

Central Record of Recruitment and Vetting Checks Statement

Policy owner	RSSKL - Principal
Policy lead	Human Resources Officer
Audience	All staff
Legislation and regulation	
Formally endorsed by	Board of Trustees
Endorsement date	November 2017
Next review	November 2019

1.0 Introduction

Rudolf Steiner School Kings Langley (RSSKL) is committed to safeguarding the welfare of children and are responsible (as employers) for ensuring that guidelines are followed for the recruitment and selection of staff. These guidelines are in accordance with the “Safeguarding Children and Safer Recruitment in Education” guidance issued by the Department for Education. Robust and rigorous selection practices help deter or reject unsuitable applicants from gaining positions within schools/colleges and helps to ensure that the workforce is committed to the safe welfare of children and a safe and secure school environment.

2.0 Recruitment and Selection Process

All new appointments to RSSKL are subject to recruitment and vetting checks. All members of staff at RSSKL are subject to the Disclosure and Barring Service (DBS). This includes overseas and agency staff working at the college, paid and unpaid teachers and other workers. A single central record detailing a range of checks that has been carried out on members of staff is held at Rudolf Steiner School.

Those appointees who have lived outside the United Kingdom are subject to such additional checks (as deemed appropriate) where the required DBS Enhanced Disclosure is not considered sufficient to establish suitability to work with children and young people. Identity checks will be carried out on all appointments to the school before a placement is offered to the applicant.

RSSKL will ensure that any supply staff have undergone the necessary checks to assess their suitability for the post and DBS criteria have been met. The school will also ensure that any agency providing staff will have made the appropriate checks and have followed the regulations regarding disclosure information; preferably by confirmation of a contract with the organisation.

RSSKL will implement a range of checks to minimise the possibility of children and young people suffering harm from those whom they consider to be in positions of trust. The school will also ensure that appropriate checks and Child Protection procedures are in place for those members of staff who work with young people outside the school.

Successful applicants will be required to complete a DBS Disclosure application form. This shows the school any previous convictions held on file for a potential employee. Having a conviction will not necessarily bar someone from working in a job with children or vulnerable adults and should not be used to discount applications. The severity, nature, circumstances and timing of the conviction will need to be taken into consideration.

3.0 Implementation

3.1 DBS Disclosures

The Principal and the Chair of Trustees has the discretion to allow an individual to begin work within Rudolf Steiner School pending receipt of a DBS Disclosure but should ensure that the individual is appropriately supervised and that other checks, including List 99, have been completed. Where possible, DBS Disclosures will be obtained before an individual starts work. If this is not possible it will be obtained as soon as is practicable after the individual's appointment, its submission having been placed.

Posts within the school are exempt from the **Rehabilitation of Offenders Act 1974**. This means as a prospective employer, short listed applicants must disclose any unspent and spent convictions.

Applicants will need to be given the opportunity at the application stage to declare any unspent or spent convictions they may have. Any declaration they make will be compared with the returned criminal record disclosure.

Enhanced Disclosures required for:

- Any work in school.
- Any position involving unsupervised contact with a child under arrangements made by the child's parents/carers or Rudolf Steiner School.
- Any position which involves regularly caring for, training, supervising or being in sole charge of children at Rudolf Steiner School.

N.B. This includes administrative staff, caretakers and other ancillary staff. A newly appointed member of staff who has not worked within three months before his/her appointment at:

- A school in England in a post which has brought him/her into regular contact with children or any post they were appointed to since 12 May 2006.

Information disclosed as part of a DBS Disclosure must be treated as confidential. It is an offence for the DBS Disclosure information to be passed to anyone who does not need it in the course of their duties. Only if the subject gives written consent can a disclosure be passed to another agency.

3.2. Central Record

In addition to the various staff records which are kept as part of normal business, Rudolf Steiner School must also keep and maintain a single central record of recruitment and vetting checks. The records must show the following people:

- All members of staff who are employed to work at the school
- All members of staff who are employed as supply staff to the school or as supply staff through an agency.

The record should also include all others who have been chosen by the school to work in regular contact with children. This will cover volunteers and mentors who also work as volunteers with Rudolf Steiner School and people brought into the school to provide additional teaching or instruction for pupils but are not staff members.

Supply agencies will need to supply the school with a written confirmation that satisfactory checks have been completed. Only if information disclosed in DBS checks requires it will the school be required to see original documentation on Recruitment and Vetting checks from the agencies.

The Central Record will indicate:

- Identity checks
- Qualifications checks – legally required for the position
- Checks of right to work in the United Kingdom
- List 99 checks
- DBS Enhanced Disclosures
- Further overseas records, checks – where appropriate

The records will also show the date that each check was completed and by whom.

3.3 Protection of Children Act and Referral to the Children’s Safeguarding Unit (List 99) at the Department for Education (DfE)

There is a statutory requirement for the provision of the Protection of Children Act to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed at child or young person at risk of harm will be referred to the Children’s Safeguarding Unit at the DfE.

4.0 Monitoring and Review

The Business Manager will have responsibility for monitoring and reviewing this policy on an annual basis.