

Recruitment, Selection and Disclosure Policy and Procedure

Full School including EYFS

2025 / 2026



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

IBSTOCK PLACE SCHOOL

Recruitment, Selection and Disclosure Policy and Procedure

Full School including EYFS

Scope

This policy applies to all staff (including EYFS) at Ibstock Place School (hereinafter 'Ibstock' or 'the School').

Roles and Responsibilities

The Governing Body has a statutory responsibility to ensure that this policy is ratified and compliant, as set out in the Independent School Standards (ISSR). The Governing Body delegates this responsibility to the Head, who is accountable for the operationalisation of this policy. In turn, the Head of HR is delegated responsibility for the consistent application and implementation of this statutory policy across the School. Staff must follow the expectations set out in this policy.

1. Introduction

The safe recruitment of staff in School is the first step to safeguarding and promoting the welfare of children in education. Ibstock Place School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are to:

- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- adopt a safer recruitment process, which helps to promote a safe culture and complements other 'safety' elements such as health and safety and School security;
- attract and recruit suitably skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- ensure that all job applicants are considered equitably and consistently;
- ensure that no job applicant is treated unfairly on the grounds of any protected characteristic as defined by the Equality Act 2010;

- ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Education (Independent School Standards) Regulations 2014 (ISSRs), Disqualification under the Childcare Act 2006, Department for Education (DfE), Keeping Children Safe in Education (KCSIE) 2025, the Prevent Duty Guidance for England and Wales (The Prevent Duty Guidance), the Equalities Act, 2010, the Human Rights Act 1998, and any guidance or code published by the Disclosure and Barring Service (DBS);
- ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The measures described in this policy will be applied to all who are employed to work at the School and incorporated within the scope of this policy are employed by contractors, supply staff, volunteers and the like who work at the School.

If a member of staff involved in the recruitment process has a close relationship (e.g. personal, familial or business) with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

2. Data Protection

The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Data Protection policy.

3. Duty of Governors

It is the responsibility of the Governing Body to:

- ensure that the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements;
- monitor the School's compliance with them on a regular basis.

4. Recruitment and Selection Procedure

Any external advertisement will, through the person specification and job description, make clear the skills, abilities, experience, attitudes and behaviours required for the post. The School's commitment to safeguarding and promoting the welfare of children is made clear on the 'Employment Opportunities' page of our website and in the advertisement. A link to the School's Child Protection and Safeguarding policies and **statement on 'The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, 2013 and 2020'** are clearly shown on the Employment Opportunities page of our School website. Fairness in how we recruit and select our staff plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against criteria, which relates only to the requirements of the job.

All documentation relating to applicants will be treated confidentially in accordance with the School's Data Protection policy.

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants should download the **information pack** from the School website, which includes a job description and a person specification for the role.

Candidates are blind shortlisted by two members of staff, trained in safer recruiting practices, prior to interview. Shortlisted candidates will be invited to attend a **formal interview** at which their relevant skills and experience will be discussed in more detail.

Prior to interview, shortlisted candidates are asked to complete a **self-declaration form** on which they are asked to disclose their criminal record, or any information that would make them unsuitable to work with children. The purpose of self-declaration is to give candidates the opportunity to share relevant information and to allow this to be discussed and considered at interview before the DBS certificate is received. In addition, the School will carry out an online search on shortlisted candidates as part of their due diligence. Findings will be recorded on the **online search form**, any 'red flags' that are identified will be explored with the candidate at interview. The School will be mindful, when undertaking these checks, of its duties in terms of both data protection and equalities legislation.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on satisfactory completion of the relevant pre-employment checks (see directly below), as well as the agreement of a mutually acceptable start date and the

signing of a contract incorporating the School's standard terms and conditions of employment.

5. Pre-employment Checks

In accordance with the recommendations set out in the Guidance, the School carries out a number of pre-employment checks in respect of all prospective employees.

5.1 Verification of Identity and Address

All applicants who are invited to an interview will be required to bring evidence of identity (photo identification), right to work in the UK, address and qualifications. All applicants are required to show a valid birth certificate as part of their documentation so as to check their original surname. If the birth certificate is unavailable, we may perform other checks if applicable. Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the KCSIE guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate against applicants on the grounds of age.

5.2 References

References will be taken up on shortlisted candidates prior to interview where this is possible. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer and must be completed by a senior person with the appropriate authority. If the referee is a School or college, the reference should be counter-signed by the headteacher/principal. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the post description for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record;

- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- the facts of any substantiated safeguarding allegations or concerns that meet the harm threshold;

We will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or on open references or testimonials.

We will ensure that the person providing the reference is sufficiently senior and has appropriate authority to provide it.

We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. References may be taken up on internal candidates as part of the application process but can be provided by colleagues as the School will be the most recent employer and will previously have taken up references from past employers.

Subsequent to receipt, all referees will be telephoned so as to confirm the comments which they have made in their reference. Any concerns will be resolved satisfactorily before the appointment is confirmed.

5.3 Online Searches

If you are shortlisted for a position you are applying for, we will carry out an online search against you, for information that is publicly available online and usually before interview. (This will include social media accounts you may hold).

5.4 The Interview

Where possible, the members of staff involved in shortlisting the candidates will form part of the interview panel. The interviewers will be trained in safer recruitment, in line with the guidance set out in KCSIE 2025) and will use a range of selection techniques to identify the most suitable candidate for the post. Those interviewing will agree structured questions prior to the interview. Questions will include:

- Finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- Exploring their skills and asking for examples of experience working with children which are relevant to the role; and
- Probing any gaps in employment and, if a candidate has changed employment or location frequently, asking questions about the reasons for this.

The interview will also be used to explore potential areas of concern (as identified through the selection process and in line with the guidance set out in KCSIE 2025) and to determine the applicant's suitability to work with children.

All information considered in decision making will be clearly recorded, along with the decisions made, on the **Interview Record Form**.

5.5. English Fluency

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

The fluency duty does not create a higher standard than already required for Teachers at the School who are already annually appraised against the Teachers Standards.

5.6 Professional Qualifications

The School will verify the professional qualifications of successful applicants. In the case of qualified teachers, the Department for Education Sign-in will be used to verify the award of qualified teacher status, and the completion of teacher induction or probation.

5.7 Additional Checks for Teaching Staff

For positions which involve 'teaching work' (whether or not the applicant has qualified teacher status):

- a) A check will be made with the Department for Education Sign-in to ensure whether the applicant has ever been referred to or is the subject of a sanction, restriction, prohibition or interim prohibition order issued by the Secretary of State, or by a regulator of the teaching profession in any other country which renders him/her unsuitable to work at the School.
- b) For applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued

by a regulator of the teaching profession in any other country which renders him/her unsuitable to work at the School.

- c) Information about whether the applicant has ever been or is the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country for any reason which renders them unable or unsuitable to work at the School or which, in the School's opinion, renders him/her unsuitable to work at the School; and
- d) Information about whether the applicant has ever been or is the subject to a direction under Section 142 of the Education Act 2002 which renders him/her unable or unsuitable to work at the School.

5.8 Additional Checks for Management Positions

For those candidates applying for management positions, the School will seek to obtain information about whether the applicant has ever been referred to the DfE, or is the subject of a direction under Section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School.

The School will carry out checks for section 128 directions when appointing applicants into management positions from both outside the School and by internal promotion. This check applies to appointments to the following positions:

- i. Head
- ii. All posts (teaching and non-teaching) on the senior or prep leadership team
- iii. Teaching posts which carry a departmental head role
- iv. Heads of House

The School will assess on a case-by-case basis whether the check should be carried out when appointments are made to teaching and non-teaching staff roles which carry additional responsibilities.

All individuals who are appointed to the Governing Body will be subject to a section 128 direction check.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Gov.UK site - Individuals prohibited from managing or governing schools. The School will use either, or both, methods to obtain this information.

In addition, the School asks all shortlisted applicants for management posts to declare whether they have ever been the subject of a referral to the Department for Education or are subject to a section 128 direction which prohibits, disqualifies or restricts them from being involved in the management of an independent School.

Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body, whether or not that resulted in the imposition of a section 128 direction or other sanction, or

where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

5.9 DBS Check

Employment is conditional on the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory and confirmation that the applicant is not named on either the Children's Barred List or the Adults Barred List administered by the Disclosure and Barring Service.

The School applies for an enhanced disclosure from the DBS in respect of all staff members, governors and volunteers. Arrangements for contractors, agency staff and trainees are set out below (see point 7). An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure with barring will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of their inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Disclosure and Barring Service and disclosed by The Teaching Regulation Agency / Department for Education. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. Disclosures with barring will only be sought on those to be engaged in 'regulated activity'.

5.10 Regulated Activity

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis. It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated

activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

5.11 The DBS Disclosure Certificate

The DBS issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received. Original certificates should not be sent by post. A convenient time and date for doing so should be arranged with Human Resources as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to Human Resources. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If there is a delay in receiving a DBS certificate, the Head has discretion to allow an individual to begin work pending receipt of this providing appropriate close supervision is put in place, including during lunch and break times and on the occasions that the employee needs to visit the lavatory. Arrangements will be documented in a formal Risk Assessment which is signed by both the Head and the Designated Safeguarding Lead. During this period, the employee will wear a Red Lanyard. This will only be allowed if all other checks, including a check of the Children's Barred List has been completed.

5.12 Applicants with Periods of Overseas Residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances. For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The School's policy is to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous ten years.

When requesting such information the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct. The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.

The School may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.

If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

The School will take proportionate risk-based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file. If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

5.13 Disqualification

5.13.1 From Childcare

The School is aware of its responsibilities in relation to the disqualification of an applicant from providing relevant childcare provision or from being involved in the management of such provision (as set out in *Keeping Children Safe in Education (2025)* and *Childcare (Disqualification) Regulations*, see [here](#)). Given the fact that IPS is a single campus School in which the Pre-Prep School shares its space with the Prep and Senior School, we have decided that all employees, agency staff, trainees, contractors, or volunteers who undertake regulated activity with our pupils, (bar those involved in the provision of

healthcare, who are specifically exempted from the Childcare Disqualification Regulations), as well as our Governors, should undertake this check.

Should the School receive an application by someone who is found to be unsuitable to work with children, the School will report the matter to the Police and the DBS.

5.13.2 From Acting as a Governor or Senior Manager

Background

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

Who is covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent School the trustees will typically be the governors of the School.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At Ibstock, the disqualification rules will be applicable to all governors, the Head, the Bursar and potentially other senior staff who report directly to the governors.

There is no single list or register that covers all of the disqualification criteria and the School therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria. A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

Checks by the School

To ensure that it has accurate and up to date information the School will also check the following registers in respect of any governor and senior manager who is already in post or is appointed in future:

- the Bankruptcy and Insolvency Register
- the register of disqualified directors maintained by Companies House
- the register of persons who have been removed as a charity trustee

Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification. The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the Governing Body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

5.14 Medical fitness

It is the School's practice that the successful candidate, on acceptance, must complete **a pre-employment health questionnaire**. The information contained in the questionnaire will then be held by the School in strictest confidence. The School will arrange, at its discretion, for the information contained in the questionnaire to be reviewed by a medical advisor. This information will be reviewed, if necessary, against the Post Description for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School. The Medical Advisor may request the applicant to undertake a full medical assessment.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact HR so that appropriate arrangements can be made.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

6. Governors

The School carries out enhanced DBS checks on all of its governors, as well as a check of the children's barred list. Checks are also taken to see whether governors are subject to a

section 128 direction which renders them unable or unsuitable to join the Governing Body. As set out above, governors are also asked to disclose if they are disqualified from childcare, or from being a trustee or senior manager of a charity. A record of the checks made on our governors is maintained on the Single Central Register. As part of our due diligence, online reputational searches will also be carried out on governors prior to their appointment. The records of such searches will be maintained on the individual's personnel file.

7. Contractors, Volunteers, Agencies and Agency Staff

We expect supply, temporary worker agencies, and contractors that are used by the School, to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy.

The agency must provide evidence of the checks carried out on their central record so we can satisfy itself that they have carried out the checks on the individual that we would otherwise perform.

The agency or contractor must also ensure that the individual is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g., QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for us. A separate Children's Barred List check, where applicable must be obtained before the individual is appointed.

We reserve the right to terminate the assignment with the agency or contractor immediately should these terms of safer recruitment practice be breached. In this instance, we will not be liable for any charges connected to the booking.

All Volunteers who have direct contact with children on a regular basis will be required to have a DBS check and a Barred List check, where applicable.

8. Trainee Teachers

Where applicants for initial teacher training ('ITT') are salaried by the School, the School will ensure that all necessary checks are carried out, and that the Single Central Register is updated accordingly.

Where trainee teachers come to the School via an ITT provider, and are not salaried by the School, it is the responsibility of the ITT provider to carry out the necessary checks. The School will obtain written confirmation from the provider that it has carried out all the necessary pre-appointment checks and that the trainee has been judged by the provider to be suitable to work with children. The School will verify independently the identity of any trainees who come to the School on placement. A record of the checks made on trainees by their ITT provider is maintained on the Single Central Register.

9. Policy on Recruitment of Ex-Offenders

9.1 Background

The School will not unfairly discriminate against any applicant 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 applicant has a criminal record this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 8 below.

For those positions within the School that involve "regulated activity" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), applicants must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974).

A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the Disclosure and Barring Service / Teachers' Regulation Agency of individuals who are considered unsuitable to work with children or vulnerable adults. 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 a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School, if:

- we receive an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- we have serious concerns about an applicant's suitability to work with children,

we will report the matter to the Police, DBS and/or the DfE.

Please refer to our Recruitment of Applicants with a Criminal Records Policy for further details about our obligations regarding the fair evaluation about any information disclosed.

10. Retention of Records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file.

This file will be stored by us for up to 6 years following termination of employment.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests us to keep their details on file.

10.1 The Single Central Register

Once appointed, staff details are placed on the Single Central Register, which provides a register of recruitment and vetting checks in accordance with DfE requirements.

The School will retain a 'single central record' ('SCR') of pre-appointment checks, this information is held via the School's subscription to SCR Tracker. The SCR covers all School staff, including volunteers, teacher trainees, agency, and third-party supply staff.

The single central record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:

- an identity check;
- a standalone children's barred list check;
- an enhanced DBS check (with children's barred list check) requested/certificate provided;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK;
- a check of professional qualifications, where required, and
- a check to establish the person's right to work in the United Kingdom.

For those in management positions, details of the section 128 checks undertaken must be recorded.

For agency and third-party supply staff, the School will also include whether written confirmation has been received that the employment business supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

The details of an individual will be removed from the single central record once they no longer work at the School or college.

11. Referrals to the DBS and Teaching Regulation Agency

This policy is primarily concerned with the promotion and practice of safer recruitment. However, applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children; and / or

- an individual has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency. The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

11.1 Non-Statutory Information

The School may also record other information on the candidate, which they deem relevant. For example, the findings of social media checks, medical questionnaire and references.

12. Whistleblowing and Exit Interviews

All staff are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Child Protection Policy and the Staff Code of Conduct). All staff receive training so that they understand the School's expectations. Safeguarding children is at the centre of the School's culture and is accordingly considered formally during staff performance development reviews and appraisal and finally in an exit questionnaire which is completed by all leavers.

13. Induction Programme

There is an induction programme for all new staff which covers the School policies and procedures, including Child Protection, Prevent and Online safety. During this process expectation and codes of conduct for staff will also be made clear.

14. Ongoing Employment

A culture of vigilance at IPS recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the annual appraisal procedure and in accordance with changing national requirements.

Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the HR department using the recruitment@ibstockplaceSchool.co.uk email address included in the information pack for applicants.

Review and Verification

This policy is updated regularly by the Head of HR in accordance with statutory guidelines.