

WARWICK INDEPENDENT SCHOOLS FOUNDATION



Warwick
Preparatory
School



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RECRUITMENT AND SELECTION POLICY AND PROCEDURE

1.0 Purpose

- 1.1 The purpose of this Policy is to inform employees about their responsibilities in relation to recruitment and selection.
- 1.2 A key commitment for Warwick Independent Schools Foundation ("the **Foundation**") and its Schools (Warwick School, King's High School for Girls and Warwick Preparatory School ("the Schools")) is our commitment to providing the best possible education and care to our pupils and to safeguarding and promoting the welfare of young people and expecting all staff and volunteers to share this commitment.

2.0 Legislation

- 2.1 The policy is governed by compliance with all relevant and current legislations, advice and guidance published by the Department for Education (DfE), Safeguarding Children and Safer Recruitment in Education (SCSRE), Keeping Children Safe in Education (KCSIE), the Prevent Duty (July 2015), the requirements of the Disclosure and Barring Service (DBS); Inspection Framework of Independent Schools Inspectorate, the Foundation's Child Protection Policy, Safer Recruitment in Education training and HR best practice.
- 2.2 This policy and recruitment procedures have been reviewed in consideration with the current and impending legislation concerning Data Protection e.g. GDPR (May 2018). The use of data relating to external applicants and members of staff, is strictly controlled by the HR departments, so that only relevant information is accessed by the shortlisting/recruitment panel. Access to confidential information relating to applicants/employees is held securely, with restricted access and retained for a limited period of time.

3.0 Scope

- 3.1 This policy applies to all employees and governors responsible for and involved in the recruitment and selection process for all staff, contractors (employed and self-employed), agency staff and volunteers.

3.2 The aims of this policy are:

- to ensure the best quality of candidates are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that the Foundation meets the commitments of safeguarding and promoting welfare of children and young people by carrying out all the necessary employment checks;
- to ensure compliance with all relevant legislations, advice and guidance as listed in 2.1 above;
- to ensure that all job applicants are considered equitably and consistently;
- to provide equality of opportunity for all applicants by ensuring that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure that the Foundation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks; and
- to ensure that employees involved in recruitment and selection are responsible for complying with the provisions of this policy, and that at least one member of of the panel is trained in Safer Recruitment in Education.

4.0 Responsibilities

4.1 Authorisation to Recruit

4.1.1 When the decision to recruit is made, the recruiting manager must:

- complete an 'Authorisation to Recruit Form',
- ensure that both the relevant Head and the Head of Finance authorise the recruitment,
- pass the authorisation to Recruit Form to HR, who will arrange to place the advert,
- and (at the same time) e-mail to HR electronic copies of the draft advert (Section 4.2) and the job description/person specification (Section 4.3) from the recruiting manager.

4.1.2 This form should be completed promptly, to ensure the recruitment process can start promptly. Adverts cannot be placed until this form has been received.

4.2 Adverts

4.2.1 ALL vacancies must be advertised internally across the whole organisation, where possible, for a minimum of five working days for all existing employees to see. The vacancy may also be advertised externally, the type of role determining where the advert is placed.

4.2.2 ALL jobs will be advertised on the respective school's website, and via other media where appropriate as agreed in consultation between HR and the Head. The agreed media will be noted on the Authorisation to Recruit form. Available media include (but are not limited to):

- Local or National newspapers

- Specialist websites (e.g. TES)
- Job boards
- Universal Jobmatch (Direct Gov)

4.2.3 Exceptions to open advertising may be applicable where there is a requirement for the Foundation to consider re-deployment for reasons of health, capability or redundancy. For example, certain posts may be 'ring-fenced' for employees 'at risk' of redundancy to allow them to apply ahead of internal or external advertising. HR will liaise with recruiting Heads to advise them when this requirement arises within the Foundation.

4.2.4 If the vacant post has previously been advertised within the last six months and becomes vacant again, the interview panel may wish to re-visit the previous applicants before re-advertising. Informed consent will be sought from previous applicants to ensure they are in agreement for their data to be used again, or it will be confidentially destroyed, if consent is withheld.

4.2.5 ALL adverts are to be placed and arranged through the HR team only.

4.2.6 Support is available from HR to draft the advert. Copy for the advert will be approved by the relevant Head or the Foundation Secretary or any other Senior Management Team member to whom this task has been delegated, prior to placement.

4.2.7 Internal vacancies are for current Foundation employees only. External candidates (including those known to current staff) can only be considered when an external advert has been placed.

4.3 **Job Description, Person Specification and Information Pack**

4.3.1 The recruiting manager is responsible for:

- Drawing up the job description for the vacant post, using the '*Job Description template*'. HR will assist where necessary. Templates are available on Sharepoint, which can be adapted. As a general rule, all job descriptions need to be kept up to date on an ongoing basis.
- Seeking approval of the job description and the person specification from the relevant Head or the Foundation Secretary or any other Senior Management Team member to whom this task has been delegated.
- E-mailing the approved job information to HR with the '*Authorisation to Recruit Form*' to assist with the drafting of the advert.

4.3.2 The HR department in consultation with the recruiting manager will compile the information pack that is needed for applicants, where applicable. As a minimum this should include:

- background information about the school/the Foundation,
- the role advertised,
- the job description,
- the person specification, and
- details of the application process.

4.3.3 The information pack and application forms will be available on the relevant School's website from the date the advert is "live" and will be removed when the deadline date/time has passed.

4.4 **Application and Short Listing Process**

4.4.1 In order for an application to be considered, all applicants must fully complete the Foundation's application form (both Sections 1 and 2) and submit this to the HR department either via post or email to hr@warwickschools.co.uk. Because of the Foundation's safeguarding requirements, a CV alone cannot be accepted as an application. Incomplete application forms will not be put forward for consideration.

4.4.2 HR will acknowledge receipt of the completed application forms directly to the applicant and process the applications, sharing relevant sections on the school's portal with the shortlisting/interviewing panel members only.

4.4.3 During the advertisement stage of recruitment, HR will check the in-box for new applications at least twice a day and load applications (Section 2) onto the portal. This will ensure the shortlisting panel has prompt access to the applications.

4.4.4 HR will upload a shortlisting matrix on Sharepoint, listing the names of all applicants. This document can be used by all members of the shortlisting panel to note their views/comments in reference to the listed criteria and is an aide to the recruitment process.

4.4.5 The shortlisting matrix should also be used by the shortlisting panel to note any issues which should be raised at interview e.g. gaps in employment or if the applicant has been living/working overseas for over three consecutive months in the last five years (see Section 4.6.5 below). These areas must be discussed at interview and noted on their application form.

4.4.6 The shortlisting matrix should be completed on Sharepoint. If a member of the shortlisting panel is unable to do so, he or she should forward a final copy of the matrix to the chair of the shortlisting panel, who in turn will send it to HR for retention. Shortlisting matrices will be retained for 6 months after the selection process is completed (see Section 4.12 below).

4.4.7 The chair of the shortlisting/interview panel (or someone authorised by him/her) is responsible for

- drawing up the '*Interview Schedule*' once the shortlisting process is complete, and
- passing the Interview Schedule to HR, giving at least five working days' notice wherever possible, who will make initial contact with shortlisted candidates and issue formal invitations to interview by letter/email, confirming the details and any documents required at the interview stage. The five days' notice also helps to give candidates time to make their own arrangements to attend the interview.

4.4.8 On receipt of the interview schedule, advising of the shortlisting candidates, HR will upload Section 1 of their application on Sharepoint.

4.4.9 *Urgent cases* – In exceptional circumstances, a very quick turnaround may be required, curtailing the processes outlined in Sections 4.4.4 - 4.4.6 above. The recruiting manager must:

- plan for this eventuality,
- note that this is the case on the Authorisation Form,
- including on the Authorisation Form details of who is to make the initial contact to the shortlisted candidates.

As soon as the shortlisted candidates are decided:

- the shortlisting panel chair must advise HR;
- HR will load Section I of the Applications onto the portal in order to provide the person making the initial contact with the contact information required;
- the person making initial contact must provide certain information as a **minimum**, which is outlined in the letter template provided at Appendix I.

4.4.10 Non-shortlisted applicants will be informed in writing through letter/email from HR on behalf of the shortlisting panel, usually after interviews have been completed.

4.5 References

4.5.1 All offers of employment are subject to receiving two satisfactory references, one of which must be from the applicant's current or most recent employer. Where the candidate has previously worked with children but not within their current or most recent role, the second reference must be obtained from this employer; neither referee should be a relative or someone known to the applicant solely as a friend.

4.5.2 Once shortlisting has been completed:

- The chair of the shortlisting panel must decide the references to be sought by HR.
- The chair must check that the referees are "acceptable" to the School, e.g. for teaching post applicant referees to include the current Head teacher. This is in accordance with Safer Recruitment in Education.
- Notify HR, giving at least five working days' notice wherever possible, of the references to be sought. This allows reasonable time to request and receive references.
- HR will take up references for all short listed candidates between shortlisting and interviewing but only where candidates have given their informed consent to do so. Candidates are advised on the application form that Safer Recruitment guidance advises that references are received prior to interview. However, they cannot be required to do so.
- If the chair has any concerns, he/she should advise HR, who will liaise with the candidates for further information and/or additional referees, if required.

4.5.3 It should be noted that no questions will be asked about health or medical fitness prior to any offer of employment being made.

4.5.4 The Foundation will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

4.5.5 Character references will only be accepted in exceptional circumstances, and by agreement with HR, for example first job appointees or volunteers.

4.5.6 The standard 'Reference Request Form' will be used when obtaining references to ensure that all necessary Child Protection and employment questions are covered. It may be necessary to add an additional question(s) to the standard form for a specific post. Additional question(s) will be added to the reference request form by HR in consultation with the recruiting manager/Head to ensure consistency across the whole organisation.

4.5.7 All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness* 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), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious; and
- 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, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

(*Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

4.5.8 The Foundation will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee by HR or the Head of the relevant school, before any appointment is confirmed.

4.5.9 HR will forward all references received prior to/on the interview date to the chair of interview panel to ensure that he/she can raise any relevant issues or concerns which may arise from this reference.

See Section 4.7.4 below.

4.6 The Interview

4.6.1 It is a requirement that at least one member of the interview panel has completed the safer recruitment training in order to comply with Department for Education guidance. This is stated on the Authorisation to Recruit Form and on the interview notes.

4.6.2 All applicants who are invited to an interview will be required to bring with them the following:

- evidence of identity,
- right to work in the UK,

- evidence confirming their address, and
- original documents confirming any educational and professional qualifications referred to in their application form.

The first three items are required in order to comply with DBS identity checking guidelines. Appendix 2 gives the list of valid identity documents, from which the following must be provided:

- 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.

In addition, 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 Foundation asks for the date of birth of all applicants (and proof of this) in accordance with SCSRE and KCSIE. Proof of date of birth is necessary so that the Foundation may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The Foundation does not discriminate on the grounds of age.

See Sections 4.7 and 4.8 below.

- 4.6.3 The recruiting manager is responsible for making arrangements for a designated member of staff in school to co-ordinate the copying of relevant documents on the day of the interview.

Each page copied should be signed and dated by the designated member of staff to confirm they have viewed the original document.

- 4.6.4 A record of interview must be kept.

It is the responsibility of the chair of the interview panel to:

- complete a 'Record of Interview Form',
- collect in all the interview papers and returning them to HR as soon as possible after interviewing has taken place to retain as an accurate record for the successful candidate, which will be held on their confidential HR file for the duration of their employment.

Alternatively the chair may allocate one member of the panel to take notes during the interview and summarise the comments for all panel members, which all members will need to sign.

- 4.6.5 If there are any gaps in employment, which are not explained on the application form, these should be raised during the interview to obtain an explanation. If there are queries/inconsistencies arising from the references received these should also be raised at the interview, to give the candidate an opportunity to clarify/explain. The chair of the panel should liaise with HR for advice prior to interview.

- 4.6.6 The chair of the interview panel will be responsible for contacting the successful applicant in the first instance once the decision to offer has been made. Any offer must only be made conditional upon the receipt of satisfactory employment checks.
- 4.6.7 Ideally, both references will have been received prior to interview, but the timescales involved and availability of the referee means this may not always be possible. Any outstanding references should be received as a matter of urgency because it has to be obtained and verified before employment can start. The chair of the interviewing panel should liaise with HR for advice.
- 4.6.8 Once the chair of the interview panel knows that the offer has been accepted then he/she is responsible for completing a 'New Starter Form' and submitting this to HR as soon as possible after the interview.
- 4.6.9 Only upon receipt of the 'New Starter Form' can HR prepare a written offer of employment and contract plus any other appropriate employment documentation. This offer letter/contract will be signed by either the Head or Foundation Secretary or as delegated to HR. All offer letters and contracts must be prepared by HR to ensure consistency throughout the organisation.
- 4.6.10 HR will send off the employment pack via post or email to the new appointee. HR will then monitor the return of signed documentation and make up an employee file and keep the recruiting manager informed of progress. Where necessary, the new appointee will be asked to attend a meeting with HR to complete all pre-employment documents.
- 4.6.11 Unsuccessful candidates will generally be informed by the chair of the interview panel and followed up in writing by HR.

4.7 **What pre-employment checks will need to take place?**

- 4.7.1 All offers of employment are conditional upon the following:
- Verification of right to live and work in the UK;
 - Verification of identity;
 - Receipt of an Enhanced (with barred list information) Certificate from Disclosure and Barring Service (DBS) which is satisfactory to the Foundation;
 - Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List administered by the DBS;
 - A Prohibition Order Check (only for teachers or other roles identified as appropriate by the Head);
 - Verification that under s128 of the Education and Skills Act 2008 that the individual is not barred from taking part in the management of an independent school. This includes Governors, all staff on the senior leadership team (including non-teaching staff) and all teaching positions appointed at the level of Head of Department or above;
 - Verification of mental and physical fitness for the role;
 - Verification of educational qualifications that are applicable to the post;
 - For those working with children aged 8 and under verification that they or anyone living or working in their household are not disqualified by the Childcare (Disqualification) Regulations 2009;

- The receipt of at least two references which are considered satisfactory to the Foundation; and
- Additional checks/references may be required if the appointee has lived or worked outside the UK at the discretion of the Head (see section 4.8.1)

4.7.2 Criminal records checks: Due to the nature of the work, the Foundation applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for.

As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence an adult conviction will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it is the person's only offence; and
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "specified offences" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence a conviction will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it is the person's only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The Foundation applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS. Any position undertaken at, or on behalf of, the Foundation (whether paid or unpaid), will amount to "regulated activity" if it is carried out on an unsupervised basis:

- frequently, meaning once a week or more;
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

This definition will cover nearly all posts at the Foundation or at one of the Schools. It is for the Foundation to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the Foundation. It is a condition of employment with the Foundation that the original disclosure certificate is provided to the Foundation. On receipt of the disclosure certificate the appointee must immediately arrange to meet with a member of the HR team to verify the original certificate. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the Foundation. A delay in providing the certificate could result in the offer of employment being withdrawn.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s).

If the applicant is successful and has declared a conviction, this should have been discussed as part of the interview process. A member of the HR team will liaise with the Chair of the recruitment panel and review the interview notes made, prior to contacting the candidate to meet with them to discuss in detail the conviction. The candidate will be asked to give their informed consent to permit the Foundation to retain a copy the Disclosure certificate for the duration of their employment. A detailed risk assessment is then completed regarding the positive disclosure, and this

will be considered by the Head/Foundation Secretary, to determine whether to continue with the appointment.

Where the DBS certificate has not been provided to the Foundation, or received by the appointee, by the date work is to commence, and dependent on the role the applicant is appointed to, we may allow work to commence on a supervised basis until the DBS disclosure is provided to the Foundation. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed. A written *risk assessment* will need to be completed by the appointee's line manager and appropriate supervision must be put in place. The risk assessment and the supervision arrangements must be agreed with HR, prior to the commencement of their employment.

- 4.7.3 **Prohibition Order Check:** Since 3rd April 2014 it has been a statutory requirement for all new teachers from 1st April 2012 (with Qualified Teacher Status) to undergo a prohibition order check and a record will be kept on the Foundation's single central record. The check ensures the teacher is not prohibited from teaching. Further to advice from ISI in October 2015, this prohibition order check has been extended to all roles which include aspects of teaching, as defined by these regulations and some non-teaching roles where there is or could be significant unsupervised contact with children. These roles will be identified on the Authorisation to Recruit Form. In addition to this prohibition check and Section 128 check (See Section 4.7.1) a further check is needed to determine whether or not a teacher who has trained or worked in the European Economic Areas (EEA) has received any restrictions on their teaching (see Section 4.8.1)
- 4.7.4 **References:** The Foundation asks for two satisfactory references. Where these are not received or further information may be considered necessary, we may ask for a third or fourth reference. Where we receive an unsatisfactory reference it is likely that the HR team in consultation with the recruiting manager/Head will discuss with the applicant the reference and in some cases the offer of employment will be withdrawn.
- 4.7.5 **Medical:** The Foundation is legally required to verify the medical fitness of anyone to be appointed to a post with the Foundation, after an offer of employment has been made but before the appointment can be confirmed. We therefore ask all employees to declare that they are both physically and mentally well to carry out the work responsibilities of the post they have been appointed to. Once they have been offered the role, the applicant will complete a Medical Questionnaire. Should it be required, an independent Occupational Health company will use the information provided to assess their fitness. All medicals are to be requested through the HR team.
- 4.7.6 **Prevent Duty:** The Foundation is required to ensure that measures are in place to prevent pupils from being radicalised or drawn into terrorism/extremism. Having carefully reviewed the risk of this happening within the Foundation, the overall risk is currently considered to be low. References require referees to advise whether they believe pupils/students at be at risk from the applicant.
- 4.7.7 **Childcare (Disqualification) Regulations 2009:** The Foundation must not employ people who work in childcare or allow them to be directly concerned in its

management, if they are other who live or work in their households are “disqualified”. This refers to early years childcare (ie up to and including Reception class) and later years childcare for children under the age of 8. With the latter category only provision which would be considered childcare, but not education, ie before/after school etc. is considered to be within scope of these regulations.

This also apply to volunteers, supply/agency staff, self-employed staff or contractors who provide childcare to these age groups.

- 4.7.8 The Foundation is aware of its duties under the Equality Act 2010. No job offer would be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.
- 4.7.9 HR will ensure that all of the above conditions have been met before employment and they will countersign **ALL** DBSs, and medicals. All references received will be cross referenced with the potential employee’s application form to make sure they are satisfactory.
- 4.7.10 Verification of employment checks will be recorded on the Foundation's Single Central Record which is centrally operated by the HR team.

4.8 **Additional Employment Checks (where applicable)**

- 4.8.1 In some circumstances, new appointees must provide additional documentation. This applies when the individual has lived and worked outside the UK for more than 3 consecutive months in the last 5 years. Below is a list of some of the additional checks that may then be needed, at the discretion of the Head:
- Visa
 - EU card
 - Certificate of good conduct: this is similar to a DBS, it provides clarification that the appointee has not received any convictions whilst living and working outside the UK. Advice and guidance from the DfE and the Home Office, will be taken into consideration. Each circumstance will be different and is at the discretion of the Head. HR confirm what additional checks may be required.
 - Reference from an employee abroad: where the above does not apply we may ask for a reference to be provided from a past employer in the country that they have worked.
 - All staff in teaching roles who are appointed after 5 September 2016 and have taught in the European Economic Area (EEA), will have further checks carried out to ensure that he/she is not subject to sanctions/restrictions by the relevant professional regulating authority in the EEA.

- 4.8.2 HR is responsible for requesting, monitoring and recording the above.

4.9 **Contractors (Employed or Self-Employed) and Agency Staff**

- 4.9.1 Contractors engaged by the Foundation must also complete appropriate safeguarding checks. The specific checks will be determined by reference to factors including when the contractor and/or their staff are working, what duties they are undertaking, how frequently, and the likelihood of them having unsupervised contact

with children (i.e. whether they are engaged in “regulated activity” as defined in Appendix 3).

- 4.9.2 Contractors (Employers) will be expected to complete and return Appendix 4 to HR prior to commencing work at the school. The HR team will liaise with the appropriate managers in school who are engaging the services of the contractor(s) with regards to which checks are relevant, including independent verification of identity.
- 4.9.3 Only when confirmation is given that all the checks have been received, will permission be given for the contractors to be on site. In certain circumstances, a risk assessment may be required, and advice must be sought from HR before their arrival and site. Their details will be input on the Single Central Record by HR for the duration of the time their services are being used by the Foundation.
- 4.9.4 All contractors must report to Reception to sign in and out. On the first day of their arrival, they should provide their photo-id (i.e. staff identity badge). This should be copied, signed and dated by the Receptionist and forwarded to HR.
- 4.9.5 For self-employed contractors, similar checks are required as detailed in Section 4.9.1. However, as there is no employer, they will also be required to provide evidence of their self-employed status (e.g. UTR number) and evidence of the public liability insurance cover for the work they are completing. Depending on the likelihood of their contact with children, the school may need to take up references and arrange a DBS check prior to starting their work. Alternatively, they would need to be supervised on site.
- 4.9.6 Agencies who supply staff to the Foundation must also complete the pre-employment checks which the Foundation would otherwise complete for its staff. The Foundation requires confirmation that these checks have been completed before an individual can commence work at any of the Schools (Appendix 4). The HR team will liaise with the appropriate managers in school who are engaging the services of the agency staff with regards to which checks are relevant including independent verification of identity.
- 4.9.7 All member of agency staff must report to Reception to sign in and out. On the first day of their arrival, they should provide their photo-id (i.e. staff identity badge). This should be copied, signed and dated by the Receptionist and forwarded to HR.

4.10 **Volunteer and School-Based Placements**

- 4.10.1 Volunteers and students on school based placements in the Foundation bring with them a range of skills and experience which enhances the learning opportunities of our student body.
- 4.10.2 The volunteers/placement students are valued by the Foundation, but are not employees of the Foundation. However, the Foundation has reasonable expectations that their conduct and input will support the Foundation’s values and ethos.
- 4.10.3 Principles:

- All offers of support are gratefully acknowledged and, where possible, accepted i.e. when they meet the Foundation's needs.
- A clear recruitment process is in place to ensure the safeguarding of all students.
- Anyone wishing to become a volunteer/placement student needs to complete the application form.
- Unless there are extenuating circumstances, all volunteers/students are considered to be taking part in **regulated activity** (i.e. either due to the frequency of their support or the possibility that they may occasionally have unsupervised access to students).
- All volunteers/placement students are required to have enhanced clearance by the Disclosure and Barring Service/Barred list, prior to starting supporting the Foundation in accordance with Keeping Children Safe in Education (2016).
- The usual pre-employment paperwork that is required for people who are working with children (i.e. references, medical fitness etc.) also apply to volunteers/placement students to ensure the Foundation has made appropriate checks to confirm their suitability to work with children.
- Regular supervision of all volunteers and placement students is required, and each will have a nominated member of staff as a "mentor".
- All volunteers/placement students will complete a Volunteer Agreement (Appendix 5) before starting to help in the Foundation, which sets out the Foundation's expectations of volunteers.
- Whilst the volunteers have no employment rights (as they are not employees), the Foundation values their contribution and will treat them fairly and consistently.
- A thorough induction is held with all volunteers/placement students, which includes Child Protection Training and Health and Safety.
- Feedback from volunteers and placement students is encouraged so the Foundation can understand how we can improve/extend opportunities to further support students.
- External Speakers are vetted by the relevant School prior to arrival to ensure appropriate steps have been taken to ensure their suitability. At King's High and Warwick Prep these details are recorded (Appendix 7) on Sharepoint for Heads to review.

4.10.4 Confidentiality:

- Volunteers/placement students in the Foundation are bound by a code of confidentiality.
- Any concerns that Volunteers have about the children they work with/ come into contact with should be raised immediately with their mentor and NOT with the parents of the child / persons outside school. Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school.
- Volunteers who have concerns should raise the matter with the Designated Safeguarding Lead.
- Volunteers should also be aware of the Whistleblowing policy.

4.10.5 Disclosure and Barring Service (DBS) – Enhanced Disclosure

- If the volunteer/placement student is offering their assistance/help to enable them to provide evidence of relevant experience for either a job or further education/university application, then the Foundation would reasonably expect them to meet the cost of the disclosure.
- The Foundation recommends that volunteers subscribe to the online service offered by the DBS, which permits immediate access for the Foundation to perform the necessary check without any delay. PGCE students will have their DBS disclosure details confirmed by their university.

4.10.6 Supervision

- All volunteers/placement students work under the supervision of their mentor to carry out the tasks they are assigned.
- Mentors/teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.
- Volunteers should have clear guidance from the mentor/teacher as to how an activity is carried out and what the expected outcome of an activity is.
- Volunteers are encouraged to seek further advice and guidance from the mentor/teacher in the event of any query or problem regarding children's understanding of a task or behaviour.
- All volunteers will be accompanied at all times by a member of staff until we have received confirmation of their completed DBS clearance and appropriate prestarter information (i.e. references) have been confirmed.

4.10.7 Health & Safety

- The Foundation has a Health & Safety Policy and this is made available on request to volunteers working in the Foundation.
- Mentors/teachers must ensure that Volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using DT equipment, accompanying children on visits).
- Volunteers need to exercise due care and attention and report any obvious hazards or concerns immediately to their mentor.

4.10.8 End of the work experience

- Prior to starting the period of volunteering/placement, either an end date or a review date should be agreed between both the volunteer and their mentor.
- If the Foundation wishes to end this placement earlier than originally planned, then they should arrange a meeting as soon as possible with the volunteer to explain the reasons why.
- In exceptional circumstances, it may not be possible or advisable for the volunteer to return to the Foundation for this meeting. Should that be the case, the Foundation may need to contact the volunteer by phone.
- If the volunteer has any concerns, they should raise them in writing with the Head or Foundation Secretary.

4.10.9 Complaints Procedure

- Any complaints or allegations made about a Volunteer/placement student will be referred to the Head for investigation, in accordance with appropriate procedures (e.g. Allegation of Abuse Policy).
- Any complaints made by a Volunteer will also be referred to the Head.
- The Head reserves the right to take the following action:
 - To speak with a Volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
 - Offer an alternative placement for a Volunteer, e.g. helping with another activity
 - Inform the Volunteer that the Foundation no longer wishes to use them, explaining the reasons why.

4.11 **Retention and Security of Disclosure Information**

4.11.1 The Foundation's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, but is under no obligation to do so. The Foundation 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, and will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the Foundation's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- not photocopy or scan any disclosure information without the express permission of the individual to whom the disclosure relates.

4.12 **Retention of Records**

4.12.1 The Foundation is legally required to undertake the pre-employment checks detailed in this document and therefore are required to retain information to evidence both during their employment and for period of time after they have left (see Section 4.12.5)

4.12.2 If an applicant is successful in their application, the Foundation will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

4.12.3 Medical information may be used to help the Foundation to discharge its obligations as an employer e.g. so that the Foundation may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

4.12.4 The Foundation will retain records of former employees securely in archive for a reasonable time period (e.g. currently 7 years in accordance with the Data Protection Act) or until the next inspection by the regulatory body, if that is longer. Some records may be retained indefinitely, if there is a requirement to do so e.g. on

the grounds of previous allegation of abuse or potential safeguarding concerns. All archived files can be accessed by HR so they are readily available for inspection purposes.

4.12.5 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months or immediately, if informed consent is not given.

4.13 **Referrals to the DBS and National College for Teaching and Leadership (NCTL)**

4.13.1 This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Although these are pre-employment checks, the Foundation also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the Foundation despite being barred from working with children; or
- has been removed by the Foundation from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the Foundation may also decide to make a referral to the NCTL.

4.14 **Re-employment**

4.14.1 When a recruiting manager is considering re-employing a previous member of staff, HR will need to review their personnel file and determine what checks need to take place.

4.14.2 Any offer made must still be conditional upon the receipt of satisfactory pre-employment checks.

4.14.3 This check must be conducted before any verbal offer of employment is made.

4.15 **Child Protection Training**

4.15.1 It is a legal requirement as part of induction that every new employee, volunteer and placement student **MUST** complete the '*new starter child protection training*'. When possible this is done a short time before employment commences. When this is not possible, the training must be completed by the end of the first two weeks of employment.

4.15.2 There is a separate Child Protection Policy and Child Protection Code of Conduct that **ALL** employees are issued at time of employment which they must sign to declare they have read and understood. HR will arrange the training with the relevant Child Protection Officer and keep records of attendance for the Single Central Record.

5.0 Induction and Probation

- 5.1 All new employees must complete their induction and their probationary period, which is organised by their line manager.
- 5.2 Probationary period reviews should be held during the commencement of their employment, making clear the School's expectations and their progress, implementing training required. HR should be informed of any concerns at an early stage, so action can be taken to support the employee.
- 5.3 The final probationary review paperwork confirming that they have met the standards required should be returned to HR, who will confirm this outcome in writing.

6.0 Health and Safety

- 6.1 As part of the induction process, every employee will need to attend a Health and Safety induction from one of the Foundation Health and Safety team.

7.0 Review

- 7.1 This Policy will be reviewed annually by Human Resources in consultation with key recruiting managers throughout the organisation, unless there are legislative or safeguarding changes that dictate an earlier review.

8.0 Queries

- 8.1 If there are queries on this Policy or on how to complete the application form contact HR Department by emailing hr@warwickschools.co.uk or telephoning 01926 735413.

Signed Date:
David Stevens, Chairman of Foundation Governors

LETTER TO SHORTLISTED CANDIDATES

Addressee

Addr1

Addr2

Addr3

Addr4

Addr5

Date xx

Dear

Re: Subject

Thank you for your application for the above post. I am delighted to invite you to attend an interview on [DATE] at [TIME], please arrive 20 minutes prior to this. Upon arrival, please report to the main reception of [NAME OF SCHOOL] School and ask for [PERSONS NAME AND POSITION].

Your visit to the school is likely to last until approximately [X]. Your formal interview will be with [NAMES AND POST TITLES]

Your interview will include the following: (DELETE OR ADD TO AS APPROPRIATE AND PROVIDE ANY NECESSARY SUPPLEMENTARY INFORMATION)

- A tour of the school
- A lesson observation
- Subject: An activity
- A panel interview
- Test
- Meeting with the Head
-

The purpose of your interview is to assess your suitability for the above post and to give both you and Warwick Independent Schools Foundation the opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification in respect of the information which you have provided on the application form and any accompanying documentation. The interviewer will also assess your suitability to work with children and will ask specific questions relating to safeguarding and promoting the welfare of children.

Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In this respect, a copy of our Child Protection Policy can be found on the School's website www.warwickschool.org and it is an expectation that you will have read this before you attend.

In accordance with Warwick Independent Schools Foundation's recruitment policies and procedures, we ask that applicants invited to an interview bring with them the following **original** documentation:

- Valid Passport
- Birth Certificate
- Driving license. You may be aware that recent changes in government legislation has meant the paper, counterpart to the driving licence is no longer valid. We do however ask all candidates who still have this to bring it along to interview still.
- Evidence of current address issued within the last 3 months (bank statement, utility bill)
- Certificates of any qualifications listed on your application form
- Proof of any name changes if applicable (marriage, divorce, adoption)
- Right to work in the UK (Visa)
- National insurance number (P45, P60, wage slip)

Please confirm your attendance if you have not already done so, by calling 01926 [1234] by [DATE].

If you have any questions or queries please do not hesitate to contact the HR department on 01926 735413, where someone should be able to help.

I very much look forward to meeting you and hope that you will also enjoy your visit.

Yours sincerely,

[Name]
[HR Advisor/Job Title]

List of valid identity documents

Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); *Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces*

Group 2a: trusted government / state issued documents

- current UK driving licence (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (*UK and Channel Islands*)

Group 2b: Financial / social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)*
- financial statement ** - e.g. pension, endowment, ISA (UK)
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands) **
- work permit / visa (UK) (UK Residence Permit) **
- letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK)* – not mobile telephone
- benefit statement* - e.g. child benefit, pension
- a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- EU national ID card
- cards carrying the PASS accreditation logo (UK)
- letter from Head or College Principal (UK) for 16-19 year olds in full time education. *This is only used in exceptional circumstances if other documents cannot be provided.*

Note

*If a document in the list of valid identity documents is:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old
not denoted – it can be more than 12 months old*

DEFINITION OF REGULATED ACTIVITY (KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2016)

Regulated activity:

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly (see *note 1 below*).

Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing (see *note 2 below*);
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Notes:

1 The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if "it is carried out frequently by the same person" or if "the period condition is satisfied". Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than three days in any period of 30 days and, for the purposes of the work referred to at (a), apart from driving a vehicle only for children, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children. "Frequently" is not defined in the Act, but the Guidance Regulated Activity in relation to Children: scope describes "frequently" as doing something once a week or more.

2 It is not intended that personal care includes such activities as, for example, parent volunteers helping with costumes for school plays or helping a child lace up football boots.

STANDARD LETTER TO SUPPLY AGENCIES AND CONTRACTORS

Dear Contractor,

Safeguarding children and safer recruitment in education

Your company has a contract with this School which involves the provision of supply staff employed by your company to work with or provide services to children who are students at the School.

I am therefore required to ensure that your company adopt(s) and implement(s) the measures set out in the statutory guidance Keeping Children Safe in Education (**Guidance**) and The Education (Independent School Standards) (England) Regulations 2010, both as amended from time to time.

This means I need to have written assurance of the following:

1. that you have carried out all relevant checks (see below) on all individuals supplied by your company who will work with, or provide services, to children at the School under the contract;
2. that you undertake to carry out such checks on all future staff recruited by your company to carry out work under this contract Warwick Independent Schools Foundation;
3. that you will keep and maintain records of such checks; and
4. that you will allow a person authorised by the School to inspect such records at any reasonable time.

Relevant checks

The following checks are required to be completed before an individual can be supplied for work at the School:

- verification of identity against an official document containing a photograph of the individual, such as a passport or photo card driving licence;
- verification of address against a utility bill from within the last three months;
- receipt of a satisfactory **ENHANCED** disclosure from the Disclosure and Barring Service (**DBS**) which is not more than three months old*;
- a copy of the enhanced criminal record certificate must be forwarded to the Foundation prior to commencement of their start date;
- a check of the Children's Barred List**;
- for teaching posts, confirmation that a prohibition order check has been carried out and that the individual is not prohibited from working as a teacher;
- two satisfactory written references and confirmation that there are no concerns about the individual working with children;
- confirmation that each individual you place at the School has provided proof of qualifications that are a legal requirement for the post they will be undertaking;
- verification of their right to work in the United Kingdom;
- a check of their full employment history with any gaps explained to your satisfaction;

- verification that the individual is medically fit for the role; and
- where the person to be supplied has lived outside the United Kingdom, confirmation that an overseas criminal records check or other appropriate check has been carried out where obtaining a disclosure from the DBS is not sufficient to establish their suitability to work with children.

Where the DBS disclosure reveals any disclosable information (or [• you have / the company has] received information in accordance with the Police Act 1997), that DBS disclosure (or information) must be produced to the School so it can consider whether the individual is suitable to work at the School. The School may then need to complete its own checks before the individual can commence work.

Please complete the attached record form for each individual you supply to the School and send this to me by [• 00 month year]. This record should be updated and provided to the School on each occasion you supply someone to work at the School.

The School is required to check the identity of all individuals supplied by [• you / your company] to the School before they can commence work at the School. Accordingly, please ensure that all supply staff attend the School with the appropriate evidence of name and address on their first day at the School (i.e. passport or photo card driving licence and utility bill from within the last three months).

Please sign and return one copy of this letter, before the contractor starts work with the school and retain the second copy with your records.

If you have any queries about this letter, please contact me as soon as possible.

Yours sincerely

Jayne Jones
Head of HR

• I confirm that the contract between [• me / insert name of company] and Warwick Independent Schools Foundation is varied in accordance with the terms of this letter and that [• I / the company] will:]

OR

[• I confirm that [• I / name of company] will:]

adopt and implement the measures set out in this letter prior to supplying individuals to work at the School; and

complete the attached record of pre-employment checks; and

will forward a copy of the enhanced criminal record certificate prior to the start of their work at the Foundation.

Signed

[on behalf of [name of company]]

Date

*DBS Disclosures are not required by law if, within the three months prior to an individual commencing work at the School, that individual has worked in:

a school in England which brought him / her regularly into contact with children or young persons;

a maintained school in England in a position to which he / she was appointed on or after 12 May 2006 and which did not bring him / her regularly into contact with children or young persons; or

an FE college in England in a position which involved the provision of education or which brought him / her regularly into contact with children or young persons.

**A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity". Whether a position amount to "regulated activity" must therefore be considered by the School in order to decide which DBS checks are appropriate. Consideration should be given to the duties being undertaken by the individual, when they will be undertaken i.e. inside or outside of normal school hours, the frequency with which they are carried out and whether there is the potential for contact with children. It is however likely that in nearly all cases a Children's Barred List check will need to be carried out.

Contractor Declaration:

Completed by: _____ Date: _____

Name of employee				
Identity, date of birth and address checked 1) Yes / No 2) Date of check 3) Confirm documents checked				
Enhanced DBS check completed 1) Yes / No 2) Date of check 3) Unique DBS reference no 4) Has any disclosable information been revealed (including information received in accordance with the Police Act 1997)? <i>A copy of this DBS certificate must be given to the Foundation</i>				
Check of the Children's Barred List completed 1) Yes / No 2) Date of check				
Further overseas police checks completed 1) Yes / No / Not applicable 2) If yes - date of check and outcome				
Two satisfactory written references received 1) Yes / No 2) Date references received				
Proof received of any qualifications that are a legal requirement for the post 1) Yes / No / Not applicable 2) If yes - date of check and documents seen				
Right to work in the UK checked 1) Yes / No 2) Date of check				
Confirmation of medical fitness for role 1) Yes / No 2) Date of check				
Full employment history together with satisfactory explanations of any gaps in CV 1) Yes / No 2) Date of check				
Prohibition Order check (required for teaching positions only from 3 April 2012) 1) Yes / No / Not applicable 2) Date of check Additional checks if working at Head of Dept. level or above.				
Disqualification from Childcare, for those working with children under 6 or in before/after school for those under 8. 1) Yes / No / Not applicable 2) Date of check				

WARWICK INDEPENDENT SCHOOLS FOUNDATION

VOLUNTEER/STUDENT (SCHOOL BASED PLACEMENT) AGREEMENT

Thank you for offering your services as a Volunteer/Placement Student. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement Sheet and hand it in to HR. You will receive a copy of it for your records.

- I have received a copy of the Foundation Recruitment and Selection Policy
- I agree to support the Foundation's values and ethos
- I agree to follow the Foundation's safeguarding policy and will also read the follow the staff code of conduct and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact, sexual exploitation, extremism, e-safety and information-sharing
- I agree to sign in and sign out on a daily basis when I am on site
- I agree to treat information I learn or have access to from being a Volunteer/Placement Student in the Foundation as confidential, and will not be disclosed
- I agree to work closely with my mentor and follow instructions given
- I understand that I am required to undergo a Disclosure and Barring Service enhanced disclosure check to advise the school of my suitability as a volunteer/work experience student as I am likely to be involved in regulated activity. *If there is a cost associated with the DBS check, then I will meet this cost.*
- I understand that there are additional checks which have to be completed before I can start, to ensure my suitability to work with children.
- The Foundation schools are committed to protecting pupils from the risk of radicalisation, which refers to the process by which a person comes to support terrorism or forms of extremism, and I agree to fully support the Foundation, by ensuring that my activities and comments do not in any way encourage this approach.

Start date of Volunteering:

End/Review date:

If you have received your DBS Certificate, please bring this into HR and a copy will be made for the school records.

Signed (Volunteer/Student): _____

Print name: _____

Date: _____

Signed (Mentor): _____

Print name: _____

Date: _____

WARWICK INDEPENDENT SCHOOLS FOUNDATION

EDUCATIONAL VISITS OFF-SITE VOLUNTEER AGREEMENT

School trips are an integral part of learning at our Foundation Schools and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this appendix, and sign and return the helper's slip. This is part of our school's risk assessment planning.

Role of the Volunteer Helper:

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. Staff, volunteers and students are go as ambassadors of our school.
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact the class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff
- follow the Foundation's Child Protection Policy

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention we always use their name and **under no circumstances are we to come into physical contact with a child.**

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible.

If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

I have read the Recruitment and Selection Policy

I agree to the terms and conditions as stated in the policy

I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Signed : _____ **Date :** _____

To be used as appropriate

Protocol for Visiting Speakers

The Foundation actively promotes engagement with the outside world for pupils. This includes ensuring that pupils are aware of a diversity of views on a range of subjects, and that they are able to draw on the skills, experience, and expertise of those in the wider community ready for when they leave.

We therefore encourage visitors to the Schools to lead talks and debates, which we believe will enrich the educational experience we offer to the pupils.

In order to comply with the 'Prevent' agenda, as required by regulation, the Foundation ensures that all visiting speakers are vetted appropriately. The Foundation is also committed, as required by regulation, to ensuring that it does not promote political views in any form.

For the vast majority of speakers, an Internet search, or similar, will suffice. In the case of a speaker not having a digital footprint, a call to a school where the speaker has visited previously, or speaking directly to the speaker to establish the tenor of the proposed talk, would be appropriate.

However, should such a check raise concerns, more thorough vetting or other appropriate action may be required. This should be raised immediately with DSL.

The attached form should therefore always be used before a speaker is confirmed.

Visiting Speakers Form

- 1. Name of speaker:.....
- 2 a. Date of proposed talk:..... b. Years groups:
- 3. Title of talk/subject matter.....
- 4. a. Has the proposed speaker delivered a talk at the school before? Yes / No
b. If yes, was the talk appropriate? Yes / No
c. Did the speaker espouse views which were contrary to fundamental British values? Yes / No
- 5. Please outline the checks undertaken for the suitability of this speaker.
a. Internet search, for example a biography or item which evidences a general impression of the speaker's views Yes / No
b. Other (e.g. calling a school which the speaker has visited before; an email exchange or phone conversation with the speaker to establish the tenor of the talk):
.....
- 6. The evidence for this check is attached, signed and dated Yes / No
- 7. Given the evidence, in your professional opinion, is the speaker at risk of promoting views which are contrary to British values? Yes / No

Signed: Print name: Date:

Please send this form with necessary attachments to DSL

Speaker approved: Yes / No

Signed.....DSL Date.....

Form passed to HR

WARWICK INDEPENDENT SCHOOLS FOUNDATION



Warwick
Preparatory
School



Policy on Recruitment of Ex-Offenders

1.0 Background

- 1.1 The Foundation will not unlawfully discriminate against any applicant for employment on the basis of conviction or other details revealed. The Foundation makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record it will not automatically bar them from employment within the Foundation. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 6b) below.
- 1.2 All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore disclose all previous convictions even those that would normally be considered 'spent', when applying for a position at a School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct whether or not it would have materially affected the decision to appoint. A failure to disclose a previous conviction may also amount to a criminal offence.
- 1.3 It is unlawful for the Foundation to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Foundation. The Foundation will report to the Police and/or the DBS if:
- an application is received from a disqualified person;
 - with false information is provided in, or in support of an applicant's application; or
 - there are serious concerns about an applicant's suitability to work with children.

2.0 Assessment Criteria

- 2.1 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Foundation will consider the following factors before reaching a recruitment decision:
- whether the conviction or other matter revealed is relevant to the position in question
 - the seriousness of any offence or other matter revealed
 - the length of time since the offence or other matter occurred
 - whether the applicant has a pattern of offending behaviour or other relevant matters
 - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
 - the circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- 2.2 If the post involves regular contact with children, it is the Foundation's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence
 - serious class A drug related offences, robbery, burglary, theft, deception or fraud.
- 2.3 If the post involves access to money or budget responsibility, it is the Foundation's normal policy to consider it is a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
- 2.4 If the post involves some driving responsibilities, it is the Foundation's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

3.0 Assessment Procedure

- 3.1 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Foundation will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Head and the Head of HR before a position is offered. In certain circumstances, this will involve liaison with the Governor with responsibility for Safeguarding.
- 3.2 If an applicant wishes to dispute any information contained in a disclosure, they can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

4.0 Retention and Security of Disclosure Information

- 4.1 The Foundation's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.
- 4.2 In particular, the School will:
- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the Foundation's senior management team
 - not retain disclosure information or any associated correspondence for longer than is necessary. Generally this will be for a maximum of six months. The Foundation 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
 - ensure that any disclosure information is destroyed by suitably secure means such as shredding
- 4.3 The Foundation complies with the provisions of the DBS code of practice, a copy of which is available on request.

5.0 Retention of Records

- 5.1 If an applicant is appointed, the Foundation will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months, or immediately if informed consent has not been given

6.0 Queries

- 6.1 If an applicant has any queries on how to complete the application form or any other matter they should contact HR.