



Sydenham High School

G D S T
GIRLS' DAY SCHOOL TRUST

Recruitment Policy - Staff Whole School: Senior School/Prep School: EYFS, KS1 and KS2

General

The Council of The Girls' Day School Trust (GDST) is committed to equal opportunities in employment.

The Council's policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

- No employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion or belief, gender reassignment or disability in any matters to do with employment.
- The GDST is committed to fair recruitment and selection and to appointing on merit, in accordance with the following procedures which take best practice into account.
- The GDST is committed to the safeguarding of children and child protection screening will apply to all posts. See also Safeguarding Procedures and Safeguarding Policy: <https://drive.google.com/drive/folders/1qMxxA96j6rnCVEIHdzOjnJaQZIRE6FOw>

[See Appendix A for details of Disability and Age Discrimination.]

Introduction

On 1 December 2012, the CRB and the Independent Safeguarding Authority were merged into a single, new public body called the Disclosure and Barring Service (DBS). CRB checks are now known as DBS checks and this policy has been amended accordingly.

The purpose of this document is to inform staff of their and the School's statutory responsibilities concerning recruitment and safeguarding. This document will be updated as necessary when changes in regulation require a change to procedures.

Recruitment and Safeguarding

All appointments of staff and volunteers after 1 May 2007 must comply with the Disclosure procedures set out in the Safeguarding Procedures document. Details of checks carried out on existing and new staff must be entered on the School's Central Record as per the requirements set out in the Safeguarding Procedures document.

In order to comply with The Education (Independent School Standards) (England) (Amendment) Regulations 2007, no deviation from the following procedures can be tolerated:

- All people employed by or invited onto Sydenham High School's premises or to be part of any School-organised activity whether on- or off-site must have been accepted formally by the Head/Head of Prep School or their designated deputy in their absence. This includes all volunteers; permanent staff; temporary/substitute/casual staff; peripatetic staff; invigilators; visiting teachers; work experience pupils. This list is not exhaustive; if you are in any doubt, please ask the Head's PA/Director of Finance & Operations/HR & Compliance Officer.
- Requests should be made in writing (email acceptable) and copied to the HR & Compliance Officer/Head's PA.

- Requests must be made in good enough time for all the required checks to be carried out; for example, if a DBS check is required, minimum 4 weeks.
- No agreement/engagement can be started or entered into without written confirmation from the Head/Head of Prep School.
- The Head's PA/Director of Finance & Operations/HR & Compliance Officer are responsible for ensuring that statutory and GDST requirements concerning recruitment and safeguarding are met before any person starts in any capacity, and therefore all recruitment must go through them. Any concerns must be raised with the Head/Head of Prep School.
- Online searches, including social media checks, will also be carried out for shortlisted candidates pre-employment.

Appointment of Staff

Staff are to be appointed in accordance with the GDST Recruitment and Selection policy. This policy details the GDST requirements for the advertising of roles and the selection procedure. Where possible, references for shortlisted candidates should be taken up before interviewing so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. If time is short, these references may be oral, but should be confirmed in writing. With express permission from the subject, references should always be taken up direct with the referees who should include the most recent employer.

Processing the Appointment

The HR & Compliance Officer/Head's PA ensure that all of the required checks such as Safeguarding and Medical Questionnaire are made in accordance with the GDST Recruitment Policy. Proof of identity and address are required for all staff, regardless of whether they are permanent employees, temporary employees (including agency staff) or volunteers.

As per the GDST Safeguarding Policy the following checks, where applicable, should be made for all individuals employed by the School.

1 SCHOOL STAFF

Including supply and support/ancillary staff employed by the School.

Appointment commencing . . .	Pre March 2002	1 st March 2002 – August 2003	1 st September 2003 – April 2007	1 st May 2007 – 2nd April 2014	1st April 2012 - present	12 th August 2015 - present
Name	YES	YES	YES	YES	YES	YES
Address	YES	YES	YES	YES	YES	YES
Date of birth	YES	YES	YES	YES	YES	YES
Qualifications required (including verification of QTS status where applicable)	YES	YES	YES	YES	YES	YES
CRB /DBS enhanced	n/a	YES	YES	YES	YES	YES
CRB/DBS standard	n/a	(YES)	(YES)	n/a	n/a	n/a

Barred List check (record if separate from CRB/DBS)	YES	YES	YES	YES	YES	YES
Prohibition from teaching check	n/a	n/a	n/a	n/a	YES (staff undertaking 'teaching work' only)	YES (staff undertaking 'teaching work' only)
Prohibition from management check	n/a	n/a	n/a	n/a	n/a	YES (staff in specific positions only)
Childcare disqualification (where applicable)	YES	YES	YES	YES	YES	YES
Overseas (including EEA*) check where applicable	n/a	n/a	YES	YES	YES	YES
Right to work in UK where applicable	YES	YES	YES	YES	YES	YES
References	Preferable	Preferable	YES	YES	YES	YES
Previous employment history	Preferable	Preferable	YES	YES	YES	YES
Medical fitness	Preferable	Preferable	YES	YES	YES	YES

Notes:

Up to May 2007, a standard CRB check was acceptable for school staff (e.g. ancillary staff) not involved in regularly caring for, training, supervising or being in sole charge of pupils under 18.

* The EEA check is a statutory requirement from 5 September 2016

2 AGENCY STAFF

	Employment commencing . . .					
	Pre March 2002	1 st March 2002 – August 2003	1 st September 2003 – April 2007	1 st May 2007 – 31 March 2012	1 st April 2012 - present	12 th August 2015 - present
Name	YES*	YES*	YES*	YES*	YES*	YES*
Address	YES*	YES*	YES*	YES*	YES*	YES*
Date of birth	YES*	YES*	YES*	YES*	YES*	YES*
Qualifications required (including verification of QTS status where applicable)	YES*	YES*	YES*	YES*	YES*	YES*

CRB/DBS enhanced	n/a	YES*	YES*	YES*	YES*	YES*
CRB/DBS standard	n/a	(YES)*	(YES)*	n/a	YES*	n/a
Barred List check (record if separate from CRB/DBS)	YES*	YES*	YES*	YES*	YES*	YES*
Prohibition from teaching check	n/a	n/a	n/a	n/a	YES* (teaching staff only)	YES* (staff undertaking 'teaching work' only)
Prohibition from management check	n/a	n/a	n/a	n/a	n/a	YES* (staff in specific positions only)
Childcare disqualification where applicable	YES*	YES*	YES*	YES*	YES*	YES*
Overseas (including EEA**) check where applicable	n/a	n/a	YES*	YES*	YES*	YES*
Right to work in UK where applicable	YES*	YES*	YES*	YES*	YES*	YES*
References	Preferable	Preferable	YES*	YES*	YES*	YES*
Previous employment history	Preferable	Preferable	YES*	YES*	YES*	YES
Medical fitness	Preferable	Preferable	YES*	YES*	YES*	YES

Notes:

- * Written confirmation of these is needed from the agency before the individual starts work. The school must also have sight of the original DBS disclosure whether it contains additional information or not
- ** The EEA check is a statutory requirement from 5 September 2016

Up to May 2007, a standard CRB check was acceptable for school staff (e.g. ancillary staff) not involved in regularly caring for, training, supervising or being in sole charge of pupils under 18.

Outsider Providers must complete a written declaration that all appropriate recruitment and safeguarding checks have been undertaken for staff running off-site activities for students. It is the responsibility of the member of staff booking the activity to liaise with the HR & Compliance Officer to ensure this is done.

3 SELF EMPLOYED* INSTRUCTORS – on a regular basis (not for 'one-off' visiting teachers) (e.g. peris, instrument teachers, sports coaches, artist in residence etc.)

	Commencing . . .				
	Pre March 2002	1 st March 2002 – August 2003	1 st September 2003 – April 2007	1 st May 2007 – 2 nd April 2014	1 st April 2012 - present
Name	YES	YES	YES	YES	YES
Address	YES	YES	YES	YES	YES
Date of birth	YES	YES	YES	YES	YES
Qualifications required (including verification of QTS status where applicable)	YES	YES	YES	YES	YES
CRB/DBS enhanced	n/a	YES	YES	YES	YES (and annual update check)
CRB/DBS standard	n/a	n/a	n/a	n/a	n/a
Barred List check (record if separate from CRB/DBS)	YES	YES	YES	YES	YES
Prohibition from teaching check	n/a	n/a	n/a	n/a	YES (all staff engaged in 'teaching work')
Overseas (including EEA****) check where applicable	n/a	n/a	YES	YES	YES
Right to work in UK where applicable	YES	YES	YES	YES	YES
References	Preferable	Preferable	YES	YES	YES
Previous employment history	Preferable	Preferable	YES	YES**	YES**
Medical fitness	Preferable	Preferable	YES	YES ***	YES***

Notes:

- * This grid refers only to instructors who are self-employed. Any instructors employed by the school should be checked as for school staff.
- ** Use the 'Safeguarding Information Form' available on the GDST staff intranet.
- *** Instructors should be asked to sign and date a declaration stating: "I know of no reasons on the grounds of mental or physical health why I should not be able to discharge the responsibilities required by my post." (this has been incorporated into the form above)
- **** The EEA check is a statutory requirement from 5 September 2016

4 VOLUNTEERS

	Commencing . . .				
	Pre March 2002	1 st March 2002 – August 2003	1 st September 2003 – April 2007	1 st May 2007 – 9 th September 2012	10 th September 2012 - present
Name	YES	YES	YES	YES	YES
Address	YES	YES	YES	YES	YES
Date of birth	YES	YES	YES	YES	YES
Qualifications required	n/a	n/a	n/a	n/a	n/a
CRB / DBS enhanced	n/a	n/a	n/a	YES*	YES***
CRB / DBS standard	n/a	n/a	n/a	NO	NO
Barred List check (record if separate from CRB/DBS)	n/a	n/a	n/a	YES**	YES***
Overseas check where applicable	n/a	n/a	n/a	n/a	n/a
Right to work in UK	n/a	n/a	n/a	n/a	n/a
References	n/a	n/a	n/a	YES	YES
Previous employment history	n/a	n/a	n/a	n/a	n/a
Medical fitness	n/a	n/a	n/a	n/a	n/a

Notes:

Schools do not need to check volunteers established before May 2007 continuing with their previous duties unless they give cause for concern.

May 2007 - September 2012:

* Regular volunteers should have an enhanced disclosure (including a barred list check) and need to have an informal interview and no contrary indications from anyone in the school community.

** The Trust recommended doing a barred list check for occasional volunteers who were not left unsupervised with children – this went beyond the statutory requirement

From September 2012:

*** Regular and unsupervised volunteers

Note: the Trust's position is that schools should err on the side of caution and consider most volunteers who help out on a number of occasions at the school as falling into this category, as their

contact with the pupils may well be 'regular' at some point and schools may not be able to maintain the statutory level of 'supervision' (see section 4 above).

Volunteers in this category should have an enhanced disclosure and barred list check.

Regular unsupervised volunteers should also have an informal interview and no concerns raised by others in the school community.

Such volunteers should be entered on the central register.

Occasional and/or supervised volunteers – see section 4. Volunteers in these categories who have had checks done should be entered on the central register.

Trainee Teachers

Initial Teacher Training providers ("ITT") are required to ensure that all entrants to ITT have been subject to a DBS and/or any other appropriate background checks. ITT providers take full account of information contained in DBS disclosures when recruiting trainee teachers and will not offer places to those with any convictions that suggest they might pose a risk to children and young people.

Schools do not need to see the completed DBS disclosure, but must seek written confirmation from the ITT provider that all appropriate checks including confirmation that an enhanced DBS with Children's Barred List check has been carried out and that such checks do not disclose any matters of concern. Written confirmation obtained should be retained on file and the date of the check and reference number should be entered onto the central record.

The situation is different for trainees on an employment based teacher training route. They are employed by the School and should therefore be subject to the full range of safeguarding employment checks by the School, these being recorded on the central register in the same way as other directly-employed staff. [See checklist at Appendix B for PGCE students.]

Frequency & Intensiveness Tests

The aim of the legislation is not to make it impractical for schools to enjoy the benefits of visitors or volunteers but to safeguard children and vulnerable adults. To this end, there are frequency and intensiveness tests which determine whether vetting and barring checks are required:

- Any attendance (whether paid or unpaid) whose frequency is greater than once a month
- Any attendance (whether paid or unpaid) whose intensity is greater than three days out of 30
- Any attendance (whether paid or unpaid) which involves an overnight stay.

Under this regulation, there is no distinction between paid and voluntary work.

Visitors and Safeguarding

Visitors who may have only brief contact with children in the presence of GDST staff do not require a DBS check; however, they must be supervised at all times and must have a visitor's badge on display whilst in the School. Examples of this sort of visitor would include:

- Workshop facilitators
- Ad hoc visiting speakers

However, all such visitors must be documented prior to visiting by emailing details to the HR & Compliance Officer/Head's PA. This will enable the details of the visitor to be recorded and provide confirmation to the sponsoring member of staff that the visit content is appropriate and meets all

safeguarding requirements. See also Visiting Speakers policy:
<https://drive.google.com/open?id=0B-WdGAU-fK-4Wl84UlBBc2FhOUE>

Volunteers and Safeguarding

[See checklist at Appendix C for regular volunteers.] The same frequency and intensity tests apply here as to visitors. However:

- No volunteer in any capacity may be taken on until the person engaging the volunteer has written confirmation (email acceptable) from the Head/Head of Prep School that the volunteer is acceptable.
- After positive confirmation, it is the responsibility of the person engaging the volunteer in question to work with the HR & Compliance Officer/Head's PA to establish what checks and paperwork are required, so that all legal, contractual, and health & safety requirements have been met satisfactorily before that volunteer starts
- It is the responsibility of the person engaging the volunteer in question to ensure that before the volunteer starts, they have met the Deputy Head (Pastoral)/Deputy Head of Prep School for induction on the School's safeguarding policy.

Peripatetic/Visiting Teachers and Safeguarding

[See checklist at Appendix C for peripatetic/visiting teachers.]

No peripatetic teachers in any capacity may be taken on until all legal, contractual, and health & safety requirements have been met satisfactorily. It is the responsibility of the person engaging the peripatetic teacher in question to:

- Ensure that they have written confirmation from the Head that the appointment may go ahead, after which;
- Work with the HR & Compliance Officer/Head's PA to complete the necessary checks and paperwork before they can start.
- Ensure that before the peripatetic/visiting teacher starts, they have met the Deputy Head (Pastoral) /Deputy Head of Prep School for induction on the School's safeguarding policy.
- Since September 2015 all peripatetic/visiting teachers are required to have portable DBS and re-checked before the start of each academic year.

Supply Agencies and Safeguarding

[See checklist at Appendix D for agency staff.]

The following people are responsible for ensuring that all legal, contractual, and health & safety requirements are met by supply agencies and their staff:

- Supply teachers [ensuring that before the supply teacher starts, they have met the Deputy Head (Pastoral) /Deputy Head of Prep School for induction on the School's safeguarding policy] - the person responsible for cover organisation.
- Supply cleaners and caretakers – Premises Manager/Director of Finance & Operations
- Supply catering staff – Accent Catering Manager/Director of Finance & Operations.

If in doubt, please speak to the HR & Compliance Officer/Head's PA in the first instance, or the Director of Finance & Operations.

Outsider Providers must complete a written declaration that all appropriate recruitment and safeguarding checks have been undertaken for staff running off-site activities for students. It is the responsibility of the member of staff booking the activity to liaise with the HR & Compliance Officer to ensure this is done.

Contractors and Safeguarding

The Trust surveyor is responsible for ensuring that all legal, contractual, and health & safety requirements are met by Trust-approved/appointed contractors.

The Director of Finance & Operations is responsible for ensuring that all legal, contractual, and health & safety requirements are met by locally approved/appointed contractors.

Where departments engage specific specialists for the maintenance of departmental equipment (for example *Coomber* machines or cookers), they should inform/involve the Director of Finance & Operations to ensure that all legal, contractual, and health & safety requirements are met.

Lettings and Safeguarding

The responsibility for all Lets (no matter how large or small) lies with the Director of Finance & Operations. No arrangement for any kind of activity should be made without formally approaching the Director of Finance & Operations, to ensure that all legal, contractual, and health & safety requirements have been met.

Important Information

Sufficient notice must be given - preferably at the initial discussion stage of any proposal - to ascertain what safeguarding paperwork is required (including their own safeguarding policy and safeguarding lead) to ensure that no-one is in School (or the school is being used) without all the information detailed above being received and appropriately recorded.

Until all required paperwork is received, the person(s) must be supervised.

Anyone who is not in school (unless on Sick, Maternity Leave or Shared Parental Leave) for more than three months is subject to a new DBS check. This is why we must ensure Supply Staff and Invigilators come into the School at least once every three months.

Compliance Information Requirements

Secondary School Work Experience

- Paperwork received from the school concerned – school children are not subject to DBS checks.
- Need to be supervised all the time they are in school.
- Need to bring photo (passport) proof of ID on arrival.

Adults on Lesson Observation Visits:

- Need at least 48 hours in advance: full name (including any previous surnames) and date of birth so that Barred List check can be carried out.
- Need to bring photo (passport) proof of ID on arrival.
- Need to be supervised all the time they are in school.

APPENDIX A

DISABILITY DISCRIMINATION

Employees or job applicants who feel that they may have been discriminated against due to their disability may bring a complaint to an Employment Tribunal.

Definition of Disability

A disability is a physical or mental (learning disability) impairment which has a substantial, long term, adverse effect on the person's ability to carry out normal day-to-day activities. In this definition, the Act includes people who become disabled, have a condition which worsens or who have had a disability in the past even if they have recovered.

Excluded from the Act are addictions (other than from medical prescriptions), personality and other mental disorders, hay fever or other allergies and deliberately acquired disfigurements (tattoos, body piercing).

School's Duty

- a. No disabled job applicant or employee should be treated less favourably than another person for a reason related to his/her disability.
- b. The school must make reasonable adjustments. Any reasonable steps must be taken to overcome any substantial disadvantage to a disabled job applicant or employee caused by recruitment arrangements, working practices or premises. The reasonableness of any adjustments will depend on a variety of factors such as the financial and human resources of the employer, the level of disruption making the adjustment would cause, etc.

AGE, RACE AND SEX DISCRIMINATION

Job applicants who feel that they may have been discriminated against on grounds of race or sex and age may bring a complaint to an Employment Tribunal.

Discrimination may be direct e.g. failing to offer a job to an applicant because she is a woman, or indirect e.g. specifying an unjustifiable requirement such as height or age limit which it is more difficult for people of a particular age, sex or racial group to comply with. It may also be by association (because the person associates with another person who has a certain characteristic - known as a 'protected' characteristic' in equality terms) and to discrimination by perception (because others may think the person has a protected characteristic even though they do not.)

Detailed guidance for avoiding discrimination is given in the GDST Recruitment & Selection policy document.

PGCE Students undertaking longer term teaching practice: information is entered on Central Register

PGCE Student Information Sheet received from University. This information sheet should be received in advance of their arrival so that Barred List check can be made if separate from DBS.

First day in school students bring in:

- Copy of DBS
- Photo id
- 2 proofs of address

Students are given following to complete/return reply slips:

- Medical form
- Agreement to work in accordance with Safeguarding Policy Form
- Safeguarding policy: must also have initial safeguarding training
- Keeping Children Safe in Education Booklet
- Staff Code of Conduct
- Data Protection policy
- H&S Handbook
- ICT Acceptable Users Policy– if applicable

One off parent volunteers in schools i.e. setting up Frost Fair/helping with school trip:

- Need 48 hours in advance: full name – including any previous surnames and date of birth so that Barred check can be carried out.
- Need to bring photo (passport) proof of id on arrival (unless known to Reception).
- Need to be supervised all the time they are in school.

One off visitors/speakers

- Ideally 24 hours' notice to Reception
- Need to bring photo (passport) proof of id on arrival

Regular volunteers/clubs/visiting teachers/supply teachers/invigilators

Full compliance check and appear on Central Register i.e. they are treated the same as everybody else regularly in school whether employed or not and must provide:

- Application Form:
- References

Verification (i.e. sight of original documentation) of:

- Name:
- Address:
- Date of Birth:
- Qualifications: if applicable
- Right to Work in UK:
- Barred check list if separate from DBS
- Cleared Enhanced DBS Disclosure:
- Overseas Check (if applicable)
- Medical fitness: not required for volunteers

Acknowledgement slips for:

- Agreement to work in accordance with Safeguarding Policy Form
- Childcare Disqualification (if applicable)
- Staff Code of Conduct
- Data Protection policy
- H&S Handbook
- ICT Acceptable Users Policy– if applicable

Booklets provided;

- Safeguarding policy: must also have initial safeguarding training
- Keeping Children Safe in Education Booklet

Agency staff and organisations providing staff to run club sessions i.e. Touch Typing/Chess Club

Provide signed Third Party Declarations/Agency Worker Vetting Record for all staff used that they have seen and verified:

- Full Name:
- Address:
- Date of Birth:
- Photo ID seen:
- Qualifications
- Enhanced DBS Date received:
- DBS Disclosure no.:
- DBS cleared: Yes/No
- Barred check list if separate from DBS
- Prohibition from teaching check
- Overseas check (if applicable)
- Eligibility to work in the UK:
- References
- Health Declaration clear:
- Qualifications seen (if applicable):
- References checked:
- CV history checked:

First day in school person brings in:

- Copy of DBS
- Photo id

And are given following to complete/return reply slips:

- Agreement to work in accordance with Safeguarding Policy Form
- Childcare Disqualification (if applicable)
- Safeguarding policy: must also have initial safeguarding training
- Keeping Children Safe in Education Booklet
- Staff Code of Conduct
- Data Protection policy
- H&S Handbook
- ICT Acceptable Users Policy– if applicable

Member of staff responsible for Agency Staff must complete, sign and return checklist to HR & Compliance Officer as proof all the above documentation is in place.

Before a new Club is agreed/started – organiser must complete an application pack which includes a proposal form so that references can be taken up and a meeting held to discuss feasibility of proposal/sufficient interest.

Outsider Providers must complete a written declaration that all appropriate recruitment and safeguarding checks have been undertaken for staff running off-site activities for students. It is the responsibility of the member of staff booking the activity to liaise with the HR & Compliance Officer to ensure this is done.