



Caversham Preparatory School

Policies and Procedures

Safer Recruitment Policy

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The aims of the school's recruitment policy are to ensure that we employ the highest quality of staff, while ensuring compliance with current legislation.

Caversham Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The school follows the guidelines set out in [Keeping Children Safe In Education](#) Part 3 on Safer Recruitment (KCSIE 2022).

Recruitment Roles and Responsibilities

Interviews for new staff are conducted by the Head Teacher, or in some circumstances, the Board of Governors, and the Deputy Head or another senior member of staff.

Teaching Positions: Head Teacher (HT)
 Senior and Admin Positions: The Board of Governors and HT
 Head Teacher's Position: The Board of Governors

It is the responsibility of the HT to train senior members of staff who are included in the interview process in this policy and relevant guidance.

It is School Policy that all members of staff involved in interviewing staff undergo training including safer recruitment training and reading part 3 of KCSIE. Training certificates are held in the Safer Recruitment File in the bursar's office.

Staff Member	Training Date	Renew Date	Type/Specialism
Andrea Hutchison	29/08/2022	29/08/2025	Safer Recruitment in Education
Andrew Lawson	15/04/2021	15/04/2024	The Regulatory Requirements
Steph Manson	03/09/2020	03/09/2023	Safer Recruitment in Education

Permission to Recruit

Where a new position is to be created, the Head will contact the Bursar via email with a business case for the role and an outline of the cost for further discussion.

Where a position is made vacant, the Head will contact the Bursar via email requesting the role be recruited for.

When approval is given by the Board via email, the role may be recruited for.



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Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement, and listing on our website.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

If the role is for a teaching position or care staff, a job advertisement will be posted with a specialist education recruitment company, such as TES or Greensheets.

If the role is for other staff, the job advertisement will be printed in the local newspaper, Reading Chronicle, online (Caversham First), and local Facebook groups (e.g. Caversham Gossip Girls).

All roles will also be listed on our website, so the role needs to be sent to the Web Admin.

If the role cannot be filled by a permanent position, agency staff may be used, with written permission from the board. A list of approved suppliers can be obtained from the Bursar.

The Head will prepare the job advert, forward to the Bursar, who will submit the job online.

The advert must include:

- (1) Our commitment to safeguarding;
- (2) The safeguarding responsibilities of the post; and
- (3) That the post is exempt from the Rehabilitation of Offenders Act 1974.

“Caversham Preparatory School is committed to safeguarding children and promoting the welfare of children and expects all staff to share this commitment. We ensure that all our recruitment and selection processes and practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks and other relevant employment checks.”

This post is subject to the DES Circular 4/86 “Protection of Children: Disclosure of criminal background to those with access to children”. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Rehabilitation of Offenders Act 1974.”

The advert must be accompanied by a person specification, which details the skills, abilities, experience, attitude, and behaviours required for the post.

The person specification must also discuss the safeguarding requirements of the role. For practical purposes nearly all roles in the school are engaged in regulated activity, and a statement to that effect should be included.



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Applications

The Form – The school uses a standard application form which can be obtained from the website.

Covering letters will be accepted as part of the process, however CV's will not be accepted in lieu of the application form.

Where applicants are applying directly through TES, we accept the TES application form as equivalent to Caversham Prep's application form.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Caversham Preparatory School will accept a curriculum vitae from a candidate but this must be alongside a fully completed application form.

Shortlisting

The shortlisting exercise for the position will be carried out by at least two members of staff, including the HT and bursar for most roles.

The exercise should consider any inconsistencies and look for any gaps in employment and reasons given for them and to then explore all potential concerns at interview.

The school's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form which can be viewed here and should be submitted in a sealed envelope, marked strictly private and confidential to the Head Teacher, prior to the interview. The Head Teacher will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures. However, the Head Teacher must inform the Proprietor in such case for discussion and advice.

The self-declaration form includes sections on:

- Criminal offenses
- Regulated Activity (and inclusion on the barred list)
- Prohibition from Teaching



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- Prohibition from Management (Section 128)
- Criminal offences committed abroad (in line with the law as applicable in England and Wales)
- If the candidate is known to the police and children's social care
- If the candidate has been disqualified from providing childcare under the 2006 act
- Any relevant overseas information

It is standard practice that this will be sent electronically, so the candidate must be asked to sign the self-declaration at interview.

It is standard practice at Caversham Preparatory School to use 'google' and social networks such as LinkedIn to see any publicly available information about candidates available online as part of the due diligence process. Any information found may be recorded and discussed with the candidate at interview.

Please see our [Data Protection Policy](#) for information on GDPR.

References

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made.

References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable.

The school will take up references on behalf of the candidate, the candidate must not have any part in this process.

The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

If the candidate is currently working with children, then the primary reference will be from the candidate's current employer. If the candidate has not recently worked with children, but has in the past, then we will request a reference from that employer. If the candidate has never worked with children, then the reference will be from their most recent employer.

All references received in typed form by email should be followed up by a phone call to the referee to verify the source and its legitimacy.

The reviewer should:

- Compare the reference to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.
- Contact referees to clarify content where information is vague or insufficient information is provided.



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References should:

- Establish the reason for the candidate leaving their current or most recent post
- Ensure any concerns are resolved

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.
- Referees will also be asked to confirm details of:
 - The applicant's current post, salary and attendance record
 - Performance history and conduct
 - Any disciplinary procedures in which the sanction is current
 - Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
 - Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns
- Caversham Preparatory School uses its own Reference Request Form to ensure the details outlined above are included.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Interview and Selection

The interview panel should consist of at least two, who have been involved in the shortlisting process. The questions should be structured so that each candidate is asked the same questions, however any queries arising from the application form, shortlisting self-declaration, or references will also be brought up at the interview and should be recorded and by the interviewer.

Interviews take the form of a face-to-face professional interview including a question related to safeguarding children to gauge the applicant's suitability to work with children.

For teaching roles, we will ask the candidate to take a lesson which they can prepare for in advance for the year group(s) they will be teaching.

Employment Offer

Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made and a letter of employment issued.

Caversham Preparatory School
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The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer.
- Verification of the candidate's identity, a passport or other photo ID
- An Enhanced DBS with Barred List check will be carried out except in the case of porting where an original certificate must be provided
- Verification of the person's right to work in the UK
- A prohibition against teaching check (for those working directly with children)
- Verification of the candidate's medical fitness
- A Section 128 check in the case of a management position
- Disqualification under the Childcare Act 2006
- Verification of qualifications
- Verification of professional registration as required by law for teachers
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)
- Verification of the candidate's right to work in the UK
- Where the candidate has lived or worked outside the UK for three months or longer in the past decade, the relevant checks required (e.g. police check) and letter of good standing (for teachers).

Probation periods

All new staff will be subject to the school's probationary period.

New staff will be taken through an Induction Process and asked to read (amongst others) the Safeguarding Policy, Safeguarding File, Whistle Blowing Policy, Prevent Policy and eSafety Policy and undertake Level 1 Safeguarding Training at the earliest opportunity.

The school has a specific safeguarding statement related 'whistle blowing' which is disseminated to all staff and volunteers.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously.

DBS Checks

It is school policy to complete a new enhanced DBS check on all successful candidates, this will include a barred list check as in most cases, employees will be working in a regulated activity.

Teaching Positions

Positions where an employee will engage or potentially engage in teaching work whether the person has QTS or not, will be subject to subject to a prohibition from teaching order check against them during interview.



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The Teacher Services system will be used to check for prohibition orders, verification of QTS (where applicable) and successful completion of teacher induction.

Teaching work, as defined by the Teacher's Disciplinary (England) Regulations 2012, includes:

- Planning and preparing lessons and courses for pupils;
- Delivering and preparing lessons to pupils;
- Assessing the development, progress and attainment of pupils;
- Reporting on the development, progress and attainment of pupils.

The school's interpretation of this definition encompasses all teaching staff and peripatetic staff, but in the first instance, not teaching assistants or care staff unless the job description requires some element of undirected and/or unsupervised teaching work.

Management Positions

All Proprietorial and Senior Management positions at the school are subject to a check against a section 128.

In line with KCSIE (Sept 2018), the section 128 check is part of a new DBS application, however the Head Teacher will also check with The Teacher Regulation Agency (TRA) Teacher Services to check if a person we propose to recruit as a governor is barred as a result of being subject to a section 128 direction. The Head Teacher will carry out this check via the Secure Access Portal.

Record Retention / Data Protection

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed. The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under GDPR, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Bursar within 6 months of the interview date.

Personnel File Records

The School will retain the following information which will make up part of the personnel file, for the successful candidate:

- Application form
- 2 written References
- Proof of identification (including proof of Right to work in the UK)
- Proof of academic qualifications
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance (where applicable)
- Disclosure of convictions form (if applicable)

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- Self declarations and other paperwork relevant to the candidate.

Single Central Record (SCR)

The school keeps a single central record (SCR) database, covering all staff (including trainees), the board of governors and proprietors, volunteers, contractors, and peripatetic staff.

The SCR records whether checks have been carried out prior to the commencement of employment, certificates obtained or written evidence of checks obtained by supply companies, and the date on which each check was completed/certificate obtained for the following:

- an identity check;
- Post applied for and proposed start date;
- a barred list check;
- record of references
- an enhanced DBS check/certificate (school must see the original of this document)
- a prohibition from teaching check
- a section 128 check where applicable
- a full employment history
- a medical declaration (fitness to work)
- checks on people who have lived or worked outside the UK; including a letter of good standing
- a check of professional qualifications;
- a check to establish the person's right to work in the United Kingdom
- a Risk Assessment if required

Regulated Activity

Regulated Activity is defined in the Safeguarding Vulnerable Groups Act 2006, in the context of our school, we follow the

The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) 'Regular' work at Caversham Preparatory School with opportunity for contact with children.
- (ii) unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children, if done 'regularly' (see above)
- (iii) relevant personal care, e.g. washing or dressing; or health care by or supervised by a professional; Applies to any child, even if done only once.

'Regular' is defined as frequently (once a week or more often) or on 4 or more days in a 30-day period, or overnight (which is defined between 2am and 6am).



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In practice, this means all Employees of Caversham Preparatory School work in a regulated activity and all self-employed peripatetic staff at Caversham Preparatory School work in a regulated activity.

Agency staff and contractors who engage in teaching work or work with children unsupervised, such as sports coaches working for third party, also work in a regulated activity.

Other contractors who work on site such as building contractors would not normally be working in a regulated activity because they either work during school holidays, or are supervised by the Bursar. Where work is done during school hours, a risk assessment should include a decision regarding whether the contractor is engaged in a regulated activity per the definition above.

Parent Volunteers will not normally be in a regulated activity unless they are specifically volunteering to help with swimming (re iii), however given the likelihood that volunteering would become 'regular', in practice, we would require a barred list check as part of the DBS process.

Equal Opportunities

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

The school will uphold its obligations under law to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the school's Equality Policy.

Agency and Third Party Staff (Supply Staff)

Where the school appoints a third party (supply) staff (including for online delivery of lessons), the school will obtain written notification from the supply agency that they have carried out the checks on the individual who will be working at the school that we would have performed if they were an employee of the school. This includes an enhanced DBS check and given the nature of supply staff, a barred list check where required (see regulated activity).

In respect to the enhanced DBS check, we will ensure that the written notification confirms the certificate has been obtained either by the employment business or another such business.

Where the enhanced DBS certificate has disclosed any matter or information, or any information was provided to the supply agency then we will obtain a copy of the certificate from the agency. For practical purposes, we will ask to see the DBS certificate of all supply staff.

Where there is a third-party employee of another company providing teaching services and is in a regulated activity (but not a supply agency), for example, a fencing coach, we will treat this employee as if they are a supply agency for safer recruitment purposes. The key difference is



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that if there are checks that cannot be carried out by that third-party employer, then we will undertake those checks on their behalf, for example, disqualification from teaching checks where the employer does not have access to the TRA.

Where the third-party employee is not working in a regulated activity, for example a plumber, please refer to the Contractors on Site policy for risk assessment procedures.

When agency, third-party, or other contractors start on site, the school will check the identity of the individual against the communications from the agency.

Candidates who have Lived/Worked outside the UK

It is school policy to obtain the relevant police check (where possible) from a country where the successful candidate has lived or worked outside the UK for three or more months in the last decade.

Where police checks are not available, a risk assessment will be carried out, and potentially more references will be required in lieu.

If the candidate is taking up a teaching position, then we will consider guidance on whether a letter of good conduct is required for the post from that country's equivalent of the TRA.

Contractors

It is school policy that contractors of third parties will be treated like supply staff for checks if they are working in a regulated activity (e.g. after school club coaches).

Where contractors are not engaged in a regulated activity, but are on the school site during school hours, we will require written checks from the contractor to confirm that appropriate checks have been carried out, or the contractor will be supervised by the Bursar while the work is carried out.

Where contractors are self-employed, the school will carry out a DBS check ourselves.

Caversham Preparatory School will take a photocopy of the contractor's ID, passport, or driving licence and confirm the identity with the contracting firms office.

Student Teachers

Caversham Preparatory School has a training contract with Reading University, and regularly has student teachers on site. Reading University will send us a copy of a letter explaining that all required checks have been carried out and the dates, as well as a copy of their student ID that we can check.

Student Teachers are not recorded on the SCR.



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Visitors

Visitors will sign the visitors book and will be escorted while on site by a member of staff, except in the case of events such as the school play, or sports events, extended members of our pupils families may visit without the need to be escorted.

Visiting Professionals

Visiting professionals, such as educational psychologists, or the flu nurses, will have an identity check when arriving on site and a copy of their ID badge will be taken. While on site they will be supervised by a member of staff.

Volunteers

We have two types of volunteers at Caversham Preparatory School, both are fully supervised at all times when on site.

- 1) Parent (and Grandparent) Volunteers
- 2) Pupils at other schools.

Where we have a volunteering opportunity (for example, listing to readers in Reception), we have a written risk assessment in place covering:

- The nature of the work being done with children (including whether it will constitute a regulated activity)
- What we know about the volunteer, including any information (formal or informal) offered by staff, other parents, and other volunteers about them and their suitability to work with children.
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability.
- Whether the role is eligible for a DBS check, and what level of check is required (as our volunteers are always supervised, if the volunteer is working in a regulated activity such as helping with swimming then the school will order an enhanced DBS with barred list check (with no charge), otherwise we will not).

Supervision will be by one of the school staff who is qualified to do so (e.g. someone working in a regulated activity like a teacher), the supervision is regular and day to day, and is reasonable in all the circumstances to ensure the protection of children.

Caversham Preparatory School will not re-check volunteers once this process has been done unless any concerns have been raised.

Proprietors

The proprietors of Caversham Preparatory School have a letter from the Secretary of State confirming checks have been carried out, enhanced DBS certificate including barred list checks, section 128 checks, for more information please request the proprietor's employee files.

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Ongoing Safeguarding of Children

Safeguarding at Caversham Preparatory School does not stop at the end of the recruitment process, for more information please read the Safeguarding Policy.

Caversham Preparatory School will carry out new checks on existing staff when:

- If someone working at the school moves from a post that was not regulated activity with children into work which is considered to be regulated activity with children. In such circumstances, the relevant checks for that regulated activity will be carried out.
- there has been a break in service of 12 weeks or more, or
- there are concerns about an individual's suitability to work with children.

Policy Administration

Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

None

Quoted Legislation

Keeping Children Safe In Education (KCSIE) 2022

Review Schedule

This policy is reviewed annually or when new legislation is enacted, or guidance is published.

Update and Review Log

Updated/ Reviewed By	Date	Notes
A Lawson	Oct 2021	Updated to reflect changes in KCSIE
A Lawson	Apr 2022	Updated procedures and forms
A Lawson	May 2022	Updated formatting, added section on agency and third party
A Lawson	Aug 2022	Updated to reflect changes in KCSIE September 2022