Recruitment, Selection and Disclosures Policy

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LeicesterHigh SCHOOL FOR GIRLS

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Introduction

Leicester High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment and selection process is designed to attract, select, and retain the best candidates while ensuring all necessary checks are completed to protect pupils.

This policy is in accordance with:

- **Keeping Children Safe in Education (KCSIE)** (most recent version)
- **Working Together to Safeguard Children**
- **The Independent School Standards Regulations**
- **Equality Act 2010**
- **Rehabilitation of Offenders Act 1974**
- **Data Protection Act 2018 & UK GDPR**

Scope

This policy applies to the recruitment of:

- All teaching and support staff
- Volunteers
- Supply/agency staff
- Governors and trustees
- Peripatetic staff
- Contractors (where applicable)

Principles of Safer Recruitment

We ensure that:

- Every role is clearly defined, with a job description and person specification.
- All applicants complete a standard application form (CVs alone are not accepted).
- Gaps in employment are explored during the interview.
- References are obtained prior to interview where possible and always before appointment.
- Interviews are conducted by trained staff, including at least one person trained in Safer Recruitment.
- Disclosure and Barring Service (DBS) checks are completed before employment begins.

Recruitment Procedure

Advertising

All roles are advertised internally and/or externally, as appropriate. All adverts include:

- A safeguarding statement
- The requirement for an enhanced DBS check
- The school's commitment to equal opportunities

Application

Applicants must complete a full application form, providing:

- Full employment history
- Two referees (one must be current/most recent employer)
- Declaration of any criminal convictions or reasons why they should not work with children

Shortlisting

Candidates are shortlisted based on criteria outlined in the person specification.

Shortlisted applicants are informed that:

- As part of the shortlisting process, the school will consider undertaking an online search of publicly available information to identify incidents or issues relevant to a candidate's suitability to work with children.
- References will be obtained and scrutinised prior to interview wherever practicable and always before appointment

Interview

The interview process includes:

- Questions assessing the candidate's skills, experience, and suitability
- Questions about safeguarding and their attitude toward working with children
- A practical task (where applicable)

At least one panel member will have completed Safer Recruitment Training.

Pre-Employment Checks

Prior to appointment, the following checks are completed:

- Enhanced DBS check with Children's Barred List check
- Prohibition from teaching check (for teaching staff)
- Right to work in the UK

- Verification of identity
- Verification of qualifications
- Overseas checks (if applicable)
- Medical fitness declaration
- Childcare Disqualification Declaration (if relevant)
- Online/social media checks

Recruitment and Vetting of Volunteers

Leicester High School for Girls values the contributions of volunteers, who may support teaching and learning, extracurricular activities, school trips, reading programmes, and more. However, due to their access to pupils, all volunteers are subject to robust safeguarding procedures.

Definition of a Volunteer

A volunteer is defined as a person who performs a service willingly and without pay. Volunteers may be:

- Parents or carers
- Former staff or alumni
- Individuals from the local community
- University or sixth-form students on placement

Types of Volunteers

- **Supervised Volunteers**: Work under direct supervision of school staff and do not engage in regulated activity.
- **Unsupervised Volunteers**: May work alone or regularly with children and are therefore engaged in regulated activity.

Contractors

Where contractors will be working on the school site the following checks are carried out:

- Identity check
- DBS status where appropriate
- Supervision arrangements
- Visitor procedures
- SCR recording where required

Contractors' details are stored on the schools SCR

Safer Recruitment for Volunteers

The following procedures apply before any volunteer begins work:

- Enhanced DBS check with Children's Barred List check (not required for supervised volunteers)
- Verification of identity
- References
- Interview/Formal meeting
- Risk Assessment check (not required for supervised volunteers)
- Online/social media checks
- Safeguarding Induction

A risk assessment must be carried out for any supervised volunteer to determine whether an Enhanced DBS check (without barred list) is sufficient. If the volunteer role changes, the safeguarding requirements must be reviewed.

Supervision Guidelines (KCSIE Compliant)

To be considered "supervised," the supervision must be:

- **By a person in regulated activity**
- **Regular and day-to-day**
- **Reasonable in all circumstances to ensure the protection of children**

Ongoing Monitoring

- Volunteers must report to a designated member of staff.
- They must wear appropriate identification (e.g., lanyard or badge).
- Their access to systems and areas is restricted according to their role.

Recruitment and Vetting of Governors / Proprietors

Governors hold legal and strategic responsibility for safeguarding in the school. They must therefore be subject to appropriate background checks.
The following checks are required for all governors:

- Enhanced DBS check with Children's Barred List check
- Right to work in the UK
- Section 128 Check
- Verification of identity
- Verification of qualifications
- Overseas checks (if applicable)
- Medical fitness declaration

- References – where possible
- Childcare Disqualification Declaration (if relevant)

Recruitment and Vetting of Agency and Supply Staff

Leicester High School for Girls may use agency staff or supply teachers to cover short- or long- term absences or to meet temporary staffing needs. As these individuals work directly with children, they are subject to full safeguarding checks.

Agency Responsibilities

The school will only engage agencies that demonstrate full compliance with:

- Keeping Children Safe in Education (KCSIE)
- Safeguarding Vulnerable Groups Act 2006
- Data Protection and employment laws

The agency must provide written confirmation that all safter recruitment checks. The school will not solely rely on the agency's assurances and will retain responsibility for checking:

- The identity of the supply staff member upon arrival.
- That the person presenting themselves is the same as the person vetted by the agency.

Inclusion on the Single Central Record

Although the school does not carry out the checks directly, confirmation from the agency is recorded on the Single Central Record (SCR), along with:

- Date of confirmation
- Name of the agency
- Name of the person confirming the checks

Disclosure of Criminal Convictions

Leicester High School for Girls complies fully with the Rehabilitation of Offenders Act 1974 and the Safeguarding Vulnerable Groups Act 2006. All applicants are required to declare:

- Any unspent convictions
- Any spent convictions that are not protected

The school will treat all disclosures with sensitivity and confidentiality, assessing risk in line with our safeguarding obligations.

DBS Risk Assessment for Positive Disclosures

These are crucial for compliance with KCSIE, Independent School Standards, and Ofsted/ISI expectations.

Where a DBS check returns information about cautions, convictions, or other relevant information, the school conducts a thorough DBS Risk Assessment before making a final decision regarding employment or volunteering.

When is a Risk Assessment Required?

- When a **DBS certificate discloses** any spent/unspent convictions, cautions, reprimands, or warnings.
- When the **barred list check is negative**, but information is revealed that may indicate a safeguarding concern.
- When an **overseas check** or **police check** returns adverse information.

Risk Assessment Procedure

A senior leader (typically the Headteacher or DSL) carries out the risk assessment with support from HR and safeguarding leads.

Factors considered include:

- Nature and seriousness of the offence
- Age of the person at the time of the offence
- Time elapsed since the offence
- Frequency or pattern of offending
- Circumstances surrounding the offence
- Relevance to the role being applied for
- Evidence of rehabilitation and current character
- Disclosure made voluntarily or identified via DBS

Risk Assessment Outcomes

- **Proceed with employment** with or without additional safeguarding measures (e.g. supervision, mentoring).
- **Withdraw the offer of employment if** the risk is deemed too high.

- **Consult with the LADO (Local Authority Designated Officer)** if concerns meet the threshold for potential safeguarding risk.

All decisions and reasoning are **recorded securely**, including:

- Who carried out the assessment
- Date of assessment
- Summary of evidence considered
- Final decision and justification

DBS information is handled in strict accordance with the:

- **Data Protection Act 2018**
- **UK GDPR**
- **DBS Code of Practice**

Only authorised personnel have access to DBS disclosures, and information is retained securely for no longer than necessary.

Employment of Ex-Offenders

A positive disclosure will not necessarily bar a candidate from employment. The nature of the offence, its relevance to the role, the time elapsed, and other factors will be considered. Risk assessments will be conducted where necessary.

Single Central Record (SCR)

The school maintains a Single Central Record of all vetting and recruitment checks in accordance with KCSIE and the Independent School Standards. The SCR is monitored regularly by the DSL and reviewed by senior leadership and governors.

Induction

All new staff and volunteers:

- Complete safeguarding and KCSIE training
- Receive copies of key policies (Child Protection, Code of Conduct, Whistleblowing)
- Are monitored during probation

Monitoring and Review

This policy is reviewed annually or in response to updated legislation. It is approved by the Governing Body.