



SAFER RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE AND SINGLE CENTRAL REGISTER FOR STAFF APPOINTMENTS

This policy, which applies to the whole school, inclusive of boarding, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Owner: Head of Human Resources

Approving Body: Governance and Compliance Committee

Date of last Review: October 2025

Date of next Review: October 2026

Linked Policies, Procedures and Resource Materials:

- Safeguarding and Child Protection Policy
- Staff Handbook
- Data Protection Policy
- Data Retention and Storage Policy
- Privacy Notice – Staff
- Privacy Notice – Job Applicants

This policy and its procedures are integral to safeguarding (child protection) which is the golden thread that runs throughout every aspect of Woldingham.

Scope

This policy and its procedures are in accordance with the *Independent School Standards Regulations* (ISSRs) (DFE: currently in force), *Keeping Children Safe in Education* (KCSIE) Part 3 (DfE: currently in force) and the *National Minimum Standards for Boarding Schools* (NMS) (DFE: currently in force) :with particular reference to *Part 1: Staffing, guardians and prefects and Standard 19 – Staff recruitment and checks on other adults along with Standard 20 – Staffing and supervision*, along with the Independent Schools Inspectorate (ISI) *Commentary on the Regulatory Requirements, the Prevent Duty Guidance for England and Wales currently in force (the **Prevent Duty Guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).*

With the exception of the ISI *Commentary on the Regulatory Requirements*, all other documents are in the public domain. However, the *Ofsted Non-Association Handbook* (which is in the public domain) also provides the same conditions for safer recruitment. In addition, these documents provide links to other legislation and regulations that impact on this policy.

The requirements for safer recruitment selection and disclosures policy and procedure and single central register for staff appointments are exceptionally detailed and this policy does not attempt to state the full content of the documents cited above, but instead signposts the areas pertinent to Woldingham and to give some depth to those which have a particular implication for boarding. However, all stakeholders and others with an interest in Woldingham can be reassured that it is the policy of the Board of Governors to ensure that the intricacies of the of the documents cited in this policy are followed.

Availability: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Head and the Human Resources Department. The Board of Governors will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them electronically.

Woldingham School ("the school") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected

characteristic as defined within the Equality Act 2010. An entry will be made on the Single Central Register for all current members of staff at the School, the Board of Governors and all individuals who work in regular contact with students including volunteers, supply staff and those employed as third parties. To verify identity we use the Cabinet Office '*How to prove and verify someone's identity*' (currently in force) (Good Practice Guides (GPG)).

The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The aims of the school's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;

Woldingham fully appreciates and understands that the regulations relating to vetting checks are the most complex and particularly require our careful attention. Over time *KCSIE (currently in force)* has substantively restructured Part 3 (Safer Recruitment) to align it with the recruitment process. This includes an emphasis on:

- the recruitment and selection process;
- pre-appointment and vetting checks, regulated activity and recording of information;
- other checks that may be necessary for staff, volunteers and others, including responsibility for children in boarding;
- how to ensure the ongoing safeguarding of our students and the legal reporting duties on employees.

Data protection: The school is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the school to carry out the checks that are applicable to their role. The school may also be required to provide certain information to third parties, such as the Disclosure and Barring Service (DBS) and the [Teaching Regulation Agency](#) (TRA). Failure to provide requested information may result in the school not being able to meet its employment, safeguarding or legal obligations. We will process personal information in accordance with our Data Protection and Confidentiality of Information policies, including the Staff Privacy Notice.

Woldingham's Recruitment and selection process: It is a priority to ensure that potential applicants are given the right messages about the school's commitment to recruit suitable people. As such, the Board of Governors creates a culture of safeguarding and promotion of the welfare of all students, adopting robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities at Woldingham. The appropriate number of school staff involved with the recruitment and employment of staff have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of KCSIE (Part three) and the ISSR (Part four) and the NMS for boarding schools currently in force.

Adverts: Woldingham is clear about the information required when defining the role (through the job or role description and person specification). For any given post, the job description and personal specification includes the skills, abilities, experience, attitude, and behaviours required for the post, its safeguarding responsibilities, including the extent to which they will be in contact with children (engaging in regulated activity). Therefore Woldingham's adverts include our commitment to safeguarding, promoting the welfare of students, also making clear that safeguarding checks will be undertaken.

Application forms (application process): All applicants are required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete forms will be returned to the applicant where the deadline for completed application forms has not passed. These forms are designed in accordance with current regulations and include a statement that it is an offence to apply for a role at Woldingham if the applicant is barred from engaging in regulated activity relevant to children. Additionally, Woldingham provides its Safeguarding (Child Protection) Policy on the school website, and the policy and practices on the employment of ex-offenders are available within the employment pack. It is clearly stated on the application form that posts in our school are exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Applicants are required to provide:

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

We do not accept a curriculum vitae (CV) on its own, as it does not provide adequate information, as required by regulation.

Shortlisting: We require only those candidates who have been shortlisted to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This would include, for example:

- if they have a criminal history;
- if they are included on the children's barred list;
- if they are prohibited from teaching;
- if they are prohibited from taking part in the management of an independent school;
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- if they are known to the police and children's local authority social care;
- if they have been disqualified from providing childcare (see paras 262-266 of KCSIE currently in force), and;

- any relevant overseas information.

Applicants are required to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview. The purpose of this 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 the DBS certificate is received. Woldingham:

- ensures that at least two people carry out the shortlisting exercise, and, for consistency, that those who shortlist are part of the interview panel;
- considers any inconsistencies and looks for gaps in employment and reasons given for them, and
- explores all potential concerns.

In addition, as part of the shortlisting process we carry out an online search as part of our due diligence on the shortlisted candidates. This is designed to identify any incidents or issues that have happened, and are publicly available online, which we will want to explore with the applicant at interview.

If a shortlisted applicant is invited to attend a formal interview, questions will be asked about their relevant skills and experience. To safeguard our students, the interview panel will explore:

- *The candidate's attitude toward children:* This may be assessed through their personal statement and through questions that probe their values, beliefs and ethics.
- *The candidate's motivation to work with children:* Questions on how they have applied their vision for education and learning and development of the child and young person, can help you assess their motivation.
- *Their ability to form relationships and retain personal boundaries:* This will be assessed through focused questions and complementary activities, such as group exercises or occupational personality questionnaires.
- *Their emotional resilience in working with challenging behaviours and their attitudes in managing discipline and towards authority:* Questions asking them to draw on previously difficult situations and how they managed these will help us assess this.
- *Their ability to support the school's agenda for safeguarding and promoting the welfare of children:* Clarification on their understanding of the school's view on child protection policies and procedures, questions that ask them to explain when and how they have had to work within such procedures and policies.
- Gaps in the candidate's employment history and explanation of repeated changes in career are to be discussed and clarified.
- Concerns or discrepancies arising from the information provided by the candidate or referees.
- If for any reason references have not been provided before the interview the candidate will be given the opportunity to declare/discuss anything that may come to light on the collection of references.
- We ask the candidate if they wish to declare anything in light of the requirement for DBS checks to be made.

Employment history and references: We always try to obtain references before interview, allowing any concerns raised to be explored further with the referee and taken up with the candidate at interview. Woldingham:

- does not accept open references e.g. to whom it may concern;

- does not rely on applicants to obtain their reference;
- ensures any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference is to be confirmed by the Head as accurate in respect of any disciplinary investigations);
- obtains verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secures a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), and if the applicant has never worked with children, then ensures a reference from their current employer;
- always verifies any information with the person who provided the reference;
- ensures electronic references originate from a legitimate source;
- contacts referees to clarify content where information is vague or insufficient information is provided;
- compares the information on the application form with that in the reference and takes up any discrepancies with the candidate;
- establishes the reason for the candidate leaving their current or most recent post, and
- ensures any concerns are resolved satisfactorily before appointment is confirmed.

When asked to provide references, Woldingham ensures references it provides confirm our satisfaction with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. This does not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. In respect to low-level concerns, we comply with Part Four of KCSIE and the ISSR (currently in force), along with our low-level concern policy, which is publicly available on the school website. We regard references as an important part of the recruitment process and endeavour to provide them in a timely manner. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious are not included in any reference provided by Woldingham.

Selection: Woldingham uses a range of selection techniques to identify the most suitable person for the post. Those interviewing agree structured questions, including:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- exploring their skills and asking for examples of experience of working with children which are relevant to the role, and
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

We also use interviews to explore potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children, and;
- indicators of negative safeguarding behaviours.

Any information about past disciplinary action or allegations is considered in the circumstances of the individual case. We involve our students in the recruitment process in a meaningful way, including feedback from teaching and structured questions. We observe how shortlisted candidates interact with our students, and any such interaction is always appropriately supervised. All information considered in decision making is clearly recorded along with decisions made.

The Teachers Services' system will be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation. The Early Careers Framework (ECF) the induction period as a trainee teacher, referred to as an Early Career Teacher (ECT) is now two years and Teaching Regulation Agency (TRA) is responsible for awarding qualified teacher status (QTS).

Pre-appointment vetting checks, regulated activity and recording information: These checks will help Woldingham to identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children and/or working as a teacher). These checks are an essential part of our wider whole school approach to safeguarding our students, which continues following the appointment of a candidate. All offers of appointment are conditional until satisfactory completion of the mandatory pre-employment checks, in which we:

- verify a candidate's identity, ensuring certainty that the person is who they claim to be, including being aware of the potential for individuals changing their name. We check the name on their birth certificate, where this is available. For the verification of identity, we also refer to the Cabinet Office How to prove and verify someone's identity Good Practice Guide (GPG);
- obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children); and if we use the DBS update service, we still obtain the original physical certificate;
- obtain a separate children's barred list check if an individual will start work in regulated activity with children before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities ensuring the job applicant is asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verify the person's right to work in the UK, including EU nationals and if there is uncertainty about whether an individual needs permission to work in the UK, then we follow government advice on checking a job applicant's right to work, available on the [GOV.UK](https://www.gov.uk) website;
- if the person has lived or worked outside the UK, we make further checks which we consider appropriate on a case-by-case basis and these, for example, would include a third reference in relation to those countries which do not provide information regarding candidates;
- verify professional qualifications, as appropriate, along with (if applicable) using the Teaching Regulation Agency's (TRA) Employer Access Service to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.;
- check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State, and;
- ensure that an applicant to be employed to carry out teaching or boarding duties is not subject to a prohibition order issued by the Secretary of State for prohibition checks or any sanction or restriction imposed (that remains current) by the GTCE before its abolition.

Applicant moving from previous post: There is no requirement to obtain an enhanced DBS certificate

or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post:

- which brought the person regularly into contact with children, or
- to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons, or
- in another institution within the further education sector in England, or in a 16-19 academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

Therefore, Woldingham will accept an existing enhanced DBS certificate on the above basis on an emergency basis (ie. for immediately required hires) and carry out a new DBS check as soon as possible. The school will carry out a new DBS check for any applicants who do not comply with the above regulation. A separate child's barred list check shall be undertaken by us in the event that we accept an existing enhanced DBS certificate.

We also carry out all other relevant pre-appointment checks, as listed in KCSIE (currently in force) para. 230 onward. This includes a separate children's barred list check, if not included on the enhanced DBS check.

NMS Compliance: Woldingham ensures that it complies with the National Minimum Standards (NMS) for Boarding Schools. With regard to this Safer recruitment, selection and disclosure policy and procedure and single central record for staff appointments policy, we operate safer recruitment and adopt procedures in line with the regulatory requirements. Additionally, we refer to [guidance](#) issued by the Secretary of State. For all members of staff households who are aged 16 and over, living on the same premises as boarders but not employed by Woldingham, we obtain an enhanced certificate with a check of the children's barred list from the Disclosure and Barring Service. This also applies to all other persons aged 16 and over not on the roll of the school living on the same premises as boarders. The same premises would include, for example, a teacher living on the same grounds as the school, requiring the use of the same entry and exit points.

Woldingham has in place written agreements with any person aged 16 and over not employed by the school but living on the same premises, which specifies the terms of their accommodation, guidance and expectations on contact with students, visitor supervision responsibilities and notice that their accommodation may cease to be provided if there is evidence of their unsuitability to have regular contact with students. Additionally, they are required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.

For all members of staff and volunteers working with boarders, Woldingham has in place a job description reflecting their duties. They are provided with induction training in boarding when newly appointed and receive regular reviews of their boarding practice. The role of spouses, partners and/or other adult members of staff households are always made clear. Boarding staff are now required to have the appropriate qualification as stated by regulation for the duties which they wish to undertake. All our Policies and Procedures are understood by staff, including our approach to Safer Recruitment.

All persons visiting boarding accommodation or staff accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining unsupervised access to boarders or their accommodation.

Regulated Activity: At Woldingham, a person engages with regulated activity with children if as a result of their work they are teaching, supervising students or working in the boarding houses. A full definition of what constitutes regulated activity can be found in KCSIE (currently in force) para. 236. The nature of Woldingham's exceptionally extensive campus as a boarding school is as such that all staff and volunteers could find themselves in a situation in which they have unsupervised access to our students. As such, all staff and volunteers within the school are subject to an enhanced DBS check, including a check of the children's barred list information.

Update Service: We ask new staff to join the DBS Update Service (staff will be reimbursed for the cost of membership to the update service while employed). The benefits are as follows:

- portability of a DBS check across employers;
- free online checks to identify whether there has been any change to the information recorded, since the initial certificate was issued and advice whether the individual should apply for a new DBS check, and;
- that individuals will be able to see a full list of those organisations that have carried out a status check on their account.

Before we use the Update Service, we:

- obtain consent from the individual to carry out an online check to view the status of an existing standard or enhanced DBS check;
- confirm the DBS certificate matches the individual's identity;
- examine the original certificate to ensure that it is valid for employment with the children's workforce, and;
- ensure that the level of the check is appropriate to the job for which they are applying e.g. enhanced DBS check/enhanced DBS check including barred list information.

Prohibitions, directions, sanctions and restrictions: Teacher prohibition and interim prohibition orders prevent a person from carrying out teaching work as defined in the Teachers' Disciplinary (England) Regulations currently in force. Information about the duty to consider referring to the Teaching Regulation Agency (TRA) can be found in KCSIE (currently in force) paras 351 and 352. Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the TRA.

Secretary of State section 128 direction: A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school. There is no exhaustive list of roles that might be regarded as 'management' for the purpose of determining what constitutes management in an independent school. The roles involving, or very likely to involve, management of a school include (but are not limited to) Head, deputy/assistant headteachers, governors and trustees. The individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be considered to be 'taking part in management' depends on the facts of the case. A Section 128 direction will be disclosed when an enhanced DBS check with children's

barred list information is required.

The Teacher Regulation Agency (TRA), using the Teacher Employer Access service: This is used by Woldingham to make prohibition, direction, restriction and children's barred list checks.

Recording Information: Woldingham maintains a **single central record (SCR)** of pre-appointment checks, referred to in the Regulations as "the register", which includes:

- all staff, including teacher trainees on salaried routes (see KCSIE para. 296), agency and third-party supply staff, even if they work for one day (see para. 286), and;
- all members of the Woldingham Board of Governors, which is the board of governors (who are now required to have safeguarding training appropriate to their role).

The minimum information which Woldingham records in respect of staff members is set out below. For agency and third-party supply staff, Woldingham includes whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff. Our SCR includes the dates on which the following checks were carried out or the certificates obtained:

- an identity check;
- a children's barred list check;
- an enhanced DBS check (with children's barred list check) requested/certificate provided;
- a prohibition from teaching check;
- a Section 128 check (for those in management positions);
- a record of when gaps in employment were checked;
- further checks on people who have lived or worked outside the UK (see KCSIE, currently in force, paragraphs 279-284);
- a check of professional qualifications, where required, and;
- a check to establish the person's right to work in the United Kingdom.

The details of individuals are removed from the SCR once they no longer work at the school. This may be undertaken at the time of the individual leaving, or at the end of the academic year in which they left the school. The **non-statutory information** recorded by Woldingham includes:

- checks made on volunteers;
- checks made on governors;
- dates on which safeguarding and safer recruitment training was undertaken, and;
- the name of the person who carried out each check.
- Our SCR is kept in electronic form but is available to be printed out upon request.

Retention of documents: We do not keep full copies of DBS certificates, but a redacted version of the document which shows the certificate number. We file a copy of any update service check undertaken, which details the date and time that this check was completed.

Individuals who have lived or worked outside the UK: Such individuals must undergo the same checks as all other staff at Woldingham, including obtaining (via the applicant) an enhanced DBS certificate (including children's barred list information) even if the individual has never been to the UK.

Additionally, we make any further checks we think appropriate, so that relevant events that have occurred outside of the UK can be considered. Following the UK's exit from the EU, Woldingham applies the same approach for any individuals who have lived or worked outside the UK regardless of whether it was in an EEA country or the rest of the world. These checks include, where available, criminal records checks for overseas applicants (please refer to the Home Office guidance found on [GOV.UK](https://www.gov.uk)).

We seek to obtain a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the [Regulated Professions database](#). Whilst the safeguarding and qualified teacher status (QTS) processes are different it is likely that this information will be obtained from the same place therefore applicants can also contact the [UK Centre for Professional Qualifications](#) who will signpost them to the appropriate EEA regulatory body.

Where this information is not available, Woldingham seeks alternative methods of checking suitability, and may undertake a risk assessment and additional reference that supports an informed decision on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, Woldingham always considers the circumstances that led to the restrictions being imposed when considering a candidate for employment. We refer to the DfE guidance: [Recruit teachers from overseas](#).

Not all countries provide criminal record information, and where they do, the nature of this information varies from country to country. Woldingham bears this in mind and is also aware that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. We refer to the Home Office [guidance on criminal record checks for overseas applicants](#).

Some overseas qualified teachers can apply to the TRA for the award of qualified teacher status (QTS) in England. Woldingham, however, notes that holding a teaching qualification (wherever it was obtained) does not provide assurances that a candidate is suitable to work with children, or that they have not been found guilty of any wrongdoing or misconduct.

Agency and third-party staff (supply staff): Woldingham obtains written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working within the school that we would otherwise perform. In respect of the enhanced DBS check, Woldingham ensures that written notification confirms the certificate has been obtained by either the employment business or another such business. Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at Woldingham, which has disclosed any matter or information, or any information was provided to the employment business, Woldingham always obtains a copy of the certificate from the agency. Additionally, the agency or third-party must obtain a children's barred list check by obtaining an enhanced DBS certificate with children's barred list information, prior to appointing the individual. Woldingham then also checks

that the person presenting themselves for work is the same person on whom the checks have been made. In the event that the third party is unable to carry out a children's barred list, where the DBS certificate also does not include this check, the school will undertake this check with prior written consent from the individual on whom the check is being made.

Contractors: Where Woldingham uses contractors to provide services, their safeguarding requirements are always set out in the contract between the organisation and the school. We ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information). For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) is required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. With this in mind, Woldingham seeks to ensure that any contractor who is in possession of an enhanced DBS check undergoes a child's barred list check, which may be administered by the school with prior written permission of the individual for whom the check is being made, to mitigate the risk of irregular contact becoming regular contact. Please note that Woldingham operates on a very large campus, through which there is a public road, with several buildings some distance apart.

Under no circumstances does Woldingham allow a contractor on whom no checks have been obtained to work unsupervised or engage in regulated activity relating to children. At Woldingham, we recognise our responsibility for determining the appropriate level of supervision depending on the circumstances. If an individual working at the school is self-employed, we obtain the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. We will always check the identity of contractors on arrival at the school.

Trainee/student teachers: All such teachers have checks made on them as would be the case for any other member of staff working within Woldingham.

Visitors: Woldingham recognises that there are different types of visitors. There are those with professional roles i.e. educational psychologists, social workers etc., those connected with the building, grounds maintenance, relatives or other visitors attending an activity in the school. We do not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day. The Head uses his professional judgement about the need to escort or supervise such visitors.

For visitors to the school in a professional capacity, Woldingham checks their ID and ensures that they have had the appropriate DBS check (or that their employers have confirmed that their staff have appropriate checks. In these circumstances, we do not ask to see the certificate). We recognise that, whilst external organisations can provide a varied and useful range of information, resources and speakers that can enrich our educational provision, we carefully consider the suitability of any external organisations. Arrangements for individuals coming onto the school's premises are set out in our Safeguarding (Child Protection) Policy, including an assessment of the educational value, age appropriateness of what is going to be delivered and whether relevant checks will be required. (Please

also refer to our visiting speakers policy)

Volunteers: Appropriate checks are made on all our volunteers, who play an important role and are often seen by our students as being safe and trustworthy adults. We undertake a written risk assessment and exercise our professional judgement and experience when deciding what checks, if any, are required. Our risk assessment considers:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision;
- what Woldingham knows about the volunteer, including formal or informal information offered by staff, parents or other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability;
- whether the role is eligible for a DBS check, and if it is, the level of the check, for volunteer roles that are not in regulated activity. Details of the risk assessment are recorded.

We obtain an enhanced DBS check (including children's barred list information) for all volunteers who are new to working in regulated activity with children, including where they are unsupervised and teach or look after children in our boarding houses or medical centre. For the supervision of volunteers, we have regard to the statutory guidance issued by the Secretary of State (replicated at Annex E of KCSIE (currently in force)). Our supervision of volunteers is carried out by a person who is in regulated activity relating to children, regular and day to day, and reasonable in all circumstances to ensure the protection of students. To reiterate, we ensure that both existing and new volunteers have a DBS check at the appropriate level to the volunteering role.

Adults who supervise children on work experience: Where we organise work experience placements, we ensure that the placement provider has policies and procedures in place to protect our students from harm. Children's barred list checks via the DBS might be required for people who supervise a child under the age of 16 on a work experience placement. We consider the nature of the supervision and the frequency of the activity being supervised to determine whether checks are necessary, and we comply with paragraphs 328 to 333 inclusive of KCSIE (currently in force) with regards to adults who supervise children on work experience. With reference to our students staying with host families (homestay) and private fostering (LA notification when identified), we also comply with paragraphs 329-334 inclusive of KCSIE (currently in force) and part 9 of the [Children Act 1989](#).

Ensuring the ongoing safeguarding of students and Woldingham's legal reporting duties as an employer: Our safeguarding requires a continuing commitment from the Board of Governors and all staff to ensure that the safety and welfare of our students is embedded in all of Woldingham's processes and procedures, and consequently enshrined in our ethos. Parts 1 and 2 of KCSIE currently in force, along with our Safeguarding (Child Protection) Policy, Low-Level Concerns Policy and Staff Behaviour Policy (Staff Code of Conduct) provide us with a coordinated, whole school approach to safeguarding. This ongoing vigilance maintains an environment that deters and prevents abuse at Woldingham and challenges any inappropriate behaviour. We fully appreciate that the Board of Governors and Senior Leadership team must create the right culture and environment, so that all our staff and volunteers feel comfortable discussing matters both within, and where it is appropriate, outside of the workplace, which may have implications of the safeguarding of our students.

Existing Staff: We carry out new DBS checks on existing staff at Woldingham when:

- there has been a break in service of 12 weeks or more, or;
- there are concerns about an individual's suitability to work with children.

Duty to refer to the Disclosure and Barring Service and the Teaching Regulation Agency: When an allegation has been made (in compliance with part four of KCSIE currently in force) and our Safeguarding (Child Protection) Policy, an investigation is carried out to gather enough evidence to establish if it has a foundation, and as an employer, Woldingham ensures that there is sufficient information to meet the referral duty criteria explained in the [DBS referral guidance](#). We understand our legal requirement as a school to make a referral to the DBS where we remove an individual from regulated activity (or would have been removed had they not left), where we believe the individual has engaged in relevant conduct in relation to children and/or other adults, satisfied the harm test in relation to children and/or vulnerable adults, and/or been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. The DBS will then consider whether to bar the person. We refer to government guidance on [when to refer to the DBS](#), including what the harm test is and relevant conduct. We appreciate the importance of providing as much relevant information to the DBS as possible. Woldingham has a duty to refer to the Teaching Regulation Agency, where we dismiss or cease to use the services of a teacher because of serious misconduct, or might have dismissed them had they not left us. We consider whether to refer the case to the Secretary of State, as required by regulations currently in force. Then, the Secretary of State may investigate the case.

This Safer Recruitment Policy, and its procedures, is therefore a safeguarding document, which is fully cognisant of KCSIE, the ISSR, the NMS and the ISI Commentary on the Regulatory Requirements.

APPENDIX 1: FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS



