



CHILD PROTECTION (SAFEGUARDING) SUITABILITY OF STAFF

This policy relates to all sections and activities of the School e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and school run Holiday Activities or Clubs.

Red House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The information and guidance here should be read in conjunction with 'Keeping Children Safe in Education – statutory guidance for schools and colleges' issued by DfE (September 2018) and 'Working together to safeguard children – a guide to inter-agency working to safeguard and promote the welfare of children' issued by HM Government (July 2018).

A single central record of appointments is kept by the Head of Finance & Compliance.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

The School's Child Protection (Safeguarding) Policy and its implementation follows guidance offered by the Stockton Local Safeguarding Children Board (SLSCB).

1. Previous employment history
2. ID
3. Right to work in the UK
4. Overseas check, where applicable
5. Children's Barred List
6. DBS Enhanced Disclosure
7. Medical
8. References
9. Qualifications
10. Disqualification from Childcare, where applicable
11. Prohibition – Teaching, where applicable
12. Prohibition – Management, where applicable

Staff	1	2	3	4	5	6	7	8	9	10	11	12
Teachers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Peripatetic Teachers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
External Coaches/Club Supervisors	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Admin/Caretakers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Self-employed Contractors in regulated activity	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Employees of Contractors*		✓				✓						
Supply Staff*		✓				✓				✓		
Regular Volunteers (Unsupervised)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Regular Volunteers (Supervised)*		✓										
Visitors/Guests**		✓										
Members of School Council		✓	✓	✓		✓				✓	✓	✓

*School must confirm that all necessary pre-employment checks have been carried out by the employing organisation and check the individual's ID and DBS Enhanced disclosure on arrival.

** SMT approval must be sought and a supervision matrix completed for supervised visitors. A Visiting Speaker form must be completed in advance of any visit.

The School operates safe recruitment procedures which ensure that appropriate checks are made on all staff and volunteers who work with children in regulated activity. A detailed Recruitment and Selection Policy and Procedures and copies of all forms used in the selection of both teaching and non-teaching staff are available from the school office. The following checks are completed on all staff working in regulated activity at Red House School: Greater detail is given below;

- proof of identity, minimum of two documents, one of which should preferably be a current photographic ID and proof of address, e.g. passport, driving licence, recent utility bill (not mobile phone), bank statement, etc.
- receipt of a minimum of two satisfactory references. In order to safeguard and promote the welfare of children, the School reserves the right to contact any previous employer, if appropriate.
- proof that the candidate is eligible to work in the UK.
- successfully completing an enhanced Disclosure and Barring Service check. DBS certificate checked by the Headmaster for authenticity (document number and watermark) and for any convictions.
- if the candidate is appointed to a management position, e.g. Headmaster, member of the Senior Management Team (including non-teaching staff), Head of Department/Key Stage or Pastoral Leader, successful section 128, prohibition from management of independent school check.
- if the candidate is registered on the DBS Update Register, successful DBS Update Register and Children's Barred List check.
- Barred list checks are only made when the person is engaging in regulated activity at the school.
- successful overseas and/or EEA member states check.
- proof of qualifications, if not already provided.
- successful completion of a Form of Declaration on Medical Fitness.
- if the candidate is to be employed in, or has management responsibility for Early Years or later years (under 8's), successful completion of a Form of Declaration of Non-Disqualification from Childcare.
- successful check that there are no Prohibition Orders. (This applies to teaching staff only)

The purpose of a reference is to obtain, in confidence, factual information on a candidate's employment history, qualifications, experience and/or an assessment of the candidate's suitability with regard to KCSIE, for the job on offer. A minimum of two references will be sought using the standard Reference Request form prior to interview.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate: for example if the answers are vague or information is missing. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate. If a reference is taken over the phone detailed notes will be taken, dated and signed. If references are not received in good time before appointment they will be followed up by telephone and if necessary alternative referees approached.

We have a duty under the Immigration Act (2016) to ensure that all our employees have leave to enter the UK and are not subject to a condition precluding them from taking up specified employment. It is, therefore, a condition of employment that proof of eligibility to work in the UK should be provided by means of, for example, receipt of the candidate's P45, National Insurance number, etc. Failure to provide the necessary proof of eligibility will result in the withdrawal of the offer of employment. The School is aware of the rules for employing migrant workers (October 2013) and that there is a fine of up to £10,000 for employing an illegal worker.

It is a condition of employment that all employees must successfully complete an enhanced Disclosure and Barring Service check, including a Barred List check where the individual will be engaged in regulated activity. In the job offer letter, the selected candidate will be asked to complete an on-line application form which will be forwarded to them by Atlantic Data. They will be requested to complete and submit the form on-line, and to provide the School with their chosen identity documents, as soon as possible.

A Disclosure and Barring Service check will be undertaken on all new appointments before the commencement of employment. Employees appointed on casual contracts, who will be working on an ad hoc basis, will be asked to register on the DBS update register.

If the candidate is already registered on the DBS update register, an on-line DBS Update Register check will be made. The candidate will be requested to bring their DBS certificate into School which will be checked by the Headmaster for authenticity and any criminal offences. If the DBS certificate includes a check of the Children's Barred List, a Children's Barred List Check is made using the TP On-line service. If the DBS certificate does not include a Children's Barred List check, then a full DBS enhanced disclosure with Barred List check will be completed.

A separate barred list check will be made if an individual will start work in regulated activity before the DBS certificate is available. The DBS application must be made before work commences. A risk assessment will be made and appropriate safeguards will be put in place such as loose supervision; these safeguards will be reviewed at least every two weeks and the person in question will be informed of these safeguards.

Where an individual has lived or worked abroad for a period greater than the duration of a tourist visa, within ten years of appointment, the candidate will be asked to provide a Certificate of Good Conduct, or equivalent, from the

country in question. The school will check the latest Home Office advice. If a teacher has worked in an EEA member state, a check will be made using the Employer Access On-line Service.

Where a person is appointed to a management position (internal or external), e.g. Headmaster, member of the Senior Management Team (including non-teaching staff), Head of Department/Key Stage or Pastoral Leader, the job title 'Independent School' must be chosen from the 'Position/Role' drop down list and 'children' must be chosen from the 'The Applicant is engaged in regulated activity' drop down list. This prompts DBS that a Section 128, prohibition from management of independent school check is required. Alternatively a check can be made using the Employer Access Online service.

Candidates will be required to complete a Form of Declaration of Medical Fitness which will also accompany the job offer letter. The School will make reasonable adjustments to enable disabled people to carry out their duties effectively.

Where a candidate is to be employed in, or has management responsibility for Early Years or later years (under 8's) a 'Declaration of Non-Disqualification from Childcare' is made in the application form completed by all candidates.

Prohibition Orders are made by the Secretary of State. Checks, on anyone employed to carry out teaching work and any person appointed since 1 April 2012, will be made that an individual is not subject to a prohibition order using the Employer Access On-line Service.

If staff are transferred under TUPE (where there is a gap of three months or less and all information is complete) information will be passed to the new employer and a note made on the register that details have been accepted under TUPE.

All supply staff engaged through an agency are checked for proof of identity. Agencies providing supply staff are required to complete an agency vetting form provided by the school which provides written notification of the required employment checks carried out by the agency including an enhanced DBS check. The school will check the identity of supply staff in addition to the check made by an agency to ensure that the person presenting themselves for work is the same person on whom checks have been made. Those supply staff employed directly by the School go through the same recruitment procedures used in the employment of staff. A new enhanced DBS check will be carried out on any individual who has a break in service of more than 12 weeks, if they are not registered on the DBS Update Register.

Those contractors who are working at the School on a long term basis (caterers, cleaners, etc.) should be subjected to the same checks as supply staff, written confirmation that these checks have been carried out will be sought from their employer. The School will check the identity of contractors on arrival. A record of the check will be placed on the SCR.

Once all checks have been completed they should be verified by the Head of Finance & Compliance.

Members of School Council who are volunteers should be treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check should only be requested if the governor will be engaged in regulated activity. School Council requires an enhanced DBS check, without a barred list check, on an individual as part of the appointment process for governors. In addition, checks will be made on: identity, right to work in the UK; overseas checks, where applicable; prohibition from teaching (only if the person will carry out teaching work); disqualification from childcare, where applicable and a section 128, prohibition from management of independent schools. All checks are made in advance of the appointment or as soon as practicable after appointment.

Reviewed by A Tomlinson
Ratified by School Council
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