

Bishop Perrin Church of England Primary School

Safer recruitment and selection policy

Statutory Policy



Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.

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1 AIM

The Governing Board and the school leadership team are responsible for ensuring that the school follows recruitment procedures that help to deter, reject or identify people who might abuse children whether through volunteer or paid employment. In order to do so, the school takes active steps and measures. This policy outlines the steps and measures in place to ensure safe recruitment and selection of staff and volunteers at Bishop Perrin School.

2 ADVERTISING

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children with the following statement on all adverts for new appointments:

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made using safer recruitment processes, which includes online checks, and the successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks. References will be requested prior to interview.”

- That statutory safeguarding checks will be undertaken, including online searches of shortlisted candidates, to help identify any issues that are publicly available online.
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children (job description and person specification)
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account
- That there will be a clear selection criterion defined along with methods for assessment identified.

The amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website and in section 6.

3 APPLICATION FORMS

Our application form, which has been created by the London Diocesan Board for Schools (LDBS), includes a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

Included in the application form is a link to our school's Child Protection and Safeguarding policy and policy on employment of ex-offenders.

Our application form also requires applicants to provide the following information:

- personal details, current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification
- Information for applicants about the legal basis and process for disclosing relevant criminal record
- Clear statement that it is an offence to apply for a role in regulated activity if the applicant is barred from engaging in regulated activity
- Signed declaration by candidate that all information is true

4 SHORTLISTING

The shortlisting process will involve at least two people who will be on the interviewing panel and will:

- include at least one member of the recruitment panel who has completed safer recruitment training within the last three years
- Consider any inconsistencies and look for gaps in employment and reasons given
- Explore all potential concerns
- Include online searches to help identify any issues that are publicly available. This will be carried out by searching for their name via an internet browser and consulting the first three pages of results.

5 AFTER SHORTLISTING: SEEKING REFERENCES AND CHECKING EMPLOYMENT HISTORY

References will be obtained before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Ensure there is a reference from the current or most recent employer

- If not currently working with children but has done so in the past, a reference should be sought from most recent employer where the role involved working with children
- Ensure the referee is a senior person with relevant authority – in a school, the HT / principal should confirm the reference is accurate
- Ask whether aware of any behaviour that might give rise to concern, including any disciplinary action
- Ask specifically about allegations about their behaviour towards children
- Specific confirmation of the details and responsibilities of previous post given by applicant The Safer Recruitment Consortium References
- Always verify information with the person who provided the reference
- Contact referees to clarify where information is vague or insufficient information is provided
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- Establish reason for leaving their current or most recent post
- Raise questions and seek additional confirmation of authenticity if they are not on official headed paper or come from a professional email address.
- Question if the reference is not from the person who we requested it from and is not signed by the author with an original signature
- Not accept open references
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Resolve any concerns before any appointment is confirmed

6 INTERVIEW AND SELECTION

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

At interview, candidates will be asked to complete a self-declaration of their criminal record (appendix 1 or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at the interview stage.

The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- If they are known to the police and children's social care

- If they have ever been disqualified from providing childcare
- Any relevant overseas information

They will also be asked for a signed declaration to confirm that all information is true.

- It is the employer's responsibility to draw applicants' attention to the guidance on filtering.
- If an applicant discloses an offence which they did not need to, it is the recruiter's responsibility to know not to discuss/take it into consideration The Safer Recruitment Consortium Protected offences – summary
- All youth cautions will be protected / filtered
- Adult cautions will be protected after 6 years unless they are on the list of specified offences that will never be filtered
- Convictions will be protected after 11 years unless they are on the list of offences that will never be filtered
- This means that you may not be aware of patterns of behaviour – previously a good indicator of suitability
- If it is necessary to copy the DBS certificate, this should be retained for a maximum of 6 months
- Self-declarations, interview / discussion notes and risk assessments can be retained for duration of employment – but this needs to be made clear in staff privacy notices, etc

7 PRE-APPOINTMENT VETTING CHECKS

All checks required for the Single Central Record (SCR) will be carried out prior to employment. Evidence of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below, including:

- Verification of identity – including original birth certificate (where possible) to identify whether the person has changed their name beyond marital changes
- Eligibility to work in the UK
- Professional qualifications
- Mental and physical fitness to carry out role
- DBS Barred List (if regulated activity)
- Enhanced DBS check
- That those in 'teaching work' are not subject to a prohibition order, interim prohibition order or GTCE restriction
- S128 Prohibition from management (independent / free schools / academies and governors of maintained schools)
- Status: QTS, HCPC, disqualified from EY / later years childcare, etc
- Overseas checks (may include overseas criminal certificates / overseas references / info from overseas teaching regulators)

To verify identity, we will:

- Check current identity documents
- Check reference history and name match
- Check education credentials - name check
- Check professional registration / TRA record
- Check additional identity documents; e.g. marriage licence / divorce record
- Cross reference these with DBS application form and declaration

Bishop Perrin School uses the form in appendix 2 to confirm appointment of staff.

As Bishop Perrin School educates children under the age of 8 years old, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Staff are asked to complete an annual declaration under the Childcare Act 2006 (see appendix 3) by the HR officer who ensures these are completed annually.

Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

8 DISCLOSURE AND BARRING SERVICE – DBS

The level of DBS certificate required will depend on the role. All staff are subject to a prohibition check regardless of their role in the school. For most appointments an enhanced DBS certificate will be required as the majority of staff will be engaging in regulated activity which means that they:

- will be responsible on a regular basis, for teaching, training, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in our school where they have an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

For those engaged via a third-party organisation (temporary staff / contractors) who have an opportunity for regular contact with children but are not engaging in regulated activity, an enhanced DBS certificate that does not include a barred list check will be appropriate.

The applicant must show the original paper DBS certificate to their potential employer before they take up post, or as soon as practicable afterwards. Schools and colleges will be able to compare any information disclosed on the certificate with any information shared by the applicant during the recruitment

process. Where an applicant is on the DBS update service, they must share the required information with the school to be able to verify their checks.

Making a referral to the DBS in the event of a safeguarding concern

The school has a legal duty to make a referral to the DBS where a person in regulated activity has been dismissed or removed from post due to safeguarding concerns or they would have been removed if they had not resigned beforehand. See “Whistleblowing” and “Allegations involving school staff, volunteers, contractors or pupils” policies for further information.

A referral to the DBS will be made for any person who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the ‘harm test’ is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

9 REGULATED ACTIVITY

- Individuals employed to work regularly in a school or children’s home are in regulated activity (RA) with children
- It is a legal requirement to check people working in RA are not barred from that work before they commence in post
- People not in RA can still be asked to undertake an enhanced DBS disclosure (without Barred list check)
- It is unlawful to check the Barred list if the person is not in RA
- Employer must see the original certificate and record on the SCR the date it was seen
- Under the DBS code of practice, employers should only retain a copy in certain circumstances.

1. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice / guidance on wellbeing, moderate an online service or drive a vehicle only for children

2. Work in a limited range of establishments, (specified places) e.g. school, children’s home, childcare premises ... but not by supervised volunteers

3. Relevant personal care, such as washing, dressing, feeding, healthcare by or supervised by a health-care professional

4. Registered child-minding / fostering Work under (1) or (2) is Regulated only if done regularly (by same person once per week or more, 4 or more days in a 30-day period or overnight).

10 MEDICAL CLEARANCE

When appointing new staff, the school will verify their mental and physical fitness to carry out their work responsibilities. All new employees complete a health questionnaire. If an existing employee takes up a different post they may be subject to another medical clearance depending on the type of work carried out.

11 NATIONAL INSURANCE NUMBERS

All employees require a permanent National Insurance number before they can commence work.

12 SINGLE CENTRAL RECORD (SCR)

The school keeps a Single Central Record (SCR) which includes the details of all staff, governors, volunteers, student teachers and staff working in the school who are employed by another organisation. The SCR policy outlines procedures for maintaining relevant and statutory information.

The SCR will only be accessed by the Headteacher, the Deputy Headteacher and School HR Officer. The SCR is password protected and stored in a secure platform - CPOMs. The SCR will be updated by the HR Officer whenever changes need to be made. The SCR is monitored by the DSL and headteacher on a half-termly basis and reported to governors.

13 SUPPLY AGENCY AND THIRD-PARTY STAFF

Employment agencies that supply staff to schools and FE colleges must make the same checks on those staff as those that establishments are required to make on staff they employ directly.

We will obtain written notification from any agency, or third-party organisation that is used that they have carried out the checks (in respect of the enhanced DBS certificate written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school that the school would otherwise perform.

This information will be scrutinised by the HR Officer and passed onto the Senior Leadership Team. Where the position requires a barred list check this must be obtained by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made via photographic ID – passport or driving license or for AfC and NHS staff, a valid organisation ID.

14 EXTENDED SCHOOL, USE OF SCHOOL SITE DURING HOLIDAYS AND OFF-SITE ARRANGEMENTS INVOLVING THIRD PARTY STAFF

Where extended school activities are provided by and managed by the school, our own safeguarding and child protection policy and procedures apply. When our pupils attend off-site activities, we will ensure that effective child protection arrangements are in place.

The school's Lettings Policy outlines expectations that the suitability of adults working with children on the school site at any time has been established and verified by the lessees and that appropriate child protection and safeguarding policies are in place regardless of whether or not the children attending are on the Bishop Perrin School roll.

When our pupils attend an alternative provision provider, we will obtain written confirmation that appropriate safeguarding checks and training have been carried out on individuals working at the establishment, i.e. those checks that we would otherwise perform in respect of our own staff.

15 TRAINEE/STUDENT TEACHERS

Where applicants for initial teacher training are salaried by Bishop Perrin School, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

16 VOLUNTEERS

Parent helpers, work experience students and other volunteers in the school will be given guidance about the school's child protection and safeguarding procedures and what they would need to do if they have any concerns about what they have seen or heard in the school whilst volunteering. They will be provided with a guidance leaflet explaining how they should report any concerns/disclosures. Visitors engaged to speak at school will be sought and welcomed following consultation with the AfC Guidance for Local Governing Bodies and Headteachers to ensure oversight, due diligence and risk assessment for any external visitor or external group leading activity in the school. (December 2025). Visiting speaker will agree to the school's

expectations and show their agreement by signing a document (Appendix 60 at least annually).

In the case of sixth form students / school placement students volunteering at Bishop Perrin School, we will seek assurances from the host school that the students are of good character and nature and that there are no concerns about their behaviour or conduct. The school/sixth form college that is providing the students to volunteer at Bishop Perrin School will be asked to undertake their own safeguarding training and set expectations around conduct and behaviour of their student prior to starting at Bishop Perrin School. Where a student is over 16 years of age, the school or college requesting the placement will need to undertake a DBS check.

Any volunteer who does not have a valid DBS and barred list check, will need to work in sight of a member of staff who supervises them. Supervision requires that the volunteer can always be seen and heard by a member of staff. The member of staff supervising must be aware that they are supervising and hand over the responsibility for supervision to another member of staff if necessary. The volunteer should not be left alone.

The school will not allow people over the age of 16 years old to undertake work experience, lesson observations or teaching practice unless they have a current DBS check. Where young people under the age of 18 undertake voluntary work, they will always be supervised by an adult over the age of 18.

We will:

- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity via their educational organisation (in the case of teaching students and work experience placements) or via Bishop Perrin School – whichever is appropriate
- Carry out a risk assessment when deciding whether or not to seek an enhanced DBS check without barred list information, for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- If a volunteer will be providing 'teaching' and has previously been a qualified teacher the school will check on the Teachers Services website that they are not prohibited from teaching.
- The Disqualification under the Childcare Act 2006 Regulations 2018 apply to all volunteers providing early years or later years childcare (see page 44).

In the event that a volunteer risk assessment is carried out, appendix 4 will be used.

The risk assessment considers:

- the nature of the work with children, especially if it constitutes regulated activity, including the level of supervision;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability; and whether the role is eligible for a DBS check and if it is, what level is appropriate.

17 GOVERNORS

All Governors will have an enhanced DBS check and for best practise, be subject to an identity check although this is not required. They will have an enhanced DBS check with barred list information if working in regulated activity. All Governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school Governor).

18 STAFF WORKING IN ALTERNATIVE PROVISION SETTINGS

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform. The written confirmation is stored on the school's secure server in a dedicated folder that is separate to the school's Single Central Record.

The school should seek assurances that the provider and setting have appropriate safer recruitment practices and child protection policies and procedures in place. A site visit and written agreement detailing how safeguarding matters should be managed between the two provisions will take place.

19 CONTRACTORS

Contractors who are selected to carry out work at Bishop Perrin School will be encouraged to come onto the premises out of school hours or on inset days. Otherwise, contractors will be told of safeguarding procedures on entry to the school, by school office staff. Bishop Perrin School follows the LDBS Guidance for Consultants and Contractors (Feb 2016), see Appendix 5.

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a Private Finance initiative PFI, or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- Copies of such checks will not be kept for longer than six months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- The identity of all contractors and their staff will be checked on arrival at the school.

For self-employed contractors such as swimming / sports coaches or therapists, we will ask to see their DBS documentation and photographic ID. This will be recorded on the school's SCR for the duration of the engagement with the school. We will not keep copies of such checks for longer than six months. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

If a contractor is employed by another organisation, a 'letter of assurance' confirming appropriate pre-employment vetting checks have been carried out can negate the need to check the DBS certificate itself. This is stored securely on the SCR.

20 RIGHT TO WORK IN THE UNITED KINGDOM

Prior to employment the school will check that the employee has the necessary documentation to work in the UK. In situations where there is uncertainty over an employee's right to work in the UK, the school will seek advice from the Home Office (Helpline: 0845 010 667).

Individuals who have lived or worked outside the United Kingdom

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools. In addition, schools must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the [NCTL Teacher Services'](#) system. Although restrictions imposed by another EEA regulating

authority do not prevent a person from taking up teaching positions in England, schools should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

The Home Office has published guidance on [criminal record checks for overseas applicants](#). The Department for Education has also issued [guidance on the employment of overseas-trained teachers](#). This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the USA.

Appendix 1



Criminal records self-declaration form – teaching staff

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

(<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>)

If you accidentally provide information about 'protected' convictions or cautions, we will not take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We will not use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Name	
Role	

Self-declaration

	YES/NO
The role you've applied for is 'regulated activity', so is eligible for a barred list check.	
Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?	

	YES/NO
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	
<p>Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Orders disqualifying you from caring for children • Orders disqualifying you from private fostering • Any refusal of an application for you to be registered in relation to a children's home • Care/child protection orders issued in respect of a child in your care 	
<p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Any offence against or involving a child • Any sexual offence • Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) 	
Do the police or children's social care have your name and/or information on file for any reason?	
If you answered 'yes' to any of the questions above, please provide further information.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed:

Date:



Criminal records self-declaration form – administrative staff

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution).(https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution)

If you accidentally provide information about 'protected' convictions or cautions, we will not take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring or childcare disqualification requirements
- Inform our conversations with you about any relevant details during the interview process

We will not use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Name	
Role	

Self-declaration

	YES/NO
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	

	YES/NO
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	
Do the police or children's social care have your name and/or information on file for any reason?	
If you answered 'yes' to any of the questions above, please provide further information.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed:

Date:

Appendix 2 – New Appointment Setting-up Checks

(All checks undertaken and evidenced by the HR Officer)

NAME:

POSITION:

START DATE:

NAME OF DOCUMENT	DATE SENT/REQUESTED	DATE RETURNED/RECEIVED/SEEN	
Confirmation of job offer letter			
Original birth certificate			
Passport seen and copy made			
Qualifications seen and copies made			
Proof of address x 2 seen and copies made			
Health Questionnaire Link sent/advised			
New Employee Information form			
Rehabilitation of Offenders Form			
Reference 1 requested			
Reference 2 requested			
Confirmation of Acceptance of position			
New Employee Form uploaded to HR			
	Date		
DBS disclosure seen/commenced		Disclosure Number:	Disclosure Date:
Barred Check undertaken			
Right to Work in UK evidenced		Document:	NI Number:
HMRC Starter Checklist given		Returned:	Sent to HR:
Prohibition from Teaching check			
Contract received from LEA		Date given to employee:	Date Signed Contract Returned:
Safeguarding Briefing undertaken		By Whom:	
Email/log on requested		Date received:	Date given to employee:
Details entered onto INTEGRIS		Details entered onto SCR	Date:

Appendix 3

School Staff Disqualification Declaration under the Childcare Act 2006

BISHOP PERRIN C OF E SCHOOL

In July 2018, the Department for Education (DfE) updated its Statutory Guidance for Schools relating to the childcare Act 2006.

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009:

<https://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made>

A person may be disqualified through:

1. Having certain orders or other restrictions placed upon them
2. Having committed certain offences

You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.

A disqualified person is not permitted to continue to work in a role providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED:

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>

Name	Post

Please circle one option for every question below

Section 1 – Orders or other restrictions

Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES / NO
Are there any relevant orders, restrictions or prohibitions in respect of you as set out in the schedule 1 of the following Regulations? https://www.legislation.gov.uk/uksi/2009/1547/schedule/1/made	YES / NO
Are you barred from working with children?	YES / NO

Section 2 - Specified and Statutory Offences

Have you ever been cautioned, reprimanded, given a warning for or convicted of any of the following:

<ul style="list-style-type: none">Any offence against or involving a child? (A child is a person under the age of 18)?	YES / NO
<ul style="list-style-type: none">Any violent or sexual offence against an adult?	YES / NO
<ul style="list-style-type: none">Any offence under the Sexual Offences Act?	YES / NO
Any other relevant offence? Available on the links below: https://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made https://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made	YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES / NO

Section 3 – Provision of Information

If you have answered YES to any of the questions above you should provide details below. You may supply this information separately if you so wish, but you must do so without delay.

Details of the order, restriction, Conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	

You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.

Section 4 - Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children and that I will notify my headteacher immediately if there is any change to the information contained in this declaration.
- I understand that I must notify my headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations, made in respect of me that would render me disqualified from working with children.

Signed			
Print Name		Date	

Appendix 4

Volunteer safeguarding recruitment checklist and risk assessment

Assessment conducted by:	Job title:	Volunteer:	Date:
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Safe recruitment of staff and volunteers is not just about DBS checking. A DBS forms one part of safer recruitment practice.

Task	Complete ✓ or ✗
Write a clear role description (what tasks the volunteer will do) and a role profile (what skills the person will be expected to have). <i>This will help to determine whether the post is regulated and the relevant checks that need to be completed.</i>	
Use an application form to assess the volunteers' suitability for the role. <i>This makes it easier to compare the experience of potential volunteers and helps you to collate the important information you need to ask.</i>	
Make it clear that the school has a commitment to safeguarding and protecting vulnerable children, young people and their families. <i>This should be included in the volunteer pack, along with a notice that a DBS may be required.</i>	
Conduct a face-to-face interview with pre-planned questions.	
Include a question during the interview about whether the applicant has any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to volunteer.	
Check the volunteer's identity by asking them to bring photographic ID such as a photo driving licence or passport.	
Undertake an online check (in line with guidance outlined in this policy).	
Check that the volunteer holds any relevant qualifications they say they have by asking them to bring the certificates with them to interview – for example, first aid certificates.	
Apply for the appropriate DBS as required. Depending on regulated activity criteria, determine if a barred list check is required.	
If volunteer already has a valid DBS, check this alongside their photographic ID and make sure that it is appropriate for the type of volunteering that they will be carrying out eg. regulated, not regulated, with children, not with children. If their DBS is verified by a third-party e.g. School Association, ensure they have shared details of the check with the school.	
Take up a minimum of two references. <i>These should be from a previous employer, volunteer manager or from a school / college / university tutor asking specifically about a person's suitability to volunteer at a primary school.</i>	
Provide a link to the school's safeguarding procedures and employee / volunteer code of conduct (what is and what is not acceptable behaviour in relation to working with our client group), and ask them to sign when they have read it.	
Agree who will line manage the volunteer and agree the boundaries for their role.	
All induction training should be provided and completed within one month of commencing the role.	
Add volunteer's details to the Single Central Record (SCR) for the duration of the time they are volunteering for the school.	

Volunteer Risk Assessment

Please note this is a template and the recruiting manager should add to this risk assessment any risks that would be specific to the role.

Risk/Issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
Regular unsupervised contact with children	High	<ul style="list-style-type: none"> All volunteers in regulated activity are subject to an enhanced DBS check and possible barred list check if working regularly (eg same person once per week or more, 4 or more days in a 30 day period or overnight) 					Medium
Being the lone adult in a vehicle transporting children	High	<ul style="list-style-type: none"> Under no circumstances will a volunteer without an enhanced DBS check be allowed to transport children unsupervised. 					Medium
Lack of knowledge of correct safeguarding protocol	High	<ul style="list-style-type: none"> As per DfE guidance all volunteers are provided a copy of AfCs Child Protection and Safeguarding Policy and procedures for dealing with allegations of abuse. Volunteers receive the minimum training requirements for any staff member, including the following: 					Medium

Risk/Issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> How to identify children who may benefit from early help How to refer safeguarding concerns How to make referrals to children's social care How to respond if a child discloses that they are being abused or neglected Procedures for online safety 					
Oversight regarding risks presented	High	<ul style="list-style-type: none"> In line with Safer Recruitment practices at least one member of the appointment panel has undertaken safer recruitment training. 					Medium
Allegations of abuse	High	<ul style="list-style-type: none"> In line with DfE policy, there are procedures in place to handle allegations against volunteers. Allegations are referred to the Local Authority Designated Officer (LADO). 					Medium
Poor selection process	High	<ul style="list-style-type: none"> A suitable and sufficient selection process has been put in place to 					Medium

Risk/Issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
		<p>ensure volunteers are suited to the tasks they perform.</p> <ul style="list-style-type: none"> • Training is provided to volunteers who require it. • A risk assessment may be undertaken and professional judgement used to decide whether a DBS check is required for a volunteer not in regulated activity. The manager should consider: <ul style="list-style-type: none"> - The nature of the work. - What is know about the volunteer. - Whether the volunteer has other employment or voluntary activities where referees can advise on suitability. - Whether the role is eligible for an enhanced DBS check. • Details of the risk assessment are recorded and reviewed regularly. 					
Lack of induction	High -	<ul style="list-style-type: none"> • All volunteers are briefed prior to starting in the role • Volunteers are presented with all relevant, and up-to-date, policies 					Medium -

Risk/Issue	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline	Risk rating following action H/M/L
		<p>and documents to ensure they fully understand their duties.</p> <ul style="list-style-type: none"> • All volunteers undergo safeguarding and child protection training as part of their induction. • All volunteers receive refresher training if required. • All volunteers receive safeguarding and child protection updates regularly, but at least annually. • A risk assessment is produced and explained to volunteers. 					
Volunteer provides personal care	High -	<ul style="list-style-type: none"> • Volunteers are not permitted to provide personal care to children without an enhanced DBS and Barring List check. Personal care does not include activities such as helping a child to lace up boots. 					Medium -

It is advised that the manager keeps a staff list of all volunteers and share this with People and Payroll quarterly.

Appendix 5

London Diocesan Board for Schools - Guidance for Consultants & Contractors

- I. The purpose of this guidance is to ensure that the pupils of a school are safe.
- II. The guidance is intended to apply to all consultants/contractors, workmen or any persons entering a school to carry out work.
- III. The Headteacher is responsible for the safety of the children in their care and so they will be the ultimate authority for anyone working on the school site.

Consultants / Contractors **MUST** either:

Be **SEGREGATED** to avoid contact with pupils wherever possible:

- The work area may be physically closed off to pupils
- Consultants / Contractors only work on the site at a time when there are no pupils present.

Or **SUPERVISED** if it is not practically possible to segregate them:

- Consultants / Contractors must be supervised at all times by a member of the school staff or volunteer who has been vetted.
- Supervision must include vetting conversations and any written messages. Supervisors must be prepared to intervene when necessary.
- It is important that supervisors are clear that they are there to monitor contact with children and not the building works.

DBS Checks

The Headteacher and consultants/contractors need to ensure that any contractor or any of their employees have been subject to the appropriate level of DBS check depending on whether they fall into regulated activity or not. This will depend on the possibility of contact between the workers and the children e.g. work carried out in the summer holiday would not require DBS checks. Contractors engaged in regulated activity will require an enhanced DBS certificate with barred list check, but those who are not in regulated activity but may have the opportunity for contact with children should have an enhanced DBS check as a minimum requirement. [For further information see Keeping Children Safe in Education](#)

If the site is completely segregated then DBS checks are not necessary although the foreman or site manager who might need to come on to the site to speak with the Headteacher or site manager should have a DBS check and provide evidence of the check to the school.

Regular service engineers visiting the school during the school day should all have DBS checks and consultants/contractors should provide evidence to that effect to schools.

HOWEVER none of the above should be on site without supervision.

HOWEVER no consultants/contractors should at any time knowingly include on their workforce a person who has a conviction or warning that stops them working in the proximity of children or might cause them to be added to the sex offenders register, or might cause them to be subject to an adverse DBS check.

Emergency engineers and ad hoc visitors do not have to have DBS clearance but must sign in and out and should at **no** time be left unsupervised.

The following Code of Conduct is to be made clear to all workers and displayed on the building site:

Consultants and Contractors Code of Conduct

1. Avoid contact with the children.
2. Do not communicate with the children without school supervision.
3. Do not go into non - work areas without permission or supervision.
4. No swearing or inappropriate language.
5. Appropriate clothing to be worn at all times including shirts.
6. Remember that actions kindly meant can be misinterpreted.
7. ID must be carried or worn which may include badges or branded work wear.
8. All personnel to sign in and out of school premises/work areas.



Celebrating learning together in faith, hope and love

Appendix 6

Visiting Speaker Guidance

When planning to invite a visitor to engage with students (i.e. – enrichment workshops, curriculum provision, etc) staff should consider the following points or undertake the following actions:

- Does the input enhance learning and have a clear place in the curriculum/enrichment?
- What value they are adding that is different from what the teacher and school can do alone?
- Are the values of the visitor clear, do they differentiate between fact and opinion and how can we be sure there is no hidden agenda behind their visit?
- What experience have they had working with schools and young people previously?
- What are their reasons for working with schools?
- Is there evidence that the visitor has had a DBS check?
- Carry out a Google search on the visitor – what exactly do you know about their background? For example, are they members of a specific extremist organisation? Does the input support the capacity of the school to deliver good quality curriculum, enrichment and work related activity?
- Is the visitor adequately trained and competent to deliver content?
- Is their knowledge and experience relevant and appropriate to the nature of their visit?
- Does the input from external visitors comply with the Equalities Duties and will it provide a balanced view of any social, economic, religious or political issues?
- Will the external visitors want to take photographs or videos of their activities in school? If so, for what purpose? If so, a learner consent agreement to use of photos/video must be in place.
- Does the external visitor want to use their visit as an opportunity to raise funds?
- Will staff and students have an opportunity to evaluate input from external visitors?

Prevent Duty Compliance

Protocols must ensure speakers are suitable under the Prevent Duty. Messages must support British Values and must not seek to glorify criminal activity, violent extremism, or attempt to narrow the views of children through extreme or narrow views of faith, religion, culture, or ideology.

Content and Material Vetting

The school must have full access to review all materials, including PowerPoints, handouts, or transcripts, prior to the visit to ensure consistency and compliance. The material must be age-appropriate and, where expressing political or partisan views, offer a balanced presentation of opposing views. Schools must ensure, in making any decisions about whether to host an

external speaker, that they comply with the public sector equality duty and that they are not discriminating by reference to protected characteristics.

Educational Mandate (Faith Groups)

Any activity (curricular or extra-curricular) must be **educational, student-centred, and align with the national curriculum**. The delivery of faith perspectives should encourage critical thinking and reflection, not persuasion. Staff must use neutral, inquiry-based language (e.g., “Christians believe...”) and avoid sharing personal theological preferences or imposing personal opinions.

Oversight and Supervision

The Headteacher or Designated Safeguarding Lead (DSL) must grant permission for any visitor to work with children before the activity commences.

Supervision

Visitors who are not on the approved visitor list (DBS pre-checked) **must not be allowed to move around the site unaccompanied**.

Staff Presence

The organiser or a leading member of staff **must be present throughout** the speech or group activity to **oversee adherence to guidelines** and intervene immediately if they are breached.

Handling Breaches

School staff have the **right and responsibility to interrupt and/or stop the presentation** for any violation of the agreed guidelines. All breaches must be reported to the Headteacher.

AfC Guidance for Local Governing Bodies and Headteachers to ensure oversight, due diligence and risk assessment for any external visitor or external group leading activity in the school. (December 2025)



Celebrating learning together in faith, hope and love

Visiting Speaker Agreement

At Bishop Perrin School we understand the importance of visitors and external agencies to enrich the experiences of our students. In order to safeguard our children, we expect all visiting speakers to read and adhere to the statements below. Any messages communicated to students support our school values and fundamental British values.

Our vision is that we will grow in the God-given virtues of "faith, hope and love" (Corinthians 13:13): having faith in God or being inspired by faith; having hope that we can work to change ourselves and the world for the better; and having love for others, reflecting God's love for everyone.

The Bishop Perrin School community inspires a love of learning where everyone is valued and encouraged to grow and achieve within a safe, Christian environment.

Expectations for visiting speakers:

- The presentation must be appropriate to the age and maturity level of the student audience. Appropriate dress, language, and behaviour are required at all times.
- The presentation must not incite hatred, violence or call for the breaking of the law.
- The visiting speaker is not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts.
- The visiting speaker must not spread hatred and intolerance of any minority group/s in the community and thus aid in disrupting social and community harmony.
- The content of the speech/presentation must contribute to preparing students for life in modern Britain and follow the themes organised in the annual Worship calendar.
- The visiting speaker must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge.
- Visiting speakers are not permitted to raise or gather funds for any external organisation or cause without express permission from the Headteacher.
- Compliance with the School's Equal Opportunities, Prevent and Safeguarding Policies.
- School staff have the right and responsibility to interrupt and/or stop the presentation for any violation of this agreement.
- The visiting speaker has read these guidelines and agrees to abide by them.

By reading this and signing-in on our electronic system, you are agreeing to comply with these statements.

Name of Visiting Speaker		Date	
Visitors Signature			
Organisation (if applicable)			

To be signed by each visiting speaker annually and stored digitally