RYDE SCHOOL
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Recruitment Policy

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Owner(s):	WT	
Approval body:	Head Master	
Intended audience:	Staff	
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1. General

Ryde School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic (as defined within the Equality Act 2010).

All queries on the School's Application Form and recruitment process must be directed to the School's HR Department.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

All safer recruitment checks will be made in advance of appointment and as soon as practicable after the offer stage of recruitment.

Example recruitment processes for various categories of staff are set out in Appendix B.

2. Scope of this Policy

The Recruitment Policy refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

- Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School should set out its safeguarding requirements in the contract between the organisation and the School and it must obtain written confirmation from the agency or company that it has carried out the appropriate safer recruitment checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as 'pre-employment' checks. The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Ryde School this would be the Head Master.

- A person who is accountable only to the Head Master or the governors, and who is responsible for the overall management and control of the charity's finances. At Ryde School this would be the Finance Director.

Being disqualified means that a person cannot take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

In respect of contractors, unchecked contractors will, under no circumstances, be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks. If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

3. Application Form

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms, but are permitted to be submitted alongside an Application Form.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position and, where appropriate, a check of the Children's Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare. The list of staff that the disqualification rules will apply to can be found at Appendix D.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head Master immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or

involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head Master for more details.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, the School will have regard to the Prevent duty when determining an individual's suitability to work with children.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

4. Invitation to Interview

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them and explore all potential concerns.

As part of the shortlisting process, the School will carry out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

Shortlisted applicants will then be invited to attend a formal interview at which their suitability, relevant skills and experience will be discussed in more detail.

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The School will, where possible, obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

All formal interviews will have a panel of at least two people chaired by the Head Master/Finance Director or another designated senior member of staff or an HR representative. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors (or another designated Governor) should chair the panel for the Head Master's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person, where possible, and the areas which it will explore will include suitability to work with children including where appropriate, any discussion of information shared by a candidate in their self-declaration form.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate, any documentation evidencing a change of name; and
4. Where applicable, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

5. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon the following checks (as applicable to the role):

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK, including EU nationals (if not already received);
3. A satisfactory enhanced DBS check and, if appropriate, a check of the Children's Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the

historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

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

5. Verification of professional qualifications, including Qualified Teacher Status, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas: Such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
8. Evidence of satisfactory mental and physical fitness to carry out their work responsibilities;
9. Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006;
10. For a candidate to be employed into a senior management position, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities; and
11. Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department.

It is the School's practice that a successful candidate must complete a pre-employment self-declaration form that includes a health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the School's Data Protection Policy. This information will be reviewed against the Job Description for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and/or layout of the School. The School is an equal opportunities employer and any reasonable adjustments made; adjustments to facilitate an applicant's ability to discharge their role will always be discussed and considered based on medical and other relevant information in compliance with the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

6. References

The School will seek the references referred to in section 5 above for shortlisted candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children and to provide facts of any substantiated safeguarding concerns/allegations that meet the harm threshold set out in Part 4 of the Department for Education's ("DfE") statutory guidance 'Keeping Children Safe in Education' ("KCSIE").

The School 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. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

7. Criminal Records Policy

The School will refer to statutory KCSIE guidance, and any amended version, in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here.

There are limited circumstances where the School will accept a check from another educational institution which are as follows:

This is where the new member of staff ("M") has worked in: –

a. A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
b. A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
c. An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

In these circumstances, the School may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

DBS update service

Where an applicant subscribes to the DBS Update Service, the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

If disclosure is delayed

No future employee can commence work until all the necessary recruitment checks have taken place.

8. Retention, Security of Records and Data Protection Obligations

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the School's Recruitment Privacy Notice and Data Protection Policy.

9. General

This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

APPENDIX A: Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

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 School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- 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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any 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.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

APPENDIX B: Example Recruitment Process for Various Categories of Staff

The process for the recruitment of teachers, paid coaches and support staff, including part-timers, is as follows.

A: The process up to offering a candidate the post

1. The post is identified as being required. When someone resigns it may seem obvious that a replacement is needed, but first the Senior Manager responsible for the relevant area of the School should consider whether a replacement is needed, or whether there is an opportunity to restructure this school area in an advantageous way.
2. Advertisement placed (either internally or internally and externally, depending on the role), which includes a child protection policy statement.
3. For positions advertised externally, a pack is prepared for applicants that includes information about the School and the post, usually with a job description and placed on the website alongside application forms and advisory notes for applicants.
4. Applications will only be considered if the application form is complete – incomplete forms or applications not using the forms should be returned. The School will only accept copies of CVs alongside an application form.
5. A team is selected to make the appointment – usually four or five for a teaching appointment. One member of the team must be trained in 'safer recruitment' and have specific responsibility for exploring candidates' attitudes to working with children.
6. A shortlist of applicants will be drawn up.
7. The School will carry out an online search of shortlisted candidates to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.
8. A timetable of interviews will be arranged.
9. The School will write to candidates to invite them to an interview. Shortlisted candidates will be asked to complete and sign a self-declaration of their criminal record information that would make them unsuitable to work with children.
10. References will be requested for shortlist candidates, where possible, before interview.
11. References will be followed up over the telephone (including the school where the candidate last worked, if applicable) and electronic references will be verified to ensure that they are coming from a legitimate source. A senior member of staff may take telephone references as this helps check the candidate's suitability (and identity) and can provide extra information. Full records of telephone references are made and kept but cannot count as one of the two formal references.
12. Prior to interview, the panel will agree what areas each of them will cover: CV, skills, knowledge, extracurricular activities (if appropriate.) Suitability to work with children must be explicitly dealt with at some point in the process, either within an interview or in a specific pastoral interview.
13. Interviews will take place - a programme might include panel interviews, role plays, in-tray exercises, presentations and pupil panels. For a teaching post, candidates will usually teach a lesson and be observed. Where possible a school tour should be arranged but interviews can, in certain circumstances, take place remotely. Notes of the interviews will be made and stored afterwards with the HR Department for all candidates interviewed. The School will keep a record of any gaps in employment.

14. The candidate's identity will be verified at interview (including name, address, and D.O.B) and will be placed on file. Hard copy of a signed Self-Declaration Form will also be placed on file.
15. The panel will meet to consider to whom the job should be offered, weighing up the relevant criteria for the role. For a teacher, this is likely to include: teaching skills; suitability for the department; subjects offered; pastoral skill; extra-curricular activities; experience; support of school ethos and child protection suitability.
16. A conditional offer of employment will be made (i.e. the offer will be subject to the appropriate regulatory checks and receipt of signed contractual terms). Two copies of the formal contract of employment should be sent to the successful candidate, along with copies of the current staff handbook, a pre-employment self-declaration form that includes a health questionnaire, and, where appropriate, a letter from the professional regulating authority in the country (or countries) in which you have worked as a teacher. DBS checks will be administered online using Atlantic Data.
17. Once the candidate has accepted the offer of employment, all other candidates will be sent written confirmation that their application has been unsuccessful.

B: **The process once a candidate has accepted the post**

1. The Senior Manager with recruitment responsibility (see Appendix C) must sign off the appointment and pass all documentation to the HR Department, which must include the Single Central Record Manager, so that the following records are kept:
    a. The application form;
    b. Copies of verified ID;
    c. Date of online search with record of the main findings;
    d. Copies of the self-declaration form;
    e. At least two references;
    f. The offer letter;
    g. Written acceptance of the offer (letter or email); and
    h. Child Protection notes from the interview, signed by the interviewer responsible.
2. The Single Central Record Manager will then ensure that the following checks are made on the successful candidate, as applicable, and record this:
    a. Right to work in the UK;
    b. For all applicants who have worked or been resident overseas: Such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
    c. Enhanced DBS check - where an existing DBS is accepted under the three month rule or where the applicant is registered for the DBS Update Service, sight of the original DBS Certificate is required;
    d. Children's Barred List check;
    e. Prohibition Order check (for a candidate to be employed as a teacher);
    f. Where appropriate, verification of any award of Qualified Teacher Status, completion of teacher induction or probation;

g. If the candidate is undertaking a leadership role, evidence that the candidate is not prohibited from participating in the management of independent schools. (For the avoidance of doubt all teachers recruited will be checked against this, but a subsequent discovery of prohibition need not make the candidate ineligible but this should then be discussed with the Head Master);
h. Confirmation of qualifications, including sight and copy of original documents.
i. Self-certification of health;
j. Where applicable, receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018;
k. Verification of referees.

3. Additional steps are necessary for boarding staff:
   a) DBS checks are carried out on any term-time resident family members (aged 16 and over and not on the School's admissions register) of the appointed staff;
   b) More detailed checks with previous employers may be judged necessary; and
   c) Letters of expectation for family members over the age of 16 should be exchanged.
4) Staff involved with recruitment should bear in mind that the minimum time likely to be taken for processing the above is ten working days from the applicant submitting their DBS application form.
5) Once the Single Central Register Manager is satisfied that the person can be employed, the HR Department will enter the details on the Single Central Record and inform the Senior Manager responsible for that recruit that they can now commence work.
6) A person may only start work once the Single Central Record Manager has informed the Senior Manager responsible for recruitment that all the necessary checks have taken place and are completed.
7) Recruitment is monitored by comparing the Single Central Record with the payroll records each month.
8) During probation and/or induction periods, behaviour towards children is monitored.
9) The first year of teaching is generally seen to be a probationary period for teachers, with confirmation of the post at the end of the second term.

Recruitment of Volunteers

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors therefore, welcomes and encourages volunteers from the local community to assist in its day to day running. The kinds of activities that volunteers may assist with will depend on the availability at the School but may include hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits.

Volunteers will be recruited and vetted via the process set out below. The Crime and Policing Act 2026 made changes to regulated activity, meaning that **any person volunteering in a school or college in a role that involves teaching, training, instructing or supervising children frequently or on more than 3 days in a 30-day period or overnight is now in regulated activity**

Process

1) Volunteers will be subject to an informal recruitment process which will involve them filling out an application form to tell the School about their career and a meeting will be held with the Head Master, Head of Senior, Prep or Pre-Prep, or another senior member of staff as appropriate to discuss the requirements of the School and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the School.
2) Any volunteering placement may be offered subject to the following checks, if relevant:
    a) an enhanced DBS certificate;
    b) if the volunteer meets the period condition above and will therefore be undertaking a regulated activity, a barred list check;
    c) evidence of their entitlement to work in the UK, where relevant;
    d) confirmation that the volunteer has not been disqualified from participating in the management of independent schools;]
    e) if the successful candidate will be undertaking a regulated activity and has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;]
    f) a declaration that they are not disqualified from providing childcare as set out in the statutory guidance
    g) depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement;
    h) two references will also be required; and
    i) if we use a volunteer in a position where expertise is required (e.g. sports coaching), it is appropriate to check qualifications; this is especially important if there is a potential danger.
3) Volunteers will be asked to sign a volunteer agreement.
4) Volunteers are recorded on our Single Central Record.
5) If volunteers are not present year-round at the School, we should, wherever possible, arrange for them to spend time with us at least every three months. If there is a gap of longer than three months, then new DBS procedures should be followed before they are able to return to work.

<u>Recruitment of Agency, Third Party Staff (Supply Staff) and Student Teachers from Another School</u>

In the case of agency workers, the School should set out its safeguarding requirements in the contract between the organisation and the School.

The School will obtain written confirmation from the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks. The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

The School conducts identity checks on agency workers (which includes supply staff) on arrival in School. The School must be provided with a copy of the appropriate level of DBS check for such staff.

Where the student teacher is already working at a lead local school, we will confirm the listed checks have been done by that lead school rather than do them all again. The checks are necessary where Ryde is the lead school.

Recruitment of Contractors

In the case of contract workers, the School should set out its safeguarding requirements in the contract between the organisation and the School and must obtain written confirmation from the company that it has carried out the appropriate checks.

The School will ensure that any contractor, or any employee of the contractor, who is to work at the School, has been subject to the appropriate level of DBS check. Contractors engaging in a regulated activity relating to children, will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. In cases where the contractor does not have opportunity for regular contact with children, the Schools should decide on whether a basic DBS disclosure would be appropriate.

If an individual working at the School is self-employed, the School will consider obtaining the DBS check on the individual's behalf.

The School conducts identity checks on contract workers on arrival in School.

Under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children.

Recruitment of Governors

As Trustees of a registered charity, the Governors of the School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head Master, Finance Director, and other senior staff and organisations, such as a former pupil's association, or those who are close to the School, such as parents, to suggest the names of potential candidates.

As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the multi-faceted affairs of a modern school which is also a Company Limited by Guarantee (CLBG), a medium sized business and an important local employer, with some 300 employees.

We will avoid appointing or retaining trustees who are disqualified from being a trustee, unless the Charity Commission has given a waiver. All potential trustees should complete a charity trustee positions: automatic disqualification declaration before beginning the selection process.

The Governors have appointed a subcommittee to consider appropriately qualified candidates to become governors.

Following the return of the completed disqualification declaration, all Governors complete a selection process, which requires the submission of a CV, completion of an interview with the Chair of Governors and a meeting with the Head Master. Every Governor has an enhanced DBS check unless they will be undertaking a regulated activity, in which case they will undertake an enhanced DBS check with a barred list check. Each appointment is ratified by the full Board for a period of 4 years. The School arranges for all new Governors to receive a thorough induction in child protection and in the compliance and fiduciary duties of governance. New Governors spend a day at the School in order to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

The Clerk to the Governors will inform the HR department at the School to obtain the following from the new potential governor before their appointment is confirmed:

- an enhanced DBS certificate;
- if the Governor will be undertaking a regulated activity, a barred list check;
- evidence of their entitlement to work in the UK, where relevant;
- confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
- evidence that the Governor has not been prohibited from participating in the management of independent schools;
- a declaration that they are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”;
- if the new Governor is also to be appointed as a Company Director, a completed Form AP01 will be sent to Companies House to register the appointment.

The appointment may not be taken up until these checks have been completed.

If Chair of Governors is to change, the School will ensure that the DfE obtains an enhanced criminal records check, and checks both the individual’s identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chair’s disclosure application has to be made by the DfE; the School cannot handle it as they would for all other Governors. So, even if a Governor, whom the School has already checked, becomes Chair, the DfE has to make yet another check.

Once in post, there will be a full induction process for new Governors overseen by the Clerk to the Governors. New Governors will be provided with appropriate training, particularly on Child Protection and Safeguarding.

APPENDIX C: Persons with Recruitment Responsibility

Role	Person with recruitment responsibility
Activities and clubs volunteers (Senior School)	Assistant Head (Co-curricular)
Boarding tutors	Head of Senior School
Catering staff	Catering Manager
Nursery & Pre-Prep volunteers	Head of Prep
Governors	Clerk to Governors
Invigilators	Exams Officer
Prep School teaching staff	Head of Prep
Prep School volunteers	Head of Prep
Listeners	Director of Wellbeing
Maintenance staff & contractors	Estates & Operations Director
Office staff	Finance Director
Peripatetic music teachers	Head of Music
School uniform shop volunteers	Finance Director
Senior School or whole school teaching staff	Head Master or Head of Senior School
Sports coaches	Assistant Head (Co-curricular)
Trip volunteers	Assistant Head (Co-curricular)
Work experience, student and Gap teachers	Head of Senior School or Assistant Head (Co-curricular)

APPENDIX D: Disqualification from providing childcare

Staff potentially affected by the disqualification from providing childcare rules (Early or Later Years, under the Childcare Act 2006):

- Teachers in Nursery and Pre-Prep
- Teaching Assistants in Nursery and Pre-Prep Administration staff in Nursery and Pre-Prep Catering staff in Nursery and Pre-Prep
- Regular volunteers/visitors in Nursery and Pre-Prep Summer school staff where children are under the age of 8
- Staff from main school teaching regularly in Nursery and Pre-Prep or involved in breakfast/supper clubs Those who are directly concerned in the management of Nursery and Pre-Prep.