TAUNTON
SCHOOL

SAFER RECRUITMENT POLICY

Policy Leads – HR Director

Last Review – August 2026

Review Schedule - Annually or following a change in legislation

Purpose

Taunton School recognises that its employees are fundamental to its success. A strategic, professional, and timely approach to recruitment processes help enable the School to attract and appoint employees with the necessary skills and attributes to support the School's values and to meet the School aims.

The School is committed to ensuring that the recruitment and selection of employees is conducted in a manner that is systematic, efficient, and effective and which promotes equality of opportunity.

The School is also committed to working together to safeguard children and expects all staff and volunteers to share this commitment.

The Safer Recruitment Policy sets out how to ensure that the School recruits the most appropriate people and that the recruitment process is free from bias and/or discrimination, whilst ensuring full compliance with the necessary legislation and statutory guidance. The Policy is designed to provide a flexible framework which promotes good practice, supports the School's core business, and provides a safe and sound recruitment framework to help deter, identify, or reject people who might be unsuitable for working with children.

1. Scope

1.1 This Policy applies to the recruitment and selection of all to the School. Any employee involved in the recruitment and selection of staff is responsible for familiarising themselves with and complying with the provisions of this Policy to ensure consistency throughout the School.

2. Aims

The aims of the Policy are to ensure:

2.1 That the most appropriate staff are recruited based on their merits, abilities, and suitability for the position.

2.2 That all job applicants are considered equally and consistently.

2.3 Equality of opportunity for all applicants and that the School complies with all equal opportunities and relevant employment legislation.

2.4 Compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales 2023 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

2.5 That the School meets its commitment to working together to safeguard children by carrying out all necessary and timely pre-employment checks.

3. General Principles

3.1 Employees should not be involved in the recruitment and selection process unless they understand the role they are undertaking and have had appropriate training.

3.2 Staff involved in the recruitment process should also be aware of their responsibilities under the relevant legislation. It is important that they maintain a positive attitude towards equality of opportunity.

3.3 All vacancies must be authorised by the relevant School Head/CEO or Chief Operating Officer (COO), through the Recruitment Requisition process: **Recruitment Requisition**

3.4 The recruitment process will normally be co-ordinated by the School's HR Department.

3.5 If an employee involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

3.6 At least one person on any recruitment interview panel must have a current 'Safer Recruitment in Schools' certificate. It is imperative that Child Protection questions exploring each interviewee's understanding, attitude, and motivation for wanting to work at Taunton School are asked during the selection process. It must also be established whether there is any disqualification from working with children – see note below *.

** A person may be disqualified from working with children if one of the following applies:*

- *They are on the DBS Children's Barred List.*
- *They have been cautioned for, or convicted of or charged, with certain violent and/or sexual criminal offences against adults or children in the UK or overseas.*
- *They have been involved in any offence involving death or injury to a child.*
- *They are subject of an order, direction or similar in respect of childcare, including orders in respect of any children of their own.*
- *They have had registration refused or cancelled in relation to childcare or children's homes or being prohibited from private fostering, including orders made in respect of any children of their own.*

3.7 A recruitment process, in line with the Policy, will be conducted to fill every vacancy.

3.8 Recruiting Managers must provide the HR Department in advance with details of, and interview notes on, any new employee or volunteer whom they have recruited to work for Taunton School so that all necessary checks and paperwork can be carried out in a timely manner and recorded in accordance with the School's statutory obligations.

4. Data Protection

4.1 The School is legally required to carry out the pre-appointment checks detailed in this

procedure. Staff, prospective staff, and volunteers will be required to provide certain

information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Data Protection Policy; a copy is available on the School's intranet.

5. Analysis of Job Requirement

5.1 The recruitment and selection process should not commence until a full evaluation of the need for the role, and any possible redesigning of the role has been considered. This should be undertaken in line with the department; School aims and with budgetary management in mind. The HR Department can support with this exercise. All vacancies, whether new or replacement, must be authorised by the relevant School Head or COO before the formal recruitment process commences, using the Recruitment Requisition form: **Recruitment Requisition.** The HR Department will check each requisition before actioning.

6. Advertising the Vacancy

6.1 Prior to advertising, the manager will ensure that there is an up-to-date job description and person specification for the role and details such as hours, salary and contract duration are agreed. The HR Department will co-ordinate a recruitment timeline with the Hiring Manager to ensure shortlisting and interview dates are set in advance; where possible these will be added to the job advert and published.

6.2 Vacancies will be advertised across the School, as appropriate This can be done via the School website/ notice boards or internal local communications.

6.3 Positions will normally be advertised externally using the most appropriate and cost-effective medium for the role and to maximise the number of suitably qualified applicants. All adverts refer to the specific safeguarding responsibilities for the role being advertised, with further information provided in the job description. Further, all adverts contain a section specifically dedicated to safeguarding and our adherence to KCSIE.

6.4 The HR Department will be responsible for placing advertisements for each position and can provide help and support to Managers in preparing these and co-ordinating the recruitment process. All advertisements and job descriptions must reflect the school's visual identity and values and must comply with equal opportunity and safer recruitment requirements; the HR Department has templates to fit this requirement.

6.5 The School require all applicants to complete an application form as CV's alone cannot be accepted due to the inability to support safer recruitment. Where a candidate applies through a mechanism such as 'Indeed Quick Apply' the completion of an application form will be requested prior to any formal offer of employment. Should there be any gaps in academic or employment history or where a candidate has changed employment or location frequently, a satisfactory explanation must be provided.

7. The Selection Process

The selection process should be:

7.1 Transparent – processes that are clearly defined, easy to understand and are open to scrutiny.

7.2 Timely and cost effective.

7.3 Equitable – fair and open to all without bias, whether systematic or unintentional, on the grounds of gender, marital status, pregnancy, race, disability, sexual orientation, gender reassignment, religion or cultural beliefs, age, irrelevant criminal record, or trade union activity.

7.4 Based on the:

- Ability to do the job;
- Ability to contribute to the School's effectiveness;
- Ability to fit with the School and team; and
- Potential for development and a growth mind-set, where appropriate; and

7.5 Free from conflict of interest – i.e. no person involved in making a decision regarding an appointment has a non-professional interest in the outcome e.g. a close personal or family relationship with an applicant.

7.6 Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience, and qualifications to perform the role as outlined in the job description and person specification. All decisions must be recorded, and interview notes should be sent to the HR Department for appropriate and secure retention. Please bear in mind that interview notes and any other documentation that forms part of a recruitment and selection process can be requested under a Subject Access Request by a candidate.

8. Assessment and Selection

8.1 All longlisting and shortlisting should be undertaken independently by at least two individuals who are involved in the recruitment and selection process for the specific role. The School reserves the right to carry out online searches as part of due diligence on shortlisted candidates, in particular for pupil facing roles. This 'digital screening' is part of checking suitability for working with children only, and not other parts of a person's life. The HR Recruitment contact may carry out a soft search using Google as the search engine. If a shortlisted candidate is subsequently offered a role, a full Social Media Check will be carried out, in any case, using a 3rd party provider. All decisions are made based on reasonable and objective information only, and the school takes a pragmatic approach.

8.2 An interview schedule should be agreed to include a panel interview and any skill tests (e.g. presentations, observed teaching, administration, psychometric and/or aptitude tests). Any skills tests must be directly related to the role and assessed by the same person. Candidates must be notified of the details of any skills test when they are invited for interview and adjustments required to do these tests must be taken into consideration. Ideally at least 5 working days' notice should be given to all candidates of the interview date to ensure

adequate time for preparation.

8.3 Should the selection process be extensive [e.g. incorporating a few skills assessments/ tasks] then no less than 1 weeks' notice should be given to candidates.

8.4 Interviews must be conducted by at least two people, one of whom must have a current 'Safer Recruitment' certificate. All interviews for the same post should be conducted by the same panel, where operationally possible, to allow for consistency.

8.5 All applications should be scrutinised during shortlisting for discrepancies/ anomalies/ gaps in employment and frequent changes to roles or location and notes taken to explore at interview if a candidate is considered for shortlisting. Where references are received before interview these should be checked against the application form to ensure that the data matches - this can be explored at interview. Shortlisted candidates will be asked to complete a Criminal Record self-declaration form – this needs to be signed with a wet signature. This will be made available to candidates at Reception, and via managers in their Hiring Toolkit.

8.6 Interview questions must relate to the job requirements as stated in the job description and person specification and the candidate's suitability for the position. These documents should be used as the basis for determining the interview questions. Candidates should be asked the same core questions within each interview process including all questions relating to Safer Recruitment. The HR Department can advise on the appropriateness of questions, ensuring fairness and legislative compliance. It is imperative that Child Protection questions are asked finding out what attracted the candidate to the post being applied for and their motivation for working with children. Interviewers should ask for examples of working with children.

9. Offer of Employment

9.1 The choice of appointee will normally be determined by the lead of the interview panel considering the majority view of the interviewers, and any test or observation results.

9.2 Once an appointment has been offered by the Hiring Manager, and verbally accepted, the unsuccessful candidates will be notified via email by the Recruitment team. Any written offer of employment must be made by a member of the HR Department so that the correct information is conveyed regarding the offer, and pre-employment checks.

9.3 Offers of employment are conditional on the following, dependent on role:

9.3.1 the agreement of a mutually acceptable start date and the signing of a contract/casual worker agreement incorporating the School's standard terms and conditions of employment/engagement.

9.3.2 verification of the applicant's identity.

9.3.3 the receipt of at least two references (one of which must be from the applicant's current or most recent employer) which the School considers to be satisfactory; to be clear, the school will request the references directly and will not accept open references.

9.3.4 the School being satisfied that the applicant is not, and has never been, the subject of a

sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and

9.3.5 the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School.

9.3.6 the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory.

9.3.7 confirmation that the applicant is not named on the Children's Barred List.

9.3.8 confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies, or restricts them from providing education at a School, taking part in the management of an independent School, or working in a position which involves regular contact with children.

9.3.9 confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies, or restricts them from being involved in the management of an independent School, where applicable;

9.3.10 verification of the applicant's medical fitness for the role;

9.3.11 Verification of the applicant's right to work in the UK;

9.3.12 any further checks which are necessary because of the applicant having lived or worked outside of the UK, where applicable.

9.3.13 verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

9.3.14 the receipt of a satisfactory Social Media Check (online) Certificate from a 3rd party provider.

9.4 Conditional offers of employment will normally be made verbally by telephone by the Hiring Manager and once agreed, confirmed in writing by the HR Department.

9.5 The process of co-ordinating and conducting pre-employment checks will be conducted by the HR Department, and the HR Department will confirm to the Hiring Manager the date on which the candidate can commence employment once all checks are complete.

10. Feedback to Candidates

10.1 The School will provide feedback to unsuccessful candidates who have attended interview if this is requested. The HR Department can provide advice as required. It is the School's policy not to provide feedback to candidates who are not invited to interview.

11. Interview Documentation

11.1 All recruitment records such as shortlisting information and interview notes and assessments must be forwarded to the HR Department where they will be retained for a minimum period of six months and then confidentially disposed of. Access to these records will be limited to HR staff and those involved in the interview process. Application forms, recruitment notes or ID documents must not be saved or stored by any panel member in their own directory or files.

12. Pre-employment Checks

12.1 Barred List

A Barred List check will be obtained separately from the Enhanced Disclosure and Barring Service (DBS) check through the online service to ensure that applicants are not unsuitable for working with children.

12.2 Disclosure and Barring Service (DBS) Check

12.2.1 An enhanced criminal record check using the Disclosure and Barring Service (DBS) will be carried out for every member of staff, except where those staff are not in regulated activity, and / or are under 16 years of age. An enhanced DBS check will also be carried out by the School for any person authorised to work with or supervise any pupil(s) in Taunton School.

12.2.2 All employment and voluntary work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, applicants must declare all previous convictions, cautions reprimands or final warnings including those which would normally be considered “spent” except those received for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules. If an applicant discloses relevant information, or information is disclosed on the DBS, a Risk Assessment will be carried out before reaching a recruitment decision.

12.2.3 A DBS check should be completed prior to a member of staff starting employment at Taunton School. This is essential if an employee is to work in a boarding house environment or in an early year setting. In exceptional cases it may be necessary for a member of staff to start employment before the DBS check has been fully processed. In such a case, advice must be sought from HR, and clearance be provided by the CEO, COO, or HR Director. A Barred List check and all other relevant checks must have been completed satisfactorily. The DBS application must be made in advance and a risk document completed by the Line Manager, with support from HR, assessing any risk and outlining controls and supervision which will be put in place around the new employee prior to them starting employment. The risk assessment will be subject to regular review, and details will be recorded on the School’s Single Central Record (SCR). The risk assessment must be signed off by a manager with relevant authority.

12.2.4 It should be noted that original DBS certificates are sent directly to the person who they are carried out for, and the School receive notification via the online DBS portal. A printout from the portal is kept on file which shows the date and results of the enhanced check. The original certificate must be seen and verified by the HR Department prior to the employee starting work and no later than their first day of employment.

12.2.5 DBS certificates are not portable between another school and our school unless the following apply:

- the applicant has registered for the DBS Update Service, or.
- the DBS is the same level as required by the School e.g. Enhanced, AND
- covers the same workforce as required by the School e.g. Child workforce, AND
- has been carried out in recent years.

12.2.6 A copy of the School's DBS policy is available on the School's website and Intranet.

12.3 Verification of Identity and Address

12.3.1 All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at the ID checking guidelines for DBS applications available on the gov.uk website:
www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018

12.3.2 Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of and check for any unexplained discrepancies in the employment and education history of, all applicants.

12.3.3 Please note that original of the above documents are required. Photocopies or certified copies are not sufficient.

12.4 Medical Fitness

12.4.1 The School is legally required to verify the medical fitness [both mental and physical] of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. It is the School's practice that all applicants to whom an offer of employment is made must complete a health questionnaire. The School will arrange for the information contained in the health questionnaire to be reviewed by the School's HR department in the first instance. If there are any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment, if necessary.

12.4.2 The School is aware of its duties under the Equality Act 2010 and that legislation prohibits questioning regarding medical fitness prior to an offer of employment. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and/ or suitable alternative employment.

12.5 References

12.5.1 All offers of employment will be subject to the receipt of a minimum of two references, which are considered satisfactory to the School; one of whom must be the current or most recent employer. Where this is no current employer, references must be obtained from the most recent periods of employment.

12.5.2 For pupil facing roles, references will be requested prior to a face to face, on-site interview, wherever possible. For staff in non-pupil facing roles, references will normally be requested when a verbal job offer is made and, in any case, references must be received before the staff member starts work for the School. All offers are conditional upon the receipt of a minimum of two satisfactory references. A reference will not be valid if it is provided by a family member or friend of the candidate, or if it is an open reference.

12.5.3 Candidates should be made aware of the School's intention to contact referees and therefore give their agreement to this where feasible. This is usually done via the application form. Applicants can indicate on their application form if they do not want a referee to be contacted prior to interview and contact should not be made in writing or verbally in such circumstances.

12.5.4 References should be provided in writing on a School reference request form and ideally should be from a senior person with appropriate authority. If received via email, they must originate from a legitimate source. References must include information on whether the referee considers the candidate is able to perform the role, whether they know of any reason why the candidate may not be suitable for working with children and whether there are any health issues which may affect their performance in the role. Reasons for leaving should also be obtained.

The school will seek to secure a reference from the relevant employer covering the last time the applicant worked with children where applicable, if they are not currently working with children.

12.5.6 Where a verbal reference is provided, a note for the file will be made outlining the key points which will be signed and dated with details of who was spoken to.

12.5.7 References will be reviewed by HR upon receipt to check that all specific answers have been answered satisfactorily and dates of employment match with what is stated on the application form.

12.5.8 The School will seek references from the current and most recent employer. At times the School may need to gain further references such as when the candidate has had several employers in a short period of time, for example.

12.5.9 The School will verbally verify references received with the referee when the candidate has worked with children in their previous role(s). As part of the verification process past employers will be asked about child protection or disciplinary issues in relation to the new employee and confirm reasons for leaving.

12.5.10 All references will be held on the personal file by the HR Department. Any references taken up for unsuccessful candidates will form part of the recruitment paperwork and will be destroyed after a period of six months from the date of the interview.

12.5.11 Where an existing member of staff applies for and is successful in obtaining a different role within the School, and that role will be a pupil facing role, an internal reference may be sought.

12.6 Qualifications

12.6.1 The School will request sight of qualification certificates/professional qualifications which the School deems a requirement for the post. The certificates will be verified against the details provided in the application form.

12.6.2 For teaching staff who need to evidence the level of their overseas qualification for employment, they may be required to access the relevant service via UK ENIC [formerly known as NARIC].

12.7 Overseas Checks

12.7.1 Where an applicant has worked overseas for three months or more in the last five years, the School will require them to provide a certificate of good conduct or equivalent from the police or relevant authority in that country they have worked. This will be obtained by following the information contained in the www.gov.uk link: https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants.

12.7.2 The School reserve the right to request checks for overseas roles that were held more than five years ago or for less than three months.

12.7.3 The application to the relevant authorities must have been before the person starts work, whether any response is received. The HR Department will need to see evidence of this application for compliance purposes.

12.7.4 In the absence of a response before the person starts work, or if the country does not have a suitable system in place, the School will obtain additional references. This is likely to be requested from a suitable person who worked with the new staff member whilst they were abroad.

12.7.5 The School may request that an applicant obtains a letter of professional standing from the professional regulating authority in the country in which they worked.

12.8 Right to Work in the UK

12.8.1 It is unlawful to employ a person who does not have permission to be in, or work in, the UK. A National Insurance number is not sufficient evidence that an individual is eligible to work in the UK. The School can be prosecuted with a fine up to £20,000 per illegal worker if it is found to breach these regulations.

12.8.2 All new employees will be required to produce evidence that they are eligible to work in the UK before they are able to commence employment with the School. A passport or documentation proving place of birth will be required as well as any documentation showing permission to work in the UK if the passport does not cover this, such as a Permanent Residence Card or Biometric Residence Permit. The HR Department will advise on any documentation required. Further information regarding the right to work in the UK can be found on the Government website: www.gov.uk/check-job-applicant-right-to-work.

12.8.3 Free movement with the European Union (EU) ended on 31st December 2020 and there are new arrangements for EU citizens. For all non-British nationals, a combination of some or

all the following schemes come into play to determine their immigration/ right to work status:

- The EU Settlement Scheme [Settled and Pre-Settled Status]
- The points-based immigration system
- Employer sponsorship

12.8.4 **The EU Settlement Scheme [Settled and Pre-Settled Status]**

This applies to EU nationals who started living in the UK prior to 31st December 2020. They

had the opportunity to register to the Scheme before 30th June 2021 for either settled or pre-settled status. This gives them several rights depending on how long they had been in the UK, including an automatic right to work.

It is the individual's responsibility to have done this, and not the School's.

The HR department will conduct an online Right to Work check using the applicant's date of birth and share code.

12.8.5 **Points based immigration system.**

Every non-British national who does not have settled or pre-settled status, whether EU or otherwise, is subject to the new points-based immigration system. This sees points awarded for characteristics like education level, fluency of English and salary. A points threshold must be reached to qualify for a right to work.

12.8.6 **Employer sponsorship**

Taunton School are licensed to sponsor non-British nationals for employment purposes. Please contact the HR Department for further information.

12.9 Prohibition from Teaching

All staff employed or engaged to carry out teaching work will be subject to an online Prohibition Check using the online Portal. This check is applicable even if the staff member does not have Qualified Teacher Status or a Teacher Reference Number. At Taunton School this applies to any staff throughout the School working directly with pupils; this list therefore also includes Nursery Practitioners, Teaching Assistants, Sports Coaches and Technicians [this is not an exhaustive list].

12.10 Prohibition from Management

Prohibition from management checks must also be carried out for any staff appointed to management positions. This includes all staff on the Senior Leadership Teams and includes teaching and house roles which involve management positions such as Head of House, and Head of Department, responsibility. This check will also apply to any internal staff promotions to management positions.

13. Single Central Record (SCR) of Appointments

The School is legally required to keep a central record for all members of 'staff' including volunteers and others brought into the School to provide additional teaching, instruction, or supervision. The record is confidential and is the responsibility of the HR Department. Details contained on the SCR include the staff member's name, address, date of birth, right to work in the UK, DBS and prohibition checks, qualifications (if required for the post) as well as dates when references were received, receipt of application form and confirmation of medical fitness.

14. New Starters

14.1 Contract

A New Starter Form should be completed by the relevant Hiring Manager for all new employees. This will then inform the details to be included in the contract and offer letter. All contracts and offer letters will be produced by the HR Department. For teaching staff these must be authorised and signed by the relevant Head of each School. For Non-Teaching staff these must be authorised and signed by the HR Director.

14.2 Probationary Period

All staff who are new to the School will undergo a probationary period, as per their contract of employment. During this time, they will receive regular reviews from their Head of Department/line manager.

15. Induction Process

15.1 All new employees will receive a systematic induction when they join the School. Induction guidelines are contained on the School's intranet. Local, more specific inductions, are typically also carried out.

16. Appointment of Supply Staff [Agency Staff]

16.1 The checks below apply to people who are offered for supply work at the School by an employment business (temping agency) and who will be in regulated and unsupervised work. Supply staff could perform any function at the School, not only teaching.

16.2 The Head, COO or HR Director will authorise the use of an agency worker and contact with a Supply Agency will normally be conducted by the HR Department. The Agency will be informed of the terms and conditions of the role (hours, job description etc.) and will agree a rate of pay for services. In the event there is a fee (finder's fee) for the agency worker then the HR Department will notify the Head, Deputy Head or COO of this cost.

16.3 The Supply Agency will be asked by HR to confirm in writing that the required checks have been carried out to the extent relevant to that person and the role. These checks will include identity, enhanced DBS, right to work in the UK, barred list, prohibition from teaching (if appropriate), prohibition from management (if appropriate), qualifications (if required), and overseas checks if required.

16.4 The Supply Agency should take up references, obtain a declaration of fitness, check

previous employment history and, if applicable, check whether the person is disqualified from childcare under the Childcare Act 2006.

16.5 The School will be required to see the DBS certificate, where appropriate, as well as check the identity of the supply staff upon arrival at the School to ensure they are the same person on whom the checks have been carried out.

17. Appointment of Proprietors

17.1 The Proprietor is the person or body of persons responsible for the management of the School and is the person/body named in the register of Schools. For Taunton School, the

Proprietor is the Chair of the Board of Governors.

17.2 The checks on a Proprietor will include a check on the barred list, prohibition from management, enhanced DBS check, which is countersigned by the Secretary of State, identity and right to work in the UK. Further checks may be required as considered appropriate by the Secretary of State in the event the Proprietor has lived overseas.

17.3 For Governors, not including the Chair, the School will conduct the following checks: enhanced DBS check, identity, right to work, overseas checks, a prohibition from management check, and an online social media check.

Governors are required to undertake Safer Recruitment training and undertake annual CP update training, as appropriate. Training will enable them to ensure the School's safeguarding policies and procedures are effective and support a robust, whole school approach to safeguarding.

18. Volunteers

18.1 Volunteers at the school are deemed to work in regulated activity and require an enhanced DBS disclosure and Children's Barred List check due to the contact they have with pupils at the School. DBS checks are free for volunteers. The only exception to this will be one-off instances such as a parent helper on a fayre stall, where it is clear that the volunteering is not going to take place more than 3 days in a 3-month period. In these cases, all other checks will be carried out, and the helper will need to be supervised.

18.2 The School will refer to Appendix 3 of the ISI's Commentary on Regulatory Requirements and will then seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances.

This may include (but is not limited to the following):

- formal or informal information provided by staff, parents, and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview and a check of identity.

18.3 Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

18.4 Volunteers working in regulated activity will be subject to the following checks: -

Enhanced DBS, Children's Barred List, ID check, overseas checks (where appropriate), references, social media checks.

18.5 They will also be required to attend School safeguarding training sessions.

19. DBS renewal for Volunteers and Casual Workers

19.1 It is the School's policy that a new DBS certificate is required for volunteers and/or casual workers who will engage in regulated activity, but who have not been involved in any activities with the School for three consecutive months or more (if not signed up to the DBS Update service).

19.2 Those casual workers and/or volunteers who are likely to be involved in activities with the School on a regular basis will be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates. The School reimburses the annual fee for this service.

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