumbent upon it to fulfil its safeguarding responsibilities.

### **Volunteers:**

Please refer to the School's **'Whole School Policy and Procedures for Volunteers and Students on Work Experience Placements'**. Volunteers can come into School regularly to assist if they are supervised by a member of staff who has had full employment checks. Under no circumstances should a volunteer who has had no checks be left unsupervised or be allowed to work in regulated activity. As a rule, the School conducts the relevant DBS checks on all volunteers as it is likely that they will be engaged in regulated activity.

Volunteers in regulated activity will have an informal interview and the following checks will be obtained prior to the individual starting work:

- Verification of the candidate's identity and address by checking official documents such as a driving licence, passport etc.;
- A check against the DBS children's barred list;
- An Enhanced DBS check or a check against the DBS Update Service (providing the candidate has subscribed and permission is obtained). This would apply for someone who is intending to continue volunteering for a period of a month or more.

Any person who does not meet the criteria would be subject to a thorough Risk Assessment and would never be left unattended with pupils;

- The receipt of two satisfactory references;
- A check of qualifications if relevant to the position;

- Further checks if the person has lived outside the UK (e.g. criminal record information from the country in which they have been living);
- The School will check with staff that they have no grounds to consider the volunteer unsuitable for working with children.

Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information), however the School will likely conduct a repeat DBS check with barred list information on any such volunteer and will always do so should they have any concerns.

There are certain circumstances where the School may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides which can be found on [GOV.UK](http://GOV.UK)

Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

The School will undertake a risk assessment and use professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so, the following will be considered:

- The nature of the work with children;
- What the School knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- Whether the role is eligible for a DBS check.

Details of the risk assessment will be recorded.

If a volunteer is to be supervised, the School will determine the appropriate level of supervision, having regard to the statutory guidance issued by the Secretary of State. This guidance requires that, for a person to be considered supervised, the supervision must be:

- By a person who is in regulated activity;
- Regular and day to day; and
- 'Reasonable in all the circumstances to ensure the protection of children'.

### Visiting Speakers:

Please also see the School's '**Whole School Preventing Radicalisation Policy (Including EYFS)**' and '**Whole School Visiting Speakers' Policy and Procedures**' for more details.

Visitors who are invited to speak to pupils will be informed about our '**Whole School Preventing Radicalisation Policy (Including EYFS)**' and relevant vetting checks are undertaken and noted on the Single Central Register.

We undertake due diligence to ensure that visiting speakers are appropriate. Staff undertake an internet search on any such individuals.

Speakers will be supervised at all times and will not be allowed to speak to children without a member of staff being present. Staff must not invite speakers into School without first obtaining permission from the Head. He will assess the educational value, age appropriateness of what is going to be delivered and whether further, relevant checks are required.

### Those who do not Require Vetting Checks:

- According to Government legislation and DfE Regulations/ISSRs (paragraph 299) certain individuals do not require vetting checks. These include visitors to the Head, or other staff or those who only have brief contact with children in the presence of a teacher (see separate guidelines for protocols for visiting speakers), visitors carrying out repairs or servicing equipment, pupils under the age of 16 on work experience or similar, those on the School site when pupils are not present, and pupils aged 18 or over studying as pupils.
- Individuals returning from maternity leave, sabbaticals or similar, where continuity of employment is maintained do not need to be checked as new employees, but the School may choose to renew such checks.
- Any staff with 'zero-hours' contracts that have continuity of service between periods of work do not need to be re-checked on each occasion.

### Induction Training:

- An induction programme for all staff or volunteers newly-appointed in the School will be carried out, to include Health and Safety and Safeguarding (Including Child Protection) training. (See also '**Induction of New Staff Policy and Procedures for NQTs**' and '**Whole School Safeguarding and Child Protection Policy**' and '**Whole School Safeguarding and Child Protection Procedures**' which are available in the Cranford School Policies section on the Whole School Staff Team area on Microsoft Teams.
- Training and information will also be provided on the School's Policies and Procedures;
- Support will be provided to individuals in a way that is appropriate for the role for which they have been engaged.
- Staff will be informed of the conduct expected within the School and any issues or concerns about their roles and responsibilities that they may have will be discussed.
- The person's Line Manager or Head of Department will seek to recognise any concerns or issues about the person's suitability and address them immediately.
- Safeguarding and promoting the welfare of children will be key elements of the Induction Programme.

During Induction **all** staff, including temporary staff and volunteers, are provided with induction training on and copies of the following policy documents\*:

1. '**Staff Code of Conduct**' (which includes the Acceptable Use of IT);
2. '**Whole School Safeguarding and Child Protection Policy**' and '**Whole School Safeguarding and Child Protection Procedures**';
3. **Part I and Annex A of Keeping Children Safe in Education (September 2023)**
4. '**Whole School Behaviour Policy and Procedures Including Rewards and Sanctions**';
5. '**Whole School Attendance Policy and Procedures**' which covers the School's procedures for Children Missing Education
6. '**Whistleblowing Policy and Procedures for Staff**';
7. '**Whole School Preventing Radicalisation Policy (Including EYFS)**' and awareness training on the Prevent Duty.

## 8. 'Whole School Missing Pupil Policy and Procedures'

- Staff sign the '**Agreement to Work in Accordance with 'Whole School Safeguarding and Child Protection Policy' and the School's Whole School Safeguarding and Child Protection Procedures' Form**' on an annual basis to show an acknowledgement of receipt, reading and understanding of the documents. The Head and/or Senior Assistant Head (Lead DSL) schedule training at INSET or during Whole School Staff Meetings and weekly Staff Briefings to explain any changes to KCSIE which impact our Safeguarding Policy and Procedures and detail how staff must discharge their roles and responsibilities in this area.
- I. Reviewed and updated versions of the policies listed above together with updated KCSIE Part 1 and Annex A are emailed out to all staff on an annual basis (or more frequently if legislation or events require), together with the HR and Safeguarding forms, highlighting any changes of which staff should be aware. Copies of all policies are available in the Cranford School Policies section on the Whole School Staff Team area on Microsoft Teams.

Attendance at Safeguarding and Child Protection training will always be expected by the School, and it is regularly repeated at INSET training.

- A safer culture is embedded in the School and is maintained by giving a clear, written statement of the standards and behaviour expected, through the '**Staff Code of Conduct**'. Elements of the guidance produced by the Safer Recruitment Consortium (updated in May 2019) are incorporated into the '**Staff Code of Conduct**'. Boundaries of appropriate behaviour expected of staff and pupils will be set out, giving an undertaking that they should be understood and endorsed by all involved and any poor practice is challenged. All safe recruitment practices employed by the School are supplemented by on-going safe working practices for those staff who come into contact with pupils.
- As we are a relatively small staff body, the School treats all staff as those who have contact with pupils, as all staff may be required to supervise pupils in some extenuating circumstances.

### Monitoring:

Monitoring of the recruitment process and induction arrangements by the Head and the Governors will allow for future recruitment practices to be better informed and it should cover:

- Staff turnover and reasons for leaving;
- Exit interviews;
- Attendance of new recruits for Safeguarding and Child Protection training.

Reviewed: March 2025 by Head, HR, and Governors

Review Due: March 2026 by Head, HR, and Governors

## *Appendix A: Annual Administrative, HR and Safeguarding Checks*

### Annual Administrative, HR and Safeguarding Checks – 2023/2024

2. I confirm that I have read and understood and agree to abide by the School's:
  1. **'Staff Code of Conduct'** (which includes the Acceptable Use of IT);
  2. **'Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures'**;
  3. **Part I and Annex A of Keeping Children Safe in Education (September 2023)**
  4. **'Whole School Behaviour Policy and Procedures Including Rewards and Sanctions'**;
  5. **'Whole School Attendance Policy and Procedures'** which covers the School's procedures for Children Missing Education
  6. **'Whistleblowing Policy and Procedures for Staff'**;
  7. **'Whole School Preventing Radicalisation Policy (Including EYFS)'** and awareness training on the Prevent Duty.
  8. **'Whole School Missing Pupil Policy and Procedures'**
3. I confirm that I have been notified of how I may access all School policies and documents. These documents are located in the Cranford School Policies section on the Whole School Staff Team area on Microsoft Teams.
4. I confirm that I understand that it is my responsibility to make myself familiar with all School policies and their updates, as required by legislation, or changed from time to time by Cranford School to reflect changing circumstance, and act in accordance with them as necessary.
5. I am aware that the post for which I am currently employed is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). I am therefore required to declare any pending prosecutions or convictions, any existing cautions, reprimands, final warnings and bind-overs for me, including those regarded as 'spent'. This means that all convictions, cautions, reprimands, final warnings and bind-overs including those that are pending or those regarded as 'spent' must be declared for me, even if I believe they have been deleted from Police records.

I confirm that I have not been involved in any activity/incident in the last 12 months which might result in a change to my DBS status should a new check be requested.



**Please tick box to confirm this statement is true.**

*(Please inform the Head immediately if there is anything to disclose)*

6. I confirm that, to the best of my knowledge, there has been no significant change to my health in the last 12 months, that I am not regularly taking medication that would impair my ability to care for children, and that I am medically fit to carry out the duties required in my job description.

**Please tick box to confirm this statement is true**

7. I confirm that I hold a full, clean driving licence or that I have notified the Director of Operations if I have incurred any points on my driving licence over the last 12 months.

**Please tick box to confirm this statement is true**

8. I confirm that I have fully understood and implemented any learning gained from attending internal or external training courses since 1 September 2018 or since joining Cranford School (if after 1 September 2018).

**Please tick box to confirm this statement is true**

*If you have **NOT** ticked the boxes in sections 4 and 5 above, please submit details separately in writing to the Head immediately. This information is given in the strictest confidence.*

PRINT NAME: ..... TITLE.....

SIGNATURE: ..... DATE: .....

***Please return this signed form to HR no later than 30 September. If, during the period 30/9/2023 to 30/9/2024, there are any changes to the above, you must notify the Head immediately.***

## *Appendix A Cont../ Annual Administrative, HR and Safeguarding Checks*

Agreement to Work in Accordance with Cranford School's 'Whole School Safeguarding and Child Protection Policy' and the School's 'Whole School Safeguarding and Child Protection Procedures'

Cranford School is committed to supporting all staff and volunteers to carry out their roles and responsibilities effectively and to ensure that the highest standards of professional conduct are maintained at all times. We rely on you to help us safeguard and promote the welfare of the pupils in our care.

No member of staff or volunteer is allowed to develop an intimate or sexual relationship with a pupil under 18 years. This is regarded as an 'Abuse of Trust' and is a criminal offence. An intimate or sexual relationship with a pupil of any age is regarded as gross misconduct under the School's Disciplinary Procedure.

**All** staff (including visiting teachers and sport coaches) and volunteers should help the School by reporting concerns they have about misconduct, inappropriate behaviour or abuse by any staff member or volunteer. Concerns must be reported in good faith and must not be malicious.

If you have any queries about your role in relation to safeguarding or if you have any ideas that could help to keep pupils safe/promote their welfare, talk to your Line Manager or the Designated Safeguarding Lead.

### **Agreement:**

I understand and have received a copy of:

9. **'Staff Code of Conduct'** (which includes the Acceptable Use of IT);
10. **'Whole School Safeguarding and Child Protection Policy'** and **'Whole School Safeguarding and Child Protection Procedures'**;
11. **Part I and Annex A of Keeping Children Safe in Education (September 2023)**
12. **'Whole School Behaviour Policy and Procedures Including Rewards and Sanctions'**;
13. **'Whole School Attendance Policy and Procedures'** which covers the School's procedures for Children Missing Education
14. **'Whistleblowing Policy and Procedures for Staff'**;
15. **'Whole School Preventing Radicalisation Policy (Including EYFS)'** and awareness training on the Prevent Duty.
16. **'Whole School Missing Pupil Policy and Procedures'**

**The School Designated Safeguarding Lead is Mrs Kath Heard.** She can be contacted on tel. no: **01491 651218** or [kheard@cranfordschool.co.uk](mailto:kheard@cranfordschool.co.uk)

The Deputy Designated Safeguarding Leads are:

- Dr James Raymond (Headmaster): ext. 203: [jraymond@cranfordschool.co.uk](mailto:jraymond@cranfordschool.co.uk)
- Mrs Christine Shephard (Matron): ext. 209: [cshephard@cranfordschool.co.uk](mailto:cshephard@cranfordschool.co.uk)
- [Mrs Clare Viggers \(Head of Senior School Pastoral\): cviggers@cranfordschool.co.uk](mailto:cviggers@cranfordschool.co.uk)
- [Miss Rachel Hudson \(\(Deputy Head – Juniors\): Ext 258 rhudson@cranfordschool.co.uk](mailto:rhudson@cranfordschool.co.uk)
- The Designated Lead for EYFS and Nursery is Mrs Kay Raymond (EYFS Teacher – Reception): ext. 261: [kraymond@cranfordschool.co.uk](mailto:kraymond@cranfordschool.co.uk)



- Mrs Amberley Diamond (Assistant Head Pastoral – Juniors): [adiamond@cranfordschool.co.uk](mailto:adiamond@cranfordschool.co.uk)
- Mrs Anne Mir (Director of Studies): [Amir@cranfordschool.co.uk](mailto:Amir@cranfordschool.co.uk)
- Dr Katy Hill (Head of Year 12 and 13): [khill@cranfordschool.co.uk](mailto:khill@cranfordschool.co.uk)
- Mrs Annabel Clarence (Deputy Head Academic): [aclarence@cranfordschool.co.uk](mailto:aclarence@cranfordschool.co.uk)

The Governor with responsibility for Safeguarding and Prevent: Ms Christine Ellis  
[cellis@cranfordschool.co.uk](mailto:cellis@cranfordschool.co.uk)

**I agree to work in accordance with the Cranford School's 'Whole School Safeguarding (Including Child Protection) Policy' the School's Safeguarding Procedures, and any future changes to these.**

*Appendix B: Cranford School Agency Agreement:*

Dear xxxxxxxx

**Cranford School Agency Agreement**

Thank you for assisting us with our requirement to find supply/contracted teaching/catering/cleaning/sports coaching staff. As a School, safeguarding children is something we consider to be of the utmost importance. Prior to working at Cranford School and before any agency supply staff are allowed on site, we require you to sign this agreement to acknowledge that you undertake a number of pre-appointment checks on all staff that are put forward for any vacancy in order to comply with our Safe Recruitment Policy and Procedures.

The required pre-employment checks are:

- Date of birth verified;
- Right to work in the UK confirmed;
- Original ID seen and copied;
- Address confirmed;
- Enhanced check with the Disclosure and Barring Service;
- Barred List check;
- Prohibition check including an Overseas check if relevant;
- Disclosure form receive
- Qualifications verified;
- Application form received and gaps in career history explored;
- Two satisfactory references received and verified;
- A letter of professional standing if the candidate has lived (and worked) abroad within the last ten years (including UK citizens returning from overseas);
- Medical declaration received;
- In the case of a teacher, we require a fresh disclosure to be undertaken every 3 years or earlier if there are any grounds for concern or a break in service of 3 months.

For each individual that Cranford may decide to appoint into a supply role, you agree to provide an applicant profile detailing the checks listed above. Any issues that arise as a result of the pre-employment checks must be declared. Cranford School will also require the candidate to bring into School their original DBS Certificate and an original form of ID on commencing any supply work. Failure to do this will mean that the individual will be unable to work, and any fees agreed with the agency will not be paid.

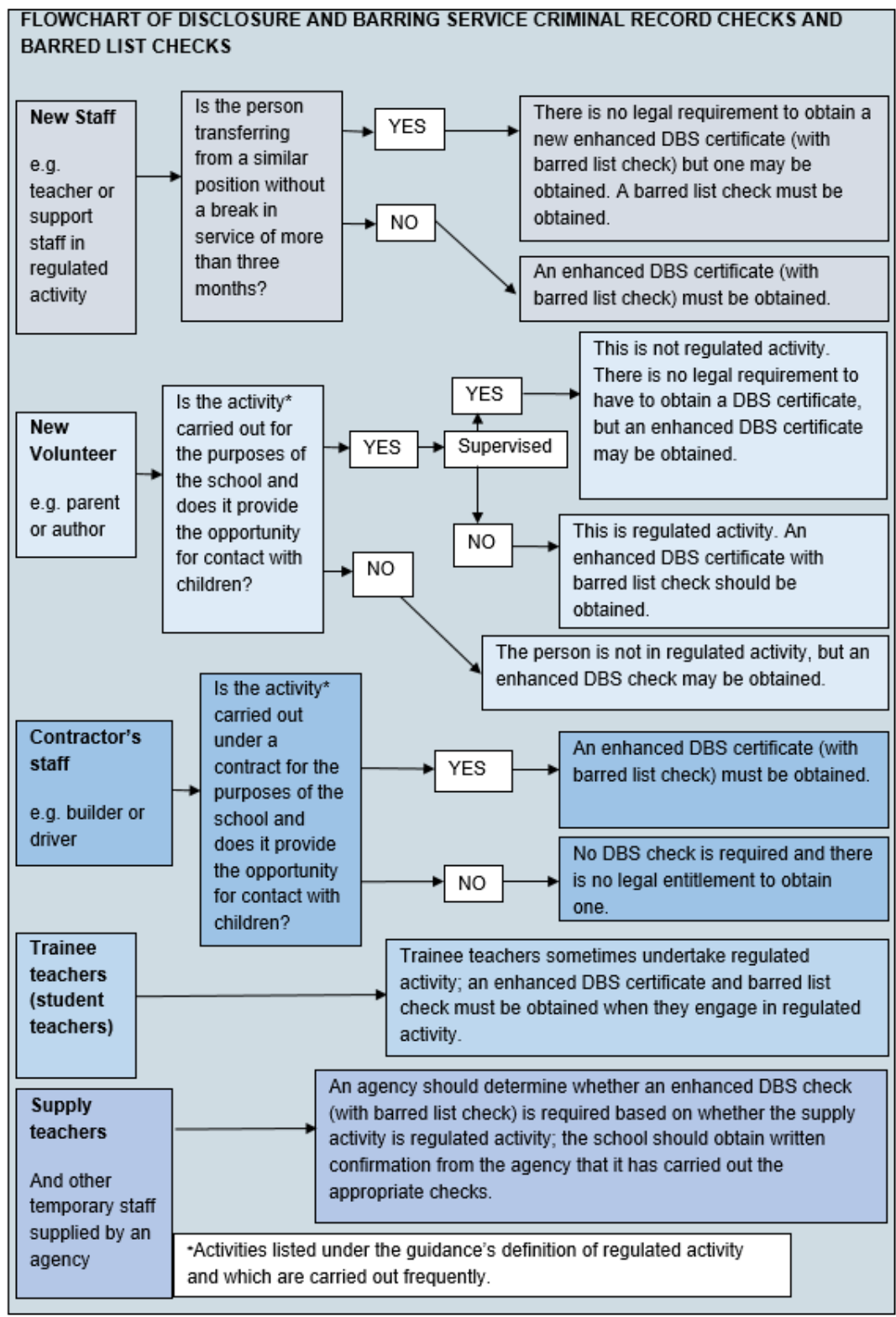
Please sign below and return this agreement. Do not hesitate to contact us should you have any questions.

Yours sincerely

**Dr James Raymond**

<b>Agency Name</b>	
<b>Declaration</b> I confirm that we undertake the checks listed above on all our supply staff. Signed: ..... Print name: .....  Date: .....	

***Appendix C***: Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



**Appendix D: Policy on the recruitment of ex-offenders**

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent', except those received for an offence in the United Kingdom if it has been filtered in accordance with the [DBS filtering rules](#).

We encourage you to declare as much information as possible to us, as having a previous criminal record will not automatically prevent you from working at the School. However, a failure to disclose a previous conviction (which should be declared) may lead to your application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose any previous convictions may also amount to a criminal offence and a possible referral to the police and/or DBS.

It is unlawful for the School to employ anyone who is barred from working with children. It is also a criminal offence for any person who is barred from working with children to apply for a position at the School. We must make a report to the police and/or the DBS 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.

In the event that you disclose information (whether in relation to previous convictions or otherwise) during the recruitment process, or we obtain information through a disclosure check, we will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

We will complete a thorough risk assessment based on the information available to us, including your representations. The risk assessment will be assessed by the Head or a designated member of the Senior Leadership Team and in some cases will be verified by the Designated Safeguarding Lead or Deputy Safeguarding Lead.

If you wish to dispute information which has been revealed during a DSL, you may do so by contacting the Disclosure and Barring Service directly.

In cases where you would otherwise be offered a job were it not for the disputed information we may, at our discretion and if practicable, defer a final appointment decision until you have had a reasonable opportunity to challenge the disclosure information.