SAFEGUARDING CHILDREN: SAFER RECRUITMENT POLICY AND PROCEDURES

The College is committed to providing a supportive and flexible working environment to all its members of staff. The College recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. Collingham fully recognises its responsibilities with regard to safer recruitment. We therefore comply with the detailed provisions concerning the safeguarding of children and safer recruitment in education. This includes the necessity for our Directors to ensure that Collingham operates a safe recruitment procedure that is compliant with the current *Independent College Standards Regulations*. The health, safety and welfare of all our children are of paramount importance to all the adults who work in Collingham. The recruitment and selection procedure and the measures described herein will be applied to everyone who has sole care or comes into contact with children for any length of time.

Aims

These are:

- to help deter, reject and identify people whether they are paid staff, volunteers or contractors, who might be unsuitable to work with children by having thorough recruitment procedures and pre-employment vetting for appointing all staff;
- to operate such procedures consistently and thoroughly whilst obtaining, collating, analysing and evaluating information from and about applicants; and
- to seek to ensure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

Employment and Safer Recruitment

Collingham therefore follows the Government's recommendations for the safer recruitment and employment of staff that work with children. All members of the teaching and non-teaching staff at Collingham, including part-time staff, temporary and supply staff, volunteers and visiting staff are checked in accordance with the full requirements of the *Disclosure and Barring Service (DBS)* and the *Centralised record (Single Central Register*) before starting work. Contractors working regularly during term-time, such as contract catering staff are also vetted. We require the Chair of the interview panel to have completed and remained up to date with a safer recruitment training and assessment in the last 3 years.

Our safer recruitment practice includes those persons who may not have direct contact with young people but because of their presence will still be seen as safe and trustworthy e.g. volunteers, support staff. We understand that it is an offence under the Disclosure and Barring Service legislation to knowingly employ (or take on as a volunteer), in a DBS regulated activity, someone who is barred from such activity. We will do all we can to ensure that all those working with children in Collingham are suitable people. This involves scrutinising applicants, verifying their identity, checking their employment history and qualifications and obtaining independent professional and character references that answer specific questions to help assess their suitability to working with children. To ensure a consistent and thorough process of safe recruitment in order to ensure that those recruited are suitable we follow the DfE guidance concerning safeguarding children and safer recruitment in education.

Retention and Security of Disclosure Information
Disclosure information and other confidential documents issued by the DBS are securely stored, with access only permitted to persons designated by the Directors for this purpose. The College will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken. Such information is destroyed by suitably secure means such as shredding and photocopying or scanning of any disclosure information is not allowed.

Advertising
Our adverts feature a safeguarding statement. Additionally we stress that the identity of the candidate, if successful, will need to be checked thoroughly. On all advertising regarding employment, it will carry the following wording: **'Collingham is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).'**

When reviewing applications we know it is important to record objective evidence about the extent to which each candidate meets the criteria. Collingham has at least two people involved in the process of scrutinising applications and shortlisting candidates**.** If the candidate makes a self-disclosure on the Application Form, Collingham will compare the information to the DBS records if the candidate is appointed.

Recruitment Procedures
Collingham follows the process as outlined below which minimises the possibility of anything vital to the recruitment process being overlooked.

At each stage of our recruitment process, we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted at all times. There is a thorough and consistent process of obtaining, collating, analysing and evaluating information about applicants and, in order to ensure safe recruitment, Collingham will ensure that through safer recruitment advertising and pre-interview information, it will make clear the college's commitment to safeguarding and promoting the welfare of children.

Preparation. Collingham:
- Determines which selection methods will be used (interviews, presentations etc).
- Decides who will be responsible for shortlisting and interviewing. At least two people are involved in any interview where the post holder will have contact with children and they are suitably trained.
- Defines the timeline.

Attracting Suitable Candidates. Collingham:
- Reviews Job description/Role profile and writes a person specification which includes the individual's

responsibility for promoting and safeguarding the welfare of children.

- Compiles advertisement for appropriate media which includes a statement about Collingham's policy on safeguarding children and employment checks.
- Prepares an information pack which makes clear the College's commitment to safeguarding children. It also contains the relevant standard application form specific to the category of staff being employed and makes it clear that CV's will not be accepted.

Collingham makes available electronically, a recruitment pack to all applicants including:

- safeguarding Child Protection Policy;
- College prospectus; **(or refer applicants to the College website, which contains the same information)**
- job description;
- person Specification;
- Recruitment Process; **shortlisting is taking place**
- application form (revised in light of changes to the DBS) indicating that Collingham is a 'Safer Recruitment' employer; and
- covering letter that stresses the need to complete an Application Form and stating that CVs will not be accepted as a **final** application but may be sent in addition.

If a candidate's application is considered to be fraudulent or contains false information, Collingham will report the matter without delay to the Secretary of State via the DfE and also the police as appropriate.

Staff and volunteers joining the College on a permanent or temporary basis will be given a copy of this policy. We require all adults employed in College to complete the College application form which requests comprehensive dates of an applicant's training and employment history to enable Collingham to identify any gaps in training and employment to alert the interview panel. Any gaps will be recorded by the panel giving a satisfactory explanation for those gaps. The application form will ask candidates if they wish to declare anything in light of the requirement for a DBS disclosure. The application form will also ask for details of attendance in previous employment. With reference to the application process, Collingham has the following procedures in place:

- We ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
- We ensure that the person specification includes specific reference to suitability to work with children.
- We obtain and scrutinise comprehensive information from applicants in order to resolve any discrepancies or anomalies that are identified.
- We obtain two independent professional and character written references pre interview, including 'Safer Recruitment' questions that ask specific questions to help assess an applicant's suitability to work with children. Information from references should be compared with information on the application form to ensure that the information provided is consistent and any concerns identified will be followed up**.** All e-mail references must be sent from the e-mail account of an institution or company. Telephone verification will be sought that the referee has actually completed any written reference.

Job Description

In every recruitment situation, Collingham agrees a job description (or role profile) and person specification for the vacancy. The job description outlines the duties of the post and the person

specification outlines the particular skills, attributes and characteristics that are required of the new staff member. The job description and person specification are used throughout the selection process as a definition of the criteria against which candidates will be assessed. It will serve as the basis on which a final decision will be made and will subsequently inform the planning of the induction and development programme of the successful candidate.

The job description reflects the roles, responsibilities and accountabilities associated with the post. A job description includes:

- Job title
- Location of the post
- Purpose of the role
- Key objectives
- Responsibilities
- Responsible to …
- Resource management responsibilities
- Staff management responsibilities

Person Specification

The person specification details the knowledge, skills and attributes necessary to fulfil the requirements outlined in the job description, indicating clearly which of these are essential to the post and which are desirable to Collingham. The person specification includes details of the following requirements which will either be essential or desirable to the post:

- Skills
- Knowledge
- Education/Qualifications
- Experience
- Attitudes

Essential criteria are only those things which are essential to the post and without which a candidate cannot be considered. Desirable criteria are aspects that would be beneficial and strengthen a candidate's application and allow a distinction between candidates who meet all the essential criteria.

Shortlisting

The selection panel will select candidates for interview on the basis that they meet all of the essential criteria as defined in the person specification. If more people meet the essential criteria than can be sensibly interviewed, the desirable criteria can then be used to decide who should be invited to the next stage.

All those involved in the recruitment process are aware that anti-discrimination legislation applies equally to all parts of it and, as such, shortlisting decision needs to be accurately recorded so that they can be justified if challenged. A shortlisting pro-forma will help the selection panel to decide objectively and methodically whether applicants have met each criterion and provides a valuable written record of the selection process. Collingham uses a rating system (where a 1 indicates not meeting the criteria and 4 indicates fully meeting the criteria) which is a useful tool to help with this process.

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

When shortlisting, the selection panel should consider the following:

- **Application form -** is the application form well-presented and legible? Has care been taken to ensure that it is completed in full with no grammatical or spelling mistakes?
- **Employment history** – What positions have they held and for how long? What are their reasons for leaving?
- **Gaps in employment** – Are there any unexplained gaps in employment records? If there are gaps, a note should be made to question this at interview.
- **Skills and experience** – What breadth of experience does the candidate have? What skills have they gained?
- **Training** – What training has the applicant undertaken? When was this? How relevant is it?
- **Candidate's opinion** – Are the candidates statements purely factual with no personal influence or can you detect any particular educational philosophy?
- **Attention to detail** – If you asked for applicants to address any particular points, has this been done or have you been sent a standard response?
- **Relevance –** Has the candidate attempted to relate their skills and experience to the requirements of the post? Does the candidate demonstrate that they have read and understood the job description, person specification and supporting materials?
- **No evidence** – There may be aspects of the selection criteria which are not measurable from the application form but that could be explored at interview. If this is the case, indicate that there is no supporting evidence and make a note to investigate further.

All candidates are assessed equally against the criteria in the person specification or role profile without exception.

Interviews

Candidates will be invited to interview using a 'Safer Recruitment' letter outlining arrangements for the day and will be asked to provide the following original documents at interview – proof of identity eg driving licence or birth certificate plus a valid passport, certificates or diplomas confirming education qualifications, qualified teacher status or qualifications appropriate for the position, where appropriate any documentation, giving evidence of change of name. We ask candidates whether they require any reasonable adjustments in order to attend the interview. Verification will be sought of a candidate's right to work in the UK and copies of the successful candidate's passport and documentation as outlined above will be taken and retained on the person's file.

We conduct a face to face panel interview to explore the candidate's suitability to work with children as well as his/her suitability for the position being recruited. The panel will consist of at least two staff including one who has been trained in safer recruitment and a second who also has the authority to make the decision on the appointment. A consensus about the required standards for the post will be reached and issues considered and explored in interview in line with the agreed assessment criteria. The panel will assess the candidate's attitude towards children and young people and his/her ability to support the safeguarding policies of Collingham. Questions relating to child protection and safeguarding children will be asked in every interview for paid staff and volunteers prior to an offer of appointment. We will not ask questions regarding health at the interview. A successful candidate is then required to complete an external occupational health questionnaire.

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Interview notes will be made and copies retained on the Personnel files. Verification of the successful candidate's identity from all scrutiny previously undertaken will occur and details entered on the Single Central Register (Centralised Register) and our staff employment checklist related to:

- character/professional references;
- original copies of qualifications seen and photocopied to confirm that the successful candidate has all the academic or vocational qualifications claimed;
- the place of residence and identity of successful candidate including name, address and date of birth by checking passport together with two utility bills less than 3 months old (Refer to Valid Identity Documents referred to in 'An applicant's guide to completing the DBS Application Form)
- the successful candidate having the right to work in the UK along with a clearly traceable employment history and experience

Our form also requests more detailed information regarding teaching experience, details of specials areas of teaching interest, details of relevant training undertaken recently (e.g. First Aid course), details of referees, declaration of full criminal record, declaration of any family of close relationship to existing employees or employers and a declaration that all information is true and accurate. For unsuccessful candidates, **copies should be retained along with their interview notes for six months**.

After the Interview. Collingham:

- Reserves judgement until all candidates have been through the selection process.
- Discusses thoughts and findings with other panel members, ensuring that these relate to the selection criteria.
- Agrees and formalises reasons for the decision to appoint the successful candidate and reject the others or to reject all candidates if appropriate.

Appointing the Right Candidate

Immediately after the interviews have taken place, or as soon after as possible, the selection panel discuss the interviews and agree how well each candidate met the requirements of the post. We ensure that there is time for the panel to meet with candidates again should any areas of concern or confusion have been raised which may be answered easily with further questioning (i.e. over lunchtime or while candidates are touring the College). If this time is allocated from the outset, it is straightforward to cancel should a unanimous decision be reached and a follow up discussion not be required.

No applicant is rejected for any reason other than their assessed ability or willingness, in relation to the other candidates, to undertake the duties as defined in the job description and meet the requirements in the person specification. So far as the law is concerned, the selection panel acts as 'the employer' and its actions and decisions can commit the College contractually and be challenged through complaints to tribunals.

Contractually, the verbal offer of a job and its acceptance by the successful candidate constitute a binding contract of employment. Subsequent documentation merely confirms this contract. Too casual a verbal agreement with the successful candidate about terms (e.g. salary, starting point etc) can cause major problems if decisions are altered retrospectively. Collingham will never make a verbal offer of employment (which the candidate accepts) and then retract the offer. In such cases, the candidate would

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

be able to pursue a claim for breach of contract. Applicants for Principal, Deputy Principal and Vice Principal posts are therefore not offered the job until the Directors have ratified the panel's decision.

Collingham accepts a wrong decision can have a negative impact on the College for a long time. If in doubt, we do not appoint.

Conditional offer of employment

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- all necessary evidence having been gathered;
- evaluation of the interviewee against the selection criteria;
- approval from the Directors if the appointment is for a Principal, Deputy Principal or Vice Principal position;
- the agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment;
- verification of the applicant's identity (where this has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory;
- for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order;
- the receipt of an enhanced disclosure from the DBS which the College considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List administered by the DBS*;
- where the position is a management post, confirmation that the applicant is not subject to a prohibition from management of independent schools (S128 Direction)
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the College deems a requirement of the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

*A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity". Whether a position amounts to "regulated activity" must therefore be considered by the College in order to decide which DBS checks are appropriate. It is however likely that in nearly all cases a Children's Barred List check will be carried out.

On Successful Appointment

Once a decision has been reached, Collingham will:

- Offer the successful candidate the post, subject to satisfactory pre-employment checks. If absolutely necessary, a post can be offered subject to receipt of satisfactory references but this is best avoided. Ideally, a job offer should not be made until references have been received.
- Inform unsuccessful candidates in writing (once the successful candidate has accepted the post) thanking them for attending the interviews and their interest in the College.

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- Arrange for pre-employment checks to be completed for successful candidate.
- Authorise any relevant interview expenses.
- Confirm the appointment and arrange for a letter of offer and a contract of employment to be sent to the successful candidate.
- Arrange for the safe and confidential storage of all of the paperwork relating to the interview.
- Make arrangements for the successful candidate's induction.

Contractors

We have arrangements in place with contractors (including agency/supply staff) to make sure that any contracted staff who work regularly in our College, with an opportunity for contact with children, are deemed suitable. Generally, we will not carry out the required checks for contractors. Instead, for any third party or agency staff we require written confirmation that the contractor has obtained a barred list check, and an enhanced DBS check, before they work in our College; under pre-existing contractual arrangements where the role involves frequent and intensive contact with children unsupervised (see definition of regulated activity). This ensures that their organisation has carried out the checks on an individual which we would otherwise have performed ourselves. Where contractor's staff do not work regularly in our College but may have limited contact, we will determine suitability by ensuring they are supervised. However, where a contractor is self-employed, we can obtain the DBS check on their behalf because self-employed people are not able to make an application directly to the DBS on their own account.

We expect all contractors and third parties to have ID on site so that their identity can be checked before they work in our College and so that we can make sure the checks carried out have been made on the person completing the work. They must always sign in before entering the College when children are present. We will not undertake barred list checks or DBS checks on occasional **visitors**, but we will ensure that they are supervised or escorted on our premises. We are not lawfully able to request an enhanced DBS check with barred list check for anyone working in our College who is not in regulated activity, but where appropriate we may request an enhanced DBS check without a barred list check.

Verification of identity

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his / her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change.

The College asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance and KCSIE. Proof of date of birth is necessary so that the College may verify the identity of,

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

and check for any unexplained discrepancies in the employment and education history of all applicants. The College does not discriminate on the grounds of age.

The above process, once completed must be signed off and dated as legally required.
Once all has been verified, we verbally offer the position to the successful candidate subject to all final clearances required and confirmed in writing. **A contract is produced and issued pending** the successful completion of DBS 'Enhanced' Check, Barred list checks and medical clearance in which we verify that he/she has the health and *physical capacity for the job. Both an enhanced DBS Check and a Barred lists check is required prior to the commencement of employment along with a range of more than one piece of documentary evidence of their* identity. Details and dates of the DBS will be recorded and kept on the person's file and recorded on the **SINGLE CENTRAL RECORD.**

All prospective employees and volunteers will be subject to the requirements of the Central Register (Single Central Record). Subject to satisfactory receipt of the Barred List Check, we allow an employee to commence work whilst awaiting the result of the enhanced DBS Certificate, providing that they are closely supervised and the situation reviewed **regularly at least every two weeks** and a risk assessment undertaken. The person will be informed about these safeguards.

We ensure all new staff at Collingham receive and understand our safeguarding policies inclusive of the child protection policy. All our staff will be subject to a one-year probationary period. Documentation for the successful candidate is retained by Collingham, and all documentation for unsuccessful candidates will be held confidentially and then destroyed after six months.

Obtaining a DBS barred list check
In addition to complying with the Disclosure and Barring Service requirements, Collingham also engages an agent to carry out barred list (or list 99) checks on for all staff, not only for teachers. We carry out a barred list check for all new employees, volunteers and contractors irrespective of whether they possess an enhanced DBS Certificate.

Commencing Employment Prior to Obtaining Enhanced DBS Clearance
Because our procedures will be followed in a professional and timely manner, the vast majority of new employees will be in possession of the DBS Certificate before their contract start date. There will, however, be rare occasions when contracts start before the Enhanced DBS Certificate has been received. In this instance, the Principal will use her discretion as to whether an employee can start work pending the receipt of the certificate. The Principal must ensure that any employee where clearances are pending is appropriately supervised and informed that they are under scrutiny and the reasons for it. In all cases, an extra Barred List Check **MUST** be carried out prior to the new employee commencing in post and a risk assessment will be prepared by the Principal and circulated to relevant members of staff. The Principal will consider the following factors whilst determining the level of supervision required regarding:

- previous experience;
- the nature of the individual's duties and responsibilities within the College; and
- information contained within references and the detail of such information.

Supervision and Training
We provide appropriate supervision and support for staff, including safeguarding training and induction which covers familiarisation with our local child protection procedures annually. All our staff receive formal refresher training at (level 1 or basic) annually and certificated training at least every three years. Our Designated Lead professional attends refresher training every two years as well as attending multi-agency training (advanced level). Our College also has arrangements in place for governance.

Prohibited from Teaching List Check
In addition, anyone who is appointed to carry out teaching work always requires an additional check to ensure they are not prohibited from teaching. Prohibition orders prevent a person from carrying out teaching work in schools and colleges. A person who has been prohibited from teaching will never be appointed to work as a teacher in our college. We use the Employer Access Online Service to check any prohibitions. Teacher misconduct: the prohibition of teachers DfE. A prohibition order is made by the Secretary of State following consideration by a professional conduct panel convened by the National College of Teaching and Leadership (NCTL). Preceding such consideration, the secretary of state may issue an interim order if it is in the public interest to do so.

Where the position is a management post, confirmation that the applicant is not subject to a prohibition from management of independent schools (S128 Direction) is also sought.

The three month rule
It is not necessary for the College to undertake a DBS check where an individual has worked in a school or further education college in England in the three months prior to commencing work at the College. However, if an individual commences work at the College in such circumstances, we are still required to undertake a fresh Children's Barred List check on all staff undertaking regulated activity.

Dealing with Allegations of Abuse against Staff:
We adhere to our local authority procedures for reporting any referral which is in keeping with our separate written policy. We consult the Local Authority Designated Officer (LADO) where there is an allegation against a member of staff or other adult in College. We report any concerns about the PRINCIPAL to the LADO and the Proprietor. Where we have reason to believe that a criminal offence may have been committed, we will inform the police. Furthermore, where we believe that a person may have harmed a child, or cause a child to be harmed, put a child at risk of harm, attempted to harm a child or incited another to harm a child, (physical, emotional, sexual or neglect) we will refer the matter, in consultation with our LADO, to the DBS. Where professional conduct of teachers is concerned, we will also refer to the National College of Teaching and Leadership. Malicious allegations by pupils will be dealt with in accordance with our behaviour and discipline policy. Details about the outcome of any concerns or allegations will be investigated. Collingham has, in accordance with best practice, a reference request pro forma.

Principal's Responsibilities
The Principal will ensure:
- that appropriate policies and procedures are adopted to safeguard children in the College;
- that these policies are implemented and followed by all staff;

- that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- that all those working in Collingham are suitable people;
- that all staff and adult helpers in the College are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe and
- that staff undergo relevant, regular training and supervision to maintain up to date in issues of safeguarding.

Safer Recruitment Training

The Senior Management Team (SMT) as appropriate:

- has completed a Safer Recruitment in Education course;
- will receive further regular training to raise their awareness and to improve their knowledge of safer recruitment as required by legislation and also agreed locally.

Staff Responsibilities

All staff should know the name of the designated person for child protection and understand their responsibilities to safeguard and protect children. Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them. We explicitly require staff to report to a senior member of staff of the College or the Local Authority any concern or allegation about College practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm and provide immunity from retribution or disciplinary action against such staff for "Whistleblowing" in good faith is as far as possible guaranteed by the College**.** At all levels, including newly appointed and ancillary, staff have been given briefing or training on responding to suspicions or allegations of abuse and know what action they should take in response to such suspicions or allegations. Refresher training is undertaken every three years for staff and two years (or more frequently) for the designated Safeguarding Officers.

Supply Staff

Collingham is well resourced with staff and would use an agency only in the case of emergency. If using supply staff from an agency, Collingham would check the identity of the teacher. Collingham will also check with the agency and obtain written confirmation that all appropriate 'safer recruitment' checks have been carried out including whether an enhanced DBS check has been made and whether any information was disclosed and if so it must be forwarded immediately to the College. The preference at Collingham is to work with a small pool of part time teachers all of whom are DBS checked and are well known, having a special relationship with the College and know its workings and children. However, it is also incumbent on the College that it carries out its own identity check. The College only uses employment agencies that can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the Local Authority.

Overseas Staff

If employing or using overseas personnel, a Barred List check and DBS Disclosure will always be completed. In addition, we require staff who have been resident in the UK for less than five years to obtain a criminal record check from the police authorities in the relevant country and/or certificates of good conduct obtained from the relevant embassy. Where applicable, 'right to work' will be routinely

checked. We take extra care when taking up additional written references and search overseas checks, locating the country required and advising the candidate how to assess any local criminal record checks pertaining to each relevant country. We do this because we must take into account any relevant events that occurred outside the UK as part of our recruitment process. All such information will be recorded on the central record of vetting and barring checks.

Proprietors and Directors

Collingham will ensure that the necessary checks are carried out on the Directors and the Proprietors at Collingham so that the suitability of people who serve the College in these capacities is verified in accordance with safer recruitment and in line with this Policy.

Under the Education Act 2002, the Education and Skills Act 2008 and the Independent College Standards Regulations 2010 *as amended by the Alternative Provision Academies and 16 to 19 Academies (Consequential Amendments to Subordinate Legislation) (England) Order 2012 S.I. 2012/979, in force from 1 May 2012 and by the Education (Independent College Standards) (England) (Amendment) Regulations 2012 S.I. 2012/2962,in force from 1 January 2013*, the 'proprietor' is the person or body of persons responsible for the management of the College and includes individual proprietors or formally constituted **boards of directors or trustees. The proprietor needs a DBS check through the Department for Education (DfE**). If there is a change in either the College's proprietor or a chair of the College board, then a telephone call is to be made to the Independent Colleges and Boarding Team helpline: Telephone: 01325 735304, who will provide instructions on how to proceed with the application for an enhanced DBS disclosure.

Children in Workplace Roles

Secondary School aged children on work experience are not required to have a DBS check. In these cases, the College placing the pupil should ensure that he/she is suitable for the placement.

Contractors

We have arrangements in place with **contractors (including agency/supply staff)** to make sure that any contracted staff who work regularly in our College, with an opportunity for contact with children, are deemed suitable. We will **not** carry out the required checks for any contractor. Instead, for any third party or agency staff we require written confirmation that the contractor has obtained a barred list check, and an enhanced DBS check, before they work in our College; under pre-existing contractual arrangements where the role involves frequent and intensive contact with children unsupervised (see definition of regulated activity). This ensures that their organisation has carried out the checks on an individual which we would otherwise have performed ourselves.

Contractors who visit Collingham to carry out emergency repairs, perform routine maintenance of equipment or make structural changes to the property are not required to obtain DBS clearance. The vast majority of such work will be undertaken during College closure periods. Should work be necessary during the College term, site staff will escort the contractor to and from his/her destination, thereby avoiding unsupervised access to children. In addition, all staff will be instructed to be vigilant to prevent children from accessing areas where builders etc are working, not only for reasons of safeguarding children but also for risks posed by Health and Safety considerations.

All contractors will be required to report to Reception and sign in and out when they enter or exit the College premises. Contractors will also be required to present photo-identification upon arrival and must be expected in advance by the College. Upon arrival, every contractor will be presented with an official Collingham visitor pass and all members of staff have been alerted to challenge any stranger present on any part of the College premises not displaying a pass.

Regular external contractors – employees of external companies who are regularly based in the College, cleaners, catering workers etc will be subject to the same identity checks and clearances as direct employees of Collingham. However, these will be carried out by their external employer to the satisfaction of the College and will form part of the terms and conditions of the business contract. **The outcome of such checks will be notified to the College and the details recorded on the College's Single Central Record.**

Legal Status:

- Part 4 of the Education (Independent School Standards) (England) (Amendment) Regulations, currently in force with reference to the appointment of Trustees (Proprietors) all staff, external providers and volunteers inclusive of completion of the Single Central Record (otherwise referred to as the Centralised Register);
- The Equality Act 2010 along with further implementation and amendments as they occur.
- The College complies with Section 3(2) of the Safeguarding Vulnerable Groups Act 2006 and any direction made under section 142 of the 2002 Act (d).
- *Keeping Children Safe in Education Statutory guidance for Colleges and colleges* (KCSIE) (DfE: 2015)
- Section 157/175, Education Act (2002)
- This policy is consistent with the requirements of *Working Together to Safeguard Children* (WTSC) (HM government: 2015.)

Applies to:

- Whole College including all other activities provided by the College, inclusive of those outside of the normal College hours;
- All staff (teaching and support staff), pupils on placement, the proprietor and volunteers working in the College.

Availability

This policy is made available to parents, staff and pupils in the following ways: via the College website, within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the College Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Principal.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Dr Sally Powell
Principal

Date:

Edward Browne and Robert Marsden
Board of Directors

Collingham College is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.