



## Safer Recruitment Policy Whole school and EYFS

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds (Head)

Date reviewed: July 2026

Date of next review: July 2027

### SUMMARY

Parsons Green Prep School is committed to safeguarding and promoting the welfare of children. We therefore adopt recruitment and selection procedures and other human resources management processes that help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. This policy sets out procedures and practices that are to be followed for the safe recruitment of all staff.

The definition of staff is any person working at the school, whether under a contract of employment, under a contract for services or otherwise than under a contract, e.g. teachers, peripatetic teachers and coaches, supply and agency staff, part-time staff, gap students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas and pupils paid to work at the school. We follow the list of checks provided in the regulations for each new member of staff. This policy also outlines the checks and processes required for people working at the school as volunteers and from supply agencies.

### Elements of safer practice

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the procedure. It requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. We will:

- ensure that the job description makes reference to safeguarding and promoting the welfare of children
- ensure that the person specification includes reference to suitability to work with children
- obtain comprehensive information from applicants
- obtain at least two independent professional references that answer specific questions about suitability to work with children requesting use of the school's reference template. The referee must be the headteacher of the school of their current or most recent school if employed in a school.
- follow up references with a telephone call to verify that referee is genuine and can substantiate the content of the reference letter/form
- ask the candidate to attend a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post
- verify the identity of the successful applicant



- verify that the successful applicant has any academic or vocational qualifications necessary to fulfil the role. Qualifications for overseas candidates must be equivalent to UK trained teachers and can be checked using the UK National Academic Recognition Information Centre (UK Naric). UK Naric ([ENIC-NARIC - gateway to recognition of qualifications](#)) has been contracted by the DfE to provide official guidance on the UK level of overseas qualifications
- check his/her previous employment history and experience and follow up on any gaps in employment
- obtain a voluntary enhanced Disclosure and Barring Service (DBS) check for all our staff before appointment
- conduct a barred list check for all teachers and other staff for which the check is relevant
- conduct a prohibition from teaching check as appropriate according to their role
- conduct a prohibition from management check, as appropriate according to their role
- conduct an online search for all our staff before appointment
- obtain assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation working with our pupils on another site
- conduct an overseas check for all staff who have worked and/or lived overseas for more than three months within the last five years to ten years
- request that applicants complete a disqualification from association form dependent on role
- request that applicants complete a medical form

This checklist will be used at each stage of the process and records will be retained as a permanent record at the end of the process.

#### Advertisements

- Vacancies are advertised through the TES online, on the school website and on other platforms dependent on the role advertised.
- When the vacancy is advertised, the advertisement will include a statement about the school's commitment to safeguarding and promoting welfare of children.
- There will be a reference to the need for the successful applicant to undertake a DBS check.
- Details of the post and qualifications required will be included.
- Applicants will receive a job description, personal specification and a school application form and asked to return the application form signed and dated.

#### Application form

- A school application form will be completed by applicants.
- The form will ask for previous education and employment history, relevant training, skills offered, suitability for the post, other interests. Candidates will also be asked to self-disclose details of any criminal records.

Candidates will be asked for:

- Details of the person's entire education and working life (from school to current day)
- Personal details (full name, address, contact telephone numbers, date of birth).
- Teacher Reference Number (DfE), where applicable.
- The name of their degree or other qualification, the awarding institution and the date awarded.
- The name of their teaching qualification, the awarding institution and the date awarded.
- Contact details of two referees (including their last employer and line manager, e.g. their



current or previous headteacher).

- A current enhanced disclosure (where applicable)
- A DBS update service ID number if applicable.
- A personal declaration of medical fitness to carry out the duties described in the job description.
- In the case of overseas applicants, we ask about their visa status, if applicable, and confirmation that they held a police check from their home country.
- We carefully check the employment history of candidates to see if there are any gaps in service that cannot immediately be explained and seek clarification, if required. Also, for any period of living abroad for three months or more within the last five years, an overseas criminal records/police check is required.
- The application form will be physically signed by the applicant at short-listed interview and/or before appointment.

### Job description

The job description clearly states the main duties and responsibilities of the post and includes the individual's responsibility for promoting and safeguarding the welfare of children. The personal specification lists the qualities that are essential for working with children.

### Applicant's information pack (on the TES online or a similar platform)

The pack will include:

1. the application form
2. the job description and person specification
3. relevant information about the school.

### Shortlisting

- All applications will be scrutinised to ensure that they are fully and properly completed and that employment is consistent and does not contain any discrepancies.
- Incomplete applications will not be accepted.
- As part of the shortlisting process, we conduct an online search prior to interview as part of our due diligence on the shortlisted candidates. Candidates will be notified in writing, in the interview invite, that the school will be actioning an online search prior to interview.
- A selection criteria will determine which applicants are invited to interview.
- The evaluation methods (e.g. tour, lesson observation, interview, paper exercise) will be shared with the shortlisted applicants.

A preprepared bank of interview questions for each role will form the basis for the interview process and will include safeguarding questions.

### REFERENCES

- As far as practicable, at least one employment reference will be received and deemed satisfactory prior to offering a first-round interview.
- At least two written references will be obtained using the school's reference template which contains safeguarding questions, the first of which must be from the current employer from a senior person with 'appropriate authority' and be from the headteacher if the applicant is working in a school, or most recent employer if the person is not currently working.
- If there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained.
- Information provided directly by the candidate should be verified.



- The purpose of receiving references is to obtain objective and factual information to support appointment decisions.
- References will always be sought and obtained directly from the referee, and we will not use references provided by the applicant or open references.
- The reference request will ask for a range of specific comments related to the post, including whether the candidate has ever been the subject of a disciplinary or capability process, whether he/she meets in full the criteria for the post, and whether there is any known reason why the person should not be employed to work with children. If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- All referees will be contacted to verify the reference and to obtain more information if required. Notes of these conversations will be kept on the candidate's file. These will be signed and dated.
- References received electronically will have their source authenticated (verified) by a phone call.
- If a candidate refuses to allow the schools to take up a relevant reference, whilst being sympathetic, we would explain that we could not continue the recruitment process unless the school is able to request a reference.
- For supply teachers and tutors found through agencies, we require written notification from the agency that they have completed the necessary reference checks. We do not ask for copies of these documents.
- For supply teachers and tutors that we have recruited, all the recruitment procedures and processes as for school employees apply.
- For parents employed as staff, the school completes all safer recruitment checks as detailed in this policy and according to statutory guidance.

### Ex-offenders

Parsons Green Prep is committed to the fair treatment of the staff we employ, regardless of race, gender, religion or belief, sexual orientation, responsibilities for dependants/maternity status, age, physical/mental disability, marriage or civil partnership, gender reassignment or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. As an organisation using the Disclosure and Barring Service to assess applicants' suitability for positions of trust, Parsons Green Prep complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed. However, it is unlikely we will choose to employ a member of staff who has previous convictions of a serious nature.

- We require all staff offered employment to provide details of their criminal record. We request that this information is sent under separate, confidential cover to the Head and we guarantee that this information will only be seen by those who need to as part of the recruitment process. The number of the DBS certificate is noted by the school for the single central record (SCR). The certificate is not retained by the school.
- Parsons Green Prep will be required to ask questions about a person's entire criminal record due to the nature of work with children.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.
- Disclosure is required for all staff.
- We confirm that all those in Parsons Green Prep who are involved in the recruitment



process have been suitably trained to identify and assess the relevance and circumstance of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with a person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar a person from working at the school. This will depend on the nature of the position and the circumstances and background of the person's offences.

### **The interview process**

- The interview will assess the merits of each applicant against the job requirements and explore their suitability to work with children.
- The applicant's documents will be copied and checked during the interview.
- Questions will probe the applicant's attitudes and motives towards safeguarding and towards children.
- Gaps in employment will be explored during the interview process.
- At least one member of the interview panel will have completed Safer Recruitment training.
- A guided tour of the school will be provided.
- A lesson observation for teacher posts and/or a written task or deeper questioning during the face-to-face interview will form part of the process.
- Where feasible, the applicant will be introduced to other members of the Senior Leadership Team (SLT).

### **Invitation to interview - teaching assistants and teachers**

- Candidates are asked to bring documents confirming any educational and professional qualifications that are necessary or relevant to the post, i.e. the original certificate, or diploma or a letter of confirmation. Candidates are also asked to bring ID (passport) and/or driving licence (if available).
- Candidates are interviewed by the Head and a colleague with a set of interview questions appropriate to the job.
- Teachers will be required to teach a lesson for 30 minutes. Guidance regarding the subject, content and class will be provided.
- Candidates may be required to attend a second interview and to teach another lesson.
- Candidates are asked if there are any adjustments that they need for their attendance of the interview, e.g. access requirements.

### **Invitation to interview - Head**

- Candidates are asked to bring documents confirming any educational and professional qualifications that are necessary or relevant to the post, i.e. the original certificate, or diploma or a letter of confirmation.
- Candidates are interviewed by a panel with a set of interview questions appropriate to the



job.

- The panel will always include the proprietor and a member of the senior leadership team who has completed Safer Recruitment training.
- Candidates are invited back for a second interview to teach a class and a whole school assembly under scrutiny of the panel.
- To meet again with the panel.

### **Conditional offer of employment**

An offer of appointment to the successful candidate is to be conditional upon receipt of at least two satisfactory references, verification of the candidate's identity and right to work in the UK, a satisfactory DBS check, barred list check, online search, verification of the candidate's medical fitness and verification of qualifications.

### **Disclosure and Barring Service (DBS)**

Parsons Green Prep requires all staff working regularly with opportunity for contact with children to have to apply for a DBS check. Disclosures show spent and unspent convictions and cautions. The police may also provide details of acquittals or other non-conviction information held on local police records which are relevant to the job or role being sought. DBS guidelines advise that a criminal record can start as early as the age of 10 years. Until the school has had sight of the original disclosure certificate the applicant will be treated as unchecked.

### **Barred list/List 99 check**

Barred list checks are routinely carried out, although this check is often used in the event that an enhanced disclosure (which includes a barred list check) is not received in advance of a member of staff starting work, or where a certificate is delayed and the staff member has a DBS from a previous employer with no more than a three-month gap between employments. The school will obtain an advanced DBS for the applicant after an offer of employment and before the applicant starts work at the school.

The website <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers> provides details on the DBS process which has five stages as follows:

### **Stages of the DBS checking process**

The process for a basic check varies to the stages detailed below, as stages 3 and 4 do not apply.

#### **Stage 1 - application form received and validated**

The application form is checked for errors or omissions. The form is either scanned onto the DBS system or returned for correction to the countersignatory within 24 hours of receipt.

#### **Stage 2 - Police National Computer (PNC) searched**

Key data from the application form is compared against details from the Police National Computer (PNC) to search for any matches.

#### **Stage 3 - Children and adults' barred lists searched (where applicable)**

Key data from the application form is compared against barred lists to search for any matches.

#### **Stage 4 - Records held by the police searched**

Enhanced checks are sent by secure, electronic means to the police for an additional check of records before the information is sent back to the DBS. Your details may be same as, or similar to



details held at any police force across the country. To make sure potential matches are not missed, those police forces will check the details against their information.

The [factsheet](#) looks at stage 4 in more detail and explores the role that the police play in the DBS checking process.

### Stage 5 - DBS certificate printed

All the information to be disclosed is printed under highly secure procedures and posted to the applicant. The applicant will then need to show their DBS certificate to the employer who requested the criminal record check.

### Prohibition from Teaching

This check will be carried out on all teachers and staff members who are in regular contact with children. The check includes teachers who:

- have failed to successfully complete their induction or probation period
- 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
- have been prohibited from teaching
- have been prohibited from management within a school (Section 128)

### Processes for all employed staff:

- All staff employed in regular work with the opportunity for contact with children will be required to complete criminal records check with the DBS and prohibition and barring checks prior to employment.
- New staff who have an existing enhanced DBS check with another body will be able to commence working at the school providing they are registered with the DBS online update service. A separate barred list check will also be undertaken.

The school does not allow a person to start at the school without a new DBS certificate applied for by Parsons Green Prep. In exceptional circumstances, if a DBS certificate has been applied for and is delayed, and the member of staff has an original certificate from their most recent employer, providing their last day of employment was not more than three months the school will carry out a risk assessment. The risk assessment will be reviewed fortnightly and more regularly as required and will describe the supervision measures taken. To confirm, for any **delayed DBS check**, the Head may allow a member of staff to commence work with a risk assessment if the following conditions are in place:

- The appointment is not confirmed.
  - The DBS application has been made.
  - Supervision of the individual is in place.
  - A review of the safeguards is undertaken every 2 weeks.
  - The individual is informed about the safeguards.
  - A check against the barred list/List 99 is made.
  - A note is placed on the Single Central Record to record the measures in place.
- The number and a record that a satisfactory DBS check has been received by the school will be kept. The school shreds the copy of the DBS certificate. Copies of DBS certificates and records of criminal information disclosed by the candidate are covered by UK GDPR/DPA 2018 Article 10. To help schools comply with the requirements of the Data Protection Act



2018, when a school chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.

- When a conviction or caution is revealed in a DBS check the Head will speak to the Head of Governance in confidence. Rigorous checks of references will be implemented and a confidential note relating to this discussion will be sent to the Head for inclusion on the centrally held record. The Head will also attach to the file a brief written rationale for action and decisions taken.
- All staff are asked to agree to subscribe to the DBS Update Service.

### **Processes for supply staff**

Parsons Green Prep will only use supply agencies that carry out DBS checks and confirm that checks are satisfactory. Prior to working at Parsons Green Prep, all supply staff employed through agencies must have either an enhanced DBS check or relevant foreign police check undertaken by their agency as a condition of employment at Parsons Green Prep. Where the DBS check identifies any issues that are pertinent to schools, the agency will inform the school before the worker is deployed. The school expects to see the original DBS check and photographic ID. If the supply staff person is self-employed and recruited by the school an enhanced DBS check will be carried out by the school or an online update completed.

### **Processes for volunteers and helpers**

All regular volunteers and helpers at the school will complete an enhanced DBS check prior to taking up their role and this also applies to other individuals who have regular contact with the school. The enhanced DBS check will be required for any unpaid person **working with the children more than 3 times in any given month.**

### **Processes for students and trainee teachers**

Students and trainee teachers on work placements are not volunteers. The school will ensure that they have an enhanced DBS check prior to their placement if they are 16 years or older.

### **Processes for outside contractors**

The Head must be satisfied that all regular contractors (e.g. cleaning staff employed by an outside contractor) have carried out enhanced DBS checks on their staff. The school will prioritise use of suppliers that conform with the requirement for enhanced DBS checks on their staff during the hours when children are present. Contractors will be supervised by a checked member of staff and will wear a red 'supervised' lanyard.

### **Processes for guest speakers**

Where a guest speaker or visitor is invited into the school, checks will be made to ensure that the visitor is suitable to talk to the children on the chosen topic. This will be done by use of the Visiting Speaker Policy, internet search and a check with any affiliated organisations. The visiting speaker will be supervised at all times by a checked member of staff. They will wear a red 'supervised' lanyard.

### **The process for obtaining a DBS check for the Parsons Green Prep proprietor**

Our proprietor will obtain the following:

- A Secretary of State safeguarding check
- Documents to verify their identity.



### **Governance Team**

All governors will be required to undergo the following:

- Identity checks
- DBS check
- Section 128 check
- Overseas checks
- Interview with the Head of Governance and the Head

### **Previous employer disclosure**

The Head may accept a satisfactory enhanced DBS check from a previous employer providing that the following are in place:

- All other checks are completed.
- A check against the barred/List 99 is made.
- There is not a gap in employment of 3 months or more.
- There is written consent from the subject.
- Details must be recorded of who obtained the disclosure, the level, date and unique reference number.

### **People not requiring an enhanced DBS check**

Examples of people who do not need to apply for a disclosure include:

- Visiting specialist teachers have a short one-off lesson with children with a teacher present. Supervision for people in this category will be arranged at all times.
- Visitors who have business with the Head or other staff or who have only brief contact with children with a teacher present. Supervision for people in this category will be arranged at all times.
- Visitors who come on site only to carry out repairs or service equipment. If children are on site supervision of these visitors will be arranged at all times.
- Building and other contractors. Children are not allowed in areas where builders are working for health and safety reasons so workers should have no contact with children. If contractors are on site whilst children are in the school, they will be supervised at all times. However, if there is ongoing work to be completed, the school will ensure that arrangements are in place with contractors to make sure that any contractors who come into contact with children undergo appropriate checks.
- People who are on site before or after school hours when children are not present, e.g. local groups who hire premises for community or leisure activities.
- Volunteers including visiting pupils aged 16 or under.

(Note: if children are participating in the activity during the hire period, whether pupils of the school or not, a DBS check will be required).

### **Verification of qualifications**

Parsons Green Prep class teachers are graduates, to degree level, and hold a recognised teacher qualification. This applies to both UK and overseas candidates. In order to verify qualifications candidates are asked to provide original certificates and, in the case of UK-trained teachers, their DfE number. We check Qualified Teacher Status (QTS) using the Employer Online Service. Qualifications for overseas candidates must be equivalent to UK-trained teachers and can be checked using UK National Academic Recognition Information Centre (UK Naric). UK Naric has been contracted by the DfE to provide official guidance on the UK level of overseas qualifications ([ENIC-](#)



[NARIC - gateway to recognition of qualifications](#)).

### **IDENTITY AND CONFIRMATION OF ADDRESS**

Identity checks are made against a birth certificate and a passport or a driving licence. Photographic identity will be required. In addition to this, we confirm their home address by requesting a form of official documentation (from different sources), e.g. a utility bill or bank statement dated within the last 3 months.

### **MEDICAL ASSESSMENT**

Parsons Green Prep requires a Medical Assessment, which enquires about any previous or existing medical conditions of the candidate. If the response to any question is 'yes', further specific details are requested. Candidates are also asked to sign a Medical Declaration giving permission for us to approach their own GP, where necessary, to establish their medical fitness for any post, particularly if working with the children in early years.

### **OVERSEAS CHECKS**

If a candidate has lived abroad for a period of 3 months prior to the appointment the school will check evidence from the person's country of origin and countries where they have lived before an appointment is made. We will use the Home Office guides to see what checks are available from different countries. A UK national returning after working in a foreign country will be asked to obtain a certificate of good conduct/police clearance or equivalent from the country in question. If a police clearance/certificate of good conduct or equivalent is not available, we will obtain more references and seek an Embassy Check.

### **RIGHT TO WORK IN THE UK**

We will check that any person over the age of 15 that we employ is entitled to work in the UK. We will refer to the UK Border agency booklet Prevention of Illegal Working – Summary Guide for employers

(<https://assets.publishing.service.gov.uk/media/5a7b94a8e5274a7318b8f97c/summary-guidance.pdf>).

### **SUMMARY OF VETTING PROCEDURES**

All of our candidates are carefully assessed and vetted in accordance with DfE regulations and employment legislation and our own quality control procedures. We take our security procedures very seriously and random audit checks are regularly carried out to ensure the continuing standards of our systems.

Parsons Green Prep checks the following:

- Original certificates including birth certificate, passport and driving licence (if available)
- Previous employment history.
- References will be sought directly from the referee and, where necessary, he/she will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- If a candidate applying for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.



- Identity Check x 2 e.g. passport, birth certificate
- Online search
- UK visa or right to work check.
- Disclosure and Barring Services Enhanced Check.
- Barred List check.
- Prohibited from Teaching check.
- Prohibition from Management check (section 128 directions).
- Overseas check
- Health Check.
- National Insurance Number proof.
- Face-to-face interview process.
- All teachers are issued with our Safeguarding Policy, Attendance Policy, the job description of the DSL, Whistleblowing Policy, latest Keeping Children Safe in Education (KCSIE) part 1 with Annex 1, the Staff Code of Conduct Policy and the Equality, Diversity and Inclusion Policy. Staff will also be issued with Annex B of KCSIE dependent on role within the school.
- Overseas Qualified Teachers must supply the same information as above, plus proof of registration as a teacher in their own country, and clear national police checks for each country in which they have resided. If a National Police Check is not available extra references will be sought and an Embassy Check. Where an Embassy Check is not available and all opportunities have been exhausted to contact relevant departments to obtain a criminal record check, a statement from an official person who has known the candidate during their employment in the country will be accepted providing it is satisfactory to the Head.

## REFERENCES

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification. The reference request will also ask the following question of the referee following guidance from the Prevent Duty Guidance 'Are you completely satisfied that the applicant is not involved in 'extremism' being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.'



All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the 'property' of the selection panel and strict confidentiality will be observed. Employer testimonials, i.e. those provided by the candidate and/or marked 'to whom it may concern', will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel **will not** accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview. If the field of applicants is felt to be weak, the post may be re-advertised.

## STAFF INDUCTION

### Please refer to the school's Staff Induction Policy

The induction process includes reference to the:

- Policies
- Safeguarding Policy
- Whistleblowing Policy
- Attendance Policy
- Staff Handbook
- Parent Handbook
- Job Descriptions
- School premises
- H & S
- First Aid

## RECORD KEEPING

### INDIVIDUAL RECORDS

A record file will be held for all individuals within the following categories:

- All staff who are employed to work at the school.
- All staff employed as supply staff to the school whether employed directly by the school or through an agency and have regular contact with children.
- All others who work at the school who have regular contact with children. This will cover volunteers, people brought into the school to provide additional teaching or other experience for pupils but who are not staff members, e.g. a specialist sports coach or artist.

### THE SINGLE CENTRAL RECORD OF APPOINTMENTS

The Single Central Record (SCR) is kept in electronic form and updated by the Head. The Head of Governance and the Head are responsible for ensuring that the SCR is accurate and complete. There are checks that are required to be on the SCR and the school includes others as part of their recording of due diligence and risk management with regard to safer recruitment. The verification of the candidate's reference date is recorded on the front page of the staff member's physical file together with dates of HR starter paperwork. When a member of staff leaves the SCR is dated and archived and the staff member's details deleted from the current/live version.

### Members of staff

The following information will be held on the school's Single Central Record for staff currently employed, plus the date of the check and the initials of the person who completed the check:

- Identity - name, address and date of birth.



- Post start date and title.
- Post/role/category
- Identity check – Address, date of birth and passport seen, the initials of the person who has seen it and the date it was seen.
- Qualifications required – initials of the person who has seen them and the date they were seen if applicable.
- DBS – the number and date printed on the certificate; the initials of the person who saw it and the date the certificate was seen.
- Barred list – status, date of check and initials of checker.
- Evidence of right to work in UK
- Details of two satisfactory employment references. Note of verification on staff member's physical file
- Employment history – initials of the staff member who checked and confirmed the employment history.
- Prohibition checks – teaching and management (as required) status, date of check and initials of checker.
- Overseas checks where applicable.
- Medical Form completion date.
- Note of online search on physical file.
- Date of Disqualification from Childcare check
- Notes.
- Date of check by Head of Governance

#### **Supply staff – recruited by the school and/or via an agency**

The school will ask to see the person's:

- ID
- DBS certificate

The school will ask the person to complete the following prior to their start date:

- Internal safeguarding training by the DSL before start date including access to the school's Safeguarding Policy

The following information will be held on the SCR for supply staff, plus the date of written notification from the supply agency that has made the checks and the initials of the member of staff who received the notification:

- Identity
- Disqualification from childcare if not completed by agency

We require written confirmation from the supply agency that they have:

- Taken up references.
- Obtained a declaration of medical fitness.
- Checked previous employment history. Plus, written confirmation that they have checked Barred list check.
- Disqualification from childcare.
- Prohibition from teaching.
- Qualifications.



- Overseas checks, where applicable.
- Right to work in UK.
- Date of written notification that the school or supply agency received an enhanced disclosure and the date of the disclosure.
- If applicable there will be an entry of the date of written notification of contents of a disclosure or equivalent and receipt of copy of the certificate.  
The school receives a signed copy of the above checks, checks the person's ID and sees a copy of their DBS before they start at the school.

### **Proprietor**

The following information will be held on the SCR for the proprietor, plus the date of the check and initials of the person making the check:

- Enhanced Disclosure carried out by the Secretary of State.
- Identity.
- Right to work in UK.
- Overseas check, where applicable.

### **Governance Team/proprietary body - Eridge House Ltd**

The SCR must contain the following information for each member of the proprietary body (other than the chair), where applicable:

- enhanced disclosure.
- identity.
- right to work in the UK.
- overseas checks, where applicable.

Prohibition and barring checks (teaching/management and barred list)

### **Non-proprietary advisors**

- Checks are not required unless they have direct unsupervised contact with children or give rise to 'concern'

### **Volunteers**

Regular volunteers will be required to complete all the required safer recruitment checks before their start date.

### **Checks that take place but are not included on the SCR**

#### **Visiting Professionals**

We will check the identity of all visiting professionals such as psychologists, nurses, dentists, sports referees but we will not require to see their disclosure as appropriate checks will have been carried out by their employing organisation.

#### **Contractors**

As far as possible, contractors are to work on-site when the children are not on-site. However, when this is not a possibility, we require all our contract companies whose staff have access to areas where unsupervised contact with children is possible, to complete the following checks on their staff:

- Enhanced disclosure (including barred List check).
- Overseas criminal record check where appropriate.
- Right to work in UK.



- Medical fitness.
- Qualifications.
- Identity.
- References.

The school must have confirmation from the company that these checks have been made before the contractor starts work. The school will require photographic identification on arrival. Contractors without these checks will be asked to complete work when there are no children in school (e.g. during school holidays) and/or will be supervised. All contractors sign in at the front entrance regardless of whether it is term time or during a school holiday.

#### **Those who do not require vetting checks**

We do not undertake vetting checks on the following types of visitor to Parsons Green Prep:

- Guests of the Head and staff, who will be supervised at all times.
- Workshop leaders who work in the presence/supervision of a teacher.
- Visitors carrying out repairs or servicing equipment, who will be supervised by a member of staff.
- Those who work on-site when pupils are not present.

#### **Appointment of EYFS staff**

All EYFS staff will be appointed using the procedures and checks outlined in this policy. In addition, we will ensure that our Head of EYFS has at least 2 years' experience of working in an Early Years setting before he/she is appointed to this role. We appoint EYFS staff who have sufficient understanding of the use of English to ensure the well-being of children in their care, to complete written records, to liaise with other agencies in English, to summon emergency help and to understand instructions such as those for the safety of medicines or food hygiene.

#### **Induction (refer to Staff Induction Policy)**

All new staff will receive induction training in the following:

- Help in understanding roles and responsibilities.
- Information about emergency evacuation procedures (fire and lockdown)
- Safeguarding and child protection.
- Equality, Diversity and Inclusion Policy.
- Health and Safety Policy and diligence in maintaining the safety of children and adults
- Computer use, e-safety, IT monitoring and filtering
- How to access key documents and policies.
- GDPR and record keeping.

#### **CONTINUING AWARENESS**

It is a requirement that all members of staff attend training annually in regards to Safeguarding Children and that all members of staff are briefed regularly on the schools Safeguarding Policy and procedures, and should not hesitate to report any concerns to the school's Designated Safeguarding Lead (DSL), DDSL and/or the Head. The designated safeguarding lead (DSL) will attend Safer Recruitment training. We encourage all members of staff to be on the update service so that periodic checks can be made.



APPENDIX 1

