18a. Safer Recruitment Policy

Introduction

The Lyceum School follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Independent School Standards Regulations.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE 2022), the governing body prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised.

As part of carrying out safe recruitment procedures under KCSIE, members of the teaching and non-teaching staff at the school including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work.

The recruitment process that also aims to:

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with children or young people.
- identify and reject applicants who are unsuitable for work with children and young people.

Inviting Applications

All positions will be advertised externally as appropriate.

Advertisements for posts – whether in newspapers, journals or on-line – will include a statement on the school's Safeguarding Policy. They will also state that candidates will be required to undergo a DBS check and for final stage candidates, an online check will take place of all publicly available information.

Recruitment Packs will state very clearly the details of the post and qualifications required so that only the right candidates apply.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The Lyceum's Safeguarding and Policy
- The school's recruitment policy (this document)
- An application form

All prospective applicants must complete, in full, an application form.

Short-Listing and References

Short-listing of candidates will be against the person specification for the post. We do not discriminate on the basis of race, religion, sex or disability.
When possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- the candidate's suitability for this post
- the candidate's salary on leaving

School employees are entitled to see and receive, if requested, copies of their employment references.

The Interview Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Telephone or online interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview which will always take place at the final stage.

Final stage interviews will always be face-to-face with at least two members of staff – one being a member of SLT. At least one member of staff who interviews must have undergone Safer Recruitment Training and be in possession of the appropriate certificate.

Whenever possible or appropriate, applicants will be observed with children as part of the interview process to help establish their suitability to work with children.

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

Employment checks

All successful applicants are required:

- to provide proof of identity (Preferably from current photographic ID and proof of address)
- to provide certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

The school will obtain for each successful applicant:

- a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity
- a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- confirmation that to be employed as a teacher they are not subject to a prohibition order issued by the Secretary of State
- confirmation that to be employed as a member of SLT they are not subject to a management prohibition order, a Section 128 issued by the Secretary of State
- confirmation that they are not subject to any restrictions imposed by EEA authorities
- overseas checks where a person has lived or worked abroad for a period of more than three months in the last five years
- for staff who work in childcare provision, or who are directly concerned with the management of such provision, the school must ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2018.
- An online check carried out by the Bursar and Head of Operations.

A single central record is kept recording the checks made, when and by whom. This record includes identity, qualifications, and DBS checks etc.

DBS Disclosure:

- If staff are employed pending completion of a DBS check, they will only work with the children with the appropriate supervision and after a barred list check has been carried out.
- Where applicants for initial teacher training are salaried by the school, we will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including and barred list information) must be obtained.

- Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks, we will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.
- If we have concerns about an existing staff member's suitability to work with children, we will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school moves from a post that was not regulated activity into work which is regulated activity, the relevant checks for the regulated activity must be carried out.

Qualifications:

- Applicants for EYFS/ Teacher positions must have an NNEB, NVQ Level 3 or equivalent.
- Newly Qualified Teachers must undergo a year of induction. A qualified teacher from the staff will be selected as Induction Tutor and the process is monitored by the headmaster.
- Teachers must supply evidence of qualified teacher status.
- Support staff and teaching assistants will be considered on experience and suitability for the position. Qualifications are desirable but not compulsory.

Use of Agencies

Where staff are employed via an agency, we will obtain written notification from any agency, or third-party organisation they use, that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received to confirm 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. Where the position requires a barred list check this must be obtained, by the agency or third-party prior to appointing that individual. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Volunteers

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who on an unsupervised basis teach or look after children regularly or provide personal care on a one-off basis in schools will be in regulated activity. The school will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, we will conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

We will obtain an enhanced DBS certificate (not including barred list information) for volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children

on a regular basis, e.g. supervised volunteers. Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.

We will undertake a risk assessment and use our professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children
- 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 suitability
- whether the role is eligible for an enhanced DBS check

Contractors

We 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 regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including 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 a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a school is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will always check the identity of contractors and their staff on arrival at the school or college.

Use of External Agencies and Speakers

We encourage the use of external agencies or speakers to enrich the experiences of our pupils; however we will positively vet those external agencies, individuals, or speakers who we engage to provide such learning opportunities or experiences for our pupils.

Such vetting is to ensure that we do not unwittingly use agencies that contradict each other with their messages or that are inconsistent with, or are in complete opposition to, the school's values and ethos. We must be aware that in some instances the work of external agencies may not directly be connected with the rest of the school curriculum, so we need to ensure that this work is of benefit to pupils.

All external agencies and speakers will be supervised by a member of school staff at all times, whilst in contact with pupils.

18a. Safer Recruitment Policy reviewed by MS: August 2026
Reviewed by the Board: September 2026
Next review: August 2027