



Chigwell School

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Safer Recruitment Policy

This policy applies to Chigwell School and the trading subsidiary, Chigwell Mitre Enterprises (CME). Where reference is made to the School, this applies to both Chigwell School and CME.

Chigwell School is committed to safeguarding the welfare of children and promoting the welfare of children, young people and vulnerable adults. All posts will require an enhanced DBS Disclosure, barred list check, identity check, medical fitness, history of previous employment, qualifications (where necessary), overseas checks, evidence of the right to work in the UK, prohibition order check (including disqualification for EYFS and relevant later years provision, prohibition from teaching and prohibition from management). References will be taken up and verified. All appointments are subject to the receipt of satisfactory references in accordance with Keeping Children Safe in Education 2025.

In order to ensure that we appoint the best, suitable staff we use the following procedure.

A clear post and person specification is defined which sets down the skills, abilities, experience, attitude, and behaviours required for the post including a statement of responsibility and requirements for safeguarding.

Any advertisement includes:

- The wording: *Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.*
- Details about the School
- Details about the post
- Qualifications required for the post (e.g. graduate if a teaching post)
- Applications invited via completion of our application form
- Closing date
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.
- The School also provides a copy of its child protection policy and practices and policy on employment of ex-offenders in the application pack.

Application Forms will ask for the following:

- 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
- Qualifications, the awarding body and date of the award
- Details of referees/references (see below for further information)
- 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. Application forms are carefully scrutinised by at least two people, applying the same criteria from the post and person specification to each applicant, and a shortlist drawn up.

Online searches will be carried out on the shortlisted candidates. The online searches the School carries out may include searches of internet search engines, websites and social media platforms. The School will not carry out online searches as part of its initial sift of applications. The School will determine how it approaches online searches on a case-by-case basis. However, all applicants for a role at the School will be treated consistently with regard to online searches.

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records; further information can be found on GOV.UK. 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 60 Section 7(1)(a) of the SVGA 2006 (Legislation.gov.uk). 59
- 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 269-273), and,
- any relevant overseas information.

Applicants should be asked to sign a declaration confirming 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 point of interview.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

To confirm the appointment, satisfactory references are required, including from the current employer; one must be a character reference (form supplied) and one must be a professional reference (ideally from the candidate's manager) at the current / last place of employment). A reference proforma is provided. If there is no current employer, verification of the most recent period of employment and the reasons for leaving will be obtained.

The reference should include:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record.

- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- Whether the reference is part of a compromise agreement.

The School should:

- not accept open references e.g. to whom it may concern
- not rely on applicants to obtain their reference
- ensure 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 should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- always verify any information with the person who provided the reference
- ensure electronic references originate from a legitimate source
- contact referees to clarify content where information is vague or insufficient information is provided • compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- establish the reason for the candidate leaving their current or most recent post, and,
- ensure any concerns are resolved satisfactorily before appointment is confirmed

References will be obtained from a senior person with appropriate authority. References must be signed and any references sent by email will be confirmed by telephoning the referee and dating, timing and initialling the confirmation which in turn must be countersigned by the Head or Bursar as necessary. References can be taken over the telephone, but the key details need to be noted, dated, timed and signed and countersigned by the Head or Bursar as necessary.

Interview:

- The Interview panel is made up of at least one person who has completed Safer Recruitment Training.
- Candidates are asked to bring with them to interview their passport, driving licence or other suitable document with current address and original certificates of qualifications so that checks can be made of identity, address, right to work in the UK and qualifications. One document ideally should provide photographic identity, if not a birth certificate should be provided.
- The interview panel explores the applicant's suitability for work with children as well as for the post 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.
- The candidate is asked if they wish to declare anything in the light of the requirement for an Enhanced DBS check.
- If the applicant submitted their application form via e-mail – they will be asked to sign the document.

- The interview panel meet and decide on the successful candidate and reasons as to why unsuccessful candidates were rejected are noted so that feedback can be given on request.

An offer of employment is made for a probationary period conditional on satisfactory completion of the following pre-appointment checks:

- References in writing.
- Qualifications (if not verified on the day of interview).
- Enhanced DBS check which includes a Barred List Check.
- The completion of a medical health check form, including the provision of the name and address of the candidate's medical practitioner.
- Prohibition order check (including disqualification for EYFS and relevant staff and leaders and managers as part of having regard to KCSIE which incorporates disqualification under the Childcare Act 2006, prohibition from teaching and prohibition from management where relevant).
- Right to work in the UK including overseas checks where necessary.
- Overseas checks (proportionate to risk) are carried out where the candidate has lived or worked outside the UK.

Newly recruited staff must bring a copy of their new DBS certificate to be checked by the Head, Deputy Head (Staff & Systems) or Bursar before starting work at the School.

If all conditions are successfully completed to the satisfaction of the School, a contract of employment is issued.

If there is any delay in receiving the Enhanced DBS certificate the Head will use his discretion to allow any individual to begin work pending receipt, provided that appropriate supervision is put in place and a barred list check has been carried out. A risk assessment will be completed and shared with the member of staff. This will be reviewed every two weeks if the certificate has still not been received.

If the position involves a boarding placement a newly appointed member of staff will not take up their position at the School until satisfactory completion of all checks and receipt of references in compliance with the National Minimum Standards for Boarding Schools.

Non-teaching and teaching staff, whether part-time or full-time, follow the same procedure. The recruitment of visiting music teachers or sports coaches follows the same procedure as described above.

One-off volunteers do not require a DBS check but they may be checked against the barred list to reduce any cause for concern. They must be supervised.

The recruitment of (new) volunteers who have regular contact with children, unsupervised or not, must include an enhanced DBS check, barred list check, references, an informal interview and there should not be any contrary indications from anyone in the School. These volunteers will also be included on the Single Central Register. DBS checks on volunteers are free of charge.

Volunteers with unsupervised contact with children or accompanying a school party overnight must have an enhanced DBS check (including a Barred List Check). Volunteers who are not in regulated activity, such as those who are supervised, will be risk assessed and those risk assessments will be recorded.

Visiting speakers will be supervised during their visit to the school. Before their visit, a member of SMT will carry out an internet search in order to approve their suitability.

The recruitment of a new Chair of Governors requires the following checks prior to appointment:

- Barred list
- Prohibition from management
- Enhanced DBS check countersigned by the Secretary of State
- Right to work in UK
- Overseas check if necessary
- Identity
- Inform the DfE that there is a change to the Chair of Governors
- DfE form, DBS check application form will then be sent to Independent Education Boarding Team.

The recruitment of new Governors requires an enhanced DBS check, barred list and a check of identity, the right to work in the UK check, overseas check if necessary and a prohibition from leadership and management check, prior to appointment.

For staff and volunteers (including Governors) being recruited from overseas (including UK nationals returning to work in the UK) the same procedures above are followed but more stringently. The equivalent police checks (of criminal records) in the country concerned and / or certificates of good conduct from the appropriate authority will be sought. Extra references will be requested when the latter cannot be obtained. If necessary, the School will seek further guidance from the Home Office regarding what checks are available from different countries and foreign embassies. The School will obtain all information before the candidate begins work.

Necessary hard copy evidence of the various checks will be placed in the personnel files with the exception of DBS statements which the School is not permitted to keep.

On taking up their post all newly appointed staff will be given an induction from the Designated Safeguarding Lead (DSL) and they will be required to sign to say that they have read part one (including Annex A) of the Keeping Children Safe In Education 2025 statutory guidance. In addition to part one of KCSIE, school leaders and staff who work directly with children must read Annex B (previously Annex A) of KCSIE. Further information regarding training for new staff can be found in the Child Protection and Safeguarding Policy.

Supply Staff

Before a supply teacher commences work at the School, the following steps will be taken:

- The School will receive written confirmation from the relevant supply agency that the required checks have been carried out: identity, enhanced disclosure, right to work in the UK, barred list, prohibition from teaching, prohibition from management of an independent school, qualifications, overseas checks.
- The School will check that the agency has taken up references, obtained a declaration of medical fitness, checked previous employment history and whether the person is disqualified from childcare, including by association.
- The School will see the DBS certificate, whether or not it discloses any information.
- The identity of supply staff will be checked on arrival at the School.

Visiting Professionals

Any individuals working at the School who are employed by a third party (e.g. psychologist, temporary nurse etc.) should provide a letter from their employer that they have carried out a DBS and any other relevant checks. The School will check their identity on arrival at the School.

Contractors and Employees of Contractors

The school will gain written assurance from contractors to ensure that their employees have had enhanced DBS checks. The school will check the identity of the contractors and their employees on arrival. Contractors will sign the Site rules for contractors before commencing work in School.

Self-Employed Contractors

If a self-employed contractor is unable to provide an enhanced DBS check the School will obtain the Enhanced DBS check for them. The School will check the identity of the contractors and their employees on arrival. Contractors will sign the site rules for contractors before commencing work.

Occasional Contractors

Occasional and temporary contractors will not be required to undergo a barred list check or DBS check. They will be supervised whilst on site. An identity check will be carried out.

Home Stays and Exchange Visits

The School will ensure that appropriate assurances have been obtained, in writing, from the host school to confirm that there are no safeguarding concerns regarding host families. This will be obtained before a visit and further safeguarding checks will also be in place during the exchange, including pupils being seen by a member of staff each day, pupils having access to a mobile phone and signal with staff contact details and being clear on how to report any concerns they might have. The School will carry out enhanced DBS and barred list checks for the adults in the household who are responsible for the visiting child coming to the UK. If there are other individuals in the family aged over sixteen living in the home, then the School will decide whether to carry out an enhanced DBS check for them.

Boarding Families

All persons over 16 (not on the School roll) who live on the School site but are not employed by the School, will require an enhanced DBS check. They will also sign a written agreement which specifies the terms of their accommodation, guidance on contact with pupils, their responsibilities to supervise their visitors and notice that their accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with pupils. They are also required to notify the Head if they are charged with, or convicted of, any offence.

All personnel files will be kept for a minimum of six years after the person has left the School.

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 enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its School Privacy Notice.

**For and on behalf of the Governors
D.A.P. King**