



## **St. Mary's College Recruitment and Appointment Policy**

*This plan is written in support of St Mary's College's aims and vision. It is applicable to all staff in this College, The Mount Preparatory School and Bright Sparks Nursery.*

St. Mary's College is committed to the rigorous selection and vetting of all staff and volunteers, taking into account the Department for Education's statutory guidance, 'Keeping Children Safe in Education' September 2019 and also Disqualification Under the Childcare Act 2006 (March 2015).

The policy is implemented through the College's recruitment and appointment procedures. The effective implementation of the recruitment and appointment procedures are reviewed annually by the Heads of each school, Designated Lead Person/s and the Governors as part of its review of the College's safeguarding and child protection policies and procedures.

At least one person is trained in Safer Recruitment and is always present at staff interviews and selection.

Reference must be made also to:  
Safeguarding Policy including Prevent Duty  
Equal Opportunities  
Inclusion and Equality (EYD)  
External Visitors and Volunteers

### **Definition**

1. The term "staff" in the context of the recruitment and appointments procedures refers to all staff including:

- teaching staff\*
- peripatetic staff\*
- sports coaches\*
- staff from overseas (e.g. 'Gap' students) \*
- nursery practitioners and assistants\*
- support staff\*
- supply and agency staff
- casual staff (e.g. exam invigilators) \*
- pupils who are *employed* by the school in any official capacity\*
- members of the school's Governing Body
- members of the SMC Trust Team
- proprietors of the school (the SMC Board)

The following checks are made on staff and volunteers in accordance with the relevant DfES and Ofsted regulations for the employment of staff, proprietors and Governors in independent schools and the Safeguarding Vulnerable Groups act 2006 (as amended):

- o an identity checks (name, date of birth and address) against:
  - an official document (passport, driving licence, birth certificate)
  - a photograph on at least one official document
  - evidence of address (e.g. utility bill or bank statement)
  
- o the applicant's right to work in the UK
  
- o an enhanced DBS check with children's barred list check (provided the role is eligible for such checks)
  
- o the enhanced DBS check must be dated within three months of the starting date of the new member of staff or volunteer. If a period of three months' elapses without any contact with the school, there must be a completely new 'enhanced' DBS check undertaken before the person starts at the school
  
- o a criminal record checks from the applicant's country of origin (if not possible, additional reference checks and/or a certificate of good conduct from the country in question (for those UK and non-UK nationals who have been working abroad) and/or any other checks considered to be appropriate having had regard to any guidance issued by the Secretary of State.

\*For all asterisked groups above, the checks *additionally* include an applicant's

- o signed declaration of medical fitness which states that:
  - the applicant knows of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question
  - they understand that any offer of employment made by the school will be conditional on verification of medical fitness
- o full previous employment history on an application form (*with the applicant being notified that any previous employer may be contacted by the school*)
- o two or three written references, including one from the most recent employer, this must be from the last employer where they came into contact with children (if there was such an employer)
  
- o professional references (where appropriate)
- o qualifications (where appropriate)

A record of these checks on staff, volunteers and proprietors are made in a Centralised Appointments Record, which is to be kept in the Principal's PA's office.

The College respects the confidentiality of, and stores securely, the details of and any documents related to the making of these checks on staff and will:

- o on written request and in accordance with the Data Protection Act 2018, will allow access to these documents to the person who is the subject of the data held

- o retain any documents relating to the making of these checks for 7 years following the termination of employment for professional reasons, or longer as determined by the Trust's Insurers, such as the writing of subsequent references, and in case any legal process requires them.

### **Procedures for dealing with DBS checks**

The Chair of the Governors (the College's overall governing body) will be subject to an enhanced DBS check countersigned by the Secretary of State before taking up their role as chair. An enhanced DBS, with children's barred list check (if appropriate) from the DBS is carried out on all new staff, before appointment, including those who have been out of the workforce for over three months, (excluding maternity/sick leave).

Information provided to the school as the result of a DBS check is:

- o confidential to the applicant and SMC Trust
- o will not be disclosed by SMC Trust to unauthorised persons
- o kept in secure conditions and destroyed when it is no longer needed (with the disclosure normally being destroyed after the period of time that is determined by the Trust's Insurers, which is longer than the recommended period of six months, recommended by the School's Data Protection Policy).

The Principal may exceptionally allow a new member of staff who performs exclusively day duties to begin work for a short period without a DBS check but only if an identity check and Barred list is completed. This must be done before the staff member comes on the premises to undertake even supervised, regulated activities.

- o all other recruitment checks have been satisfactorily completed
- o a children's barred list check is available
- o the DBS application form has been completed
- o a risk assessment has been undertaken and appropriate safeguards are in place
- o person in question is informed in writing of what the safeguards are
- o the situation is reviewed at least every two weeks
- o all information is recorded in the Notes' section of the DBS Central Record

The Principal may exceptionally allow a new member of staff with a satisfactory DBS check but without fully completed reference checks to begin work if:

- o there is evidence that every reasonable effort has been made to pursue the references

DBS checks and references are included in the recruitment process for any chaperones arranged by the school, with a satisfactory outcome being received and recorded in writing by the school.

Pupils who need unaccompanied taxi transport (e.g. to airports) will be transported by the College's nominated taxi provider whose drivers are all DBS checked and licensed Sefton Metropolitan Borough Council.

Those who do not require DBS checks include:

- o visitors to the Principal/other staff who have no unsupervised contact with children
- o visitors who have only brief contact with children in the presence of a teacher
- o visitors carrying out repairs or servicing equipment
- o building and other contractors (unless they come in contact with children)
- o volunteers or parents who only accompany staff at specific school events or on one-off trips (not involving over-night stays)
- o secondary school pupils on work experience or similar
- o those on the school site when pupils are not present
- o students aged eighteen or over in a normal student capacity

### **Recruitment procedures to ensure the suitability of staff**

- Prohibition from teaching checks are required (when applicable)
- Prohibition from management checks are required (when applicable)
- Disqualification due to Association statements will be requested once offer of employment has been made (EYFS Staff only)
- Reference request letters sent by the College specifically ask each referee to state any known reason why the person should not be employed to work with children and remind the referee that there should be no material mis-statement or omission relevant to the suitability of the applicant.
- Direct contact is made by the College with each referee to verify the reference
- Where feasible, the College makes contact with each of the applicant's previous employers involving work with children or vulnerable adults to check the reasons the employment ended
- The College seeks satisfactory explanations for any gaps in an applicant's CV as part of the chronology on the application form and keeps a written record of any explanations
- each recruitment panel has one member who has been trained in safer recruitment
- a written record of any interview process and its outcome is made and kept by the school
- in the case of volunteers, and in addition to the required DBS and identity checks, the school conducts an informal interview and checks that there are no contrary indications from anyone in the school
- all offers of appointment to staff are made "*subject to satisfactory completion of appropriate checks with the Disclosure and Baring Service and satisfactory references*"
- if the College considers an application to be fraudulent or to contain false information the Principal will report the case to the Secretary of State (via DfE) and consider reporting it to the police
- The College will not knowingly employ people to work in the school, childcare or allow them to be directly concerned in its management if they or others who live or work in their household are "disqualified".

**The Centralised Register of Staff Appointments (known as the Central DBS Register in SMC) records:**

For staff appointed on or after May 1st 2007

- the person's full name<sup>1</sup>
- the post to which they have been appointed
- the date of their appointment
- the date that their first Barred List check was checked
- the identity of the checker verifying the person's name and the date on which they checked it
- the identity of the checker verifying the person's date of birth and the date on which they checked it
- the identity of the checker verifying the person's address and the date on which they checked it
- the identity of the checker verifying the person's qualifications (or entering N/A if appropriate) and the date on which they checked it
- the identity of the checker verifying the person's Barred List check and the date on which they checked it
- the identity of the checker verifying the person's enhanced DBS check and the date on which they checked it
- the person's DBS number and whether it was "Standard' or "Enhanced'
- the identity of the checker verifying the person's right to work in the UK (or entering N/A if appropriate) and the date on which they checked it
- the identity of the checker verifying the person's references and the date on which they checked them
- the identity of the checker verifying the person's CV as part of the chronology on the application form or previous record of employment and the date on which they checked it
- the identity of the checker verifying the person's Medical Fitness declaration and the date on which they checked it
- any other relevant information (in a Notes' column) including details of any additional checks made if the person lives or has lived outside the UK

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<sup>1</sup>Note that in extracts from the record for Inspectors, names may be removed if entries are numbered

For staff appointed before April 30th 2007 who are currently serving in the school

The only differences from the above are:

- for staff appointed before 1 March 2002 evidence of a List 99 check is the required minimum
- for staff appointed from 1st September 2003 it was a legal requirement to make a check of their references, previous employment history and medical fitness but some latitude is available if the current appointments procedure is fully robust since 1st May 2007. In this case, if evidence is not available an entry of NE (no evidence) may be entered
- for the members of the Governing Body:
  - o the person's full name
  - o the post to which they are appointed
  - o the date of their appointment
  - o the identity of the checker verifying the person's name and the date on which they checked it
  - o the identity of the checker verifying the person's date of birth and the date on which they checked it
  - o the identity of the checker verifying the person's address and the date on which they checked it
  - o the identity of the checker verifying the person's enhanced DBS check and the date on which they checked it
  - o the person's DBS number. All DBS checks are "enhanced" unless noted as "Standard".
- for supply staff

The only differences from the above are that the school may record the word AGENCY on the DBS Central Record where the agency has sent written notification that it has seen the necessary original documentation to verify qualifications, references, CV as part of the chronology on the application form and medical fitness. The identity check and DBS number must be verified and entered by the school

- for volunteers

All volunteers (except those contributing to a one-off occasion that does not involve an overnight stay) must be entered into the DBS Central Record

A record of the informal interview and the check of no contrary indications from anyone in the school is made in the Notes' section

Recruitment Record Keeping and any further action

- Staff files will contain application form, references, certificates, medical questionnaire, offer letter, disqualification declaration (if applicable), ID checks, Induction forms and Health and safety and safeguarding checklist.

- The DfE will be informed via the annual census when a member of staff has left. This is for both teaching and support staff.

I confirm that I have checked that the above policy is fully consistent with the guidance in the ISI Handbook – The Regulatory Guidance

Reviewed: Annually unless update from ISI or Gov.uk  
Last reviewed 28/09/2020