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1. Purpose

- 1.1 RBR is committed to ensuring that all students accessing its provision remain safe. A key element of this commitment is the RBR policy and practice regarding the recruitment and retention of staff, trustees and volunteers, and to make sure that those involved in the recruitment and employment of staff to work with students have received appropriate safer recruitment training.
- 1.2 RBR has put the following steps in place during the recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of students.

2. Scope

- 2.1 This policy governs the appointment of all RBR employees (permanent and temporary) and volunteers (including, supply teachers, contractors and trustees).

3. Policy statement and provision

- 3.1 **Responsibility for Implementation:** The DSL (Designated Safeguarding Lead) and nominated trustee for Safeguarding are responsible for ensuring good safe recruitment practice i.e., that procedures are adhered to and no 'unsuitable' person is employed by RBR or works as a trustee, contractor or volunteer.
- 3.2 **Statutory requirements:** The Safeguarding Vulnerable Groups Act (2006) established the Independent Safeguarding Authority (ISA) to make decisions about individuals who should be barred from working with children and to maintain a list of these individuals. The Protection of Freedoms Act (2012) merged the ISA with the Criminal Records Bureau (CRB) to form a single, new, non-departmental public body called the Disclosure and Barring Service (DBS).
- 3.3 Under the Safeguarding Vulnerable Groups Act (2006) it is an offence for an employer to knowingly employ someone in a regulated position (one which involves spending regular time working with children) if that person is barred from such work. It is also an offence for the individual who has been barred to apply for a regulated position.
- 3.4 The Protection of Freedoms Act (2012) reduced the scope of 'regulated activity' by focusing on whether the work is unsupervised (in which case it counts as 'regulated activity') or supervised. The new definition of regulated activity came into force on 10 September 2012 and was issued in conjunction with guidance on the level of supervision required to take work out of the scope of regulated activity.
- 3.5 The Safeguarding Vulnerable Groups Act (2006) also imposed the legal requirement on employers to refer to the ISA (now DBS) information about employees or volunteers who (may) have harmed children while working for them.
- 3.6 In 2013 (updated on numerous occasions, most recently September 2024) the DfE issued further statutory guidance: 'Keeping Children Safe in Education'. Compliance with this guidance (for independent schools) is required under section 157 of the 2002 Education Act.

4. Practice

- 4.1 As required within this statutory guidance, RBR will operate safer recruitment procedures, ensuring:
 - a) statutory duties to check staff who work with children are complied with
 - b) statutory guidance relating to volunteers is followed

- c) proportionate decisions are taken on whether to require any checks beyond statutory requirements
 - d) that recruitment panel members are properly trained.
- 4.2 RBR will ensure that in pursuing safe recruitment procedures it does not discriminate against anyone for reasons of disability. In accordance with the Equality Act 2010, RBR will do all that it can to ensure any applicants with a disability suffer no discrimination whatsoever, and that, should they be appointed, they are supported to carry out their duties effectively (See Disability and Discrimination Policy).
- 4.3 **RBR will ensure that no person who is known to pose a risk of harm to children engages in any 'regulated activity' or is engaged by RBR in any role regardless of whether that role involves engagement in regulated activity.**
- 4.4 Regulated activity is defined as 'having the opportunity for unsupervised contact with children', specifically through:
 - a) teaching, training, caring or supervising young people to include all work carried out by a school;
 - b) providing advice or guidance on the wellbeing of young people;
 - c) driving a vehicle that is being used solely for the purpose of transporting young people.
- 5. **Checks on new staff.**
 - 5.1 DfE regulations for schools contain a statutory duty that schools must obtain a barred list check with an enhanced criminal records check for newly appointed staff. The DBS check is only statutorily required for staff who within the three months before their appointment have not worked in:
 - a) a school in England in a post which brought them into regular contact with children or any post they were appointed to since 12 May 2006;
 - b) an FE college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.
 - 5.2 but, whilst an employee may begin employment, RBR practice is that, unless the DBS is portable, a new DBS will be applied for and a barred list check will always be carried out (even for staff transferring from current employment in regulated activity).
 - 5.3 KCSiE (Sept 2024) states that: "Schools or colleges should obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children. Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity".
- 6. **Recruitment procedure:**
 - 6.1 **Advertising:** When advertising roles, we will make clear:
 - a) RBR's commitment to safeguarding and promoting the welfare of students;
 - b) That safeguarding checks will be undertaken;
 - c) The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with students (and children who may be students within other education settings);

- d) 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; and
 - e) All vacancy advertisements will include an appropriate statement on equality and diversity.
- 6.2 Adverts should be engaging and exciting for the reader whilst at all times being truthful and honest. The advert should contain such details as location, summary of the role, pay band/grade and how to apply.
- 6.3 Suitable discussion must be had and recorded to show where the advert will be placed. Consideration should be given to whether to just use free recruitment sites or whether to pay for the adverts to attract a different calibre of candidate.
- 6.4 Adverts should steer clear of any wording the employer is unsure about or thinks might be open to legal challenge. Apart from in very limited and lawful exemptions and exceptions, the advertisement must not discriminate on the grounds of age, disability, gender identity, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex (gender) and sexual orientation.
- 6.1 No one will be appointed on the basis of their CV. Application forms must be completed by each person wishing to be considered for a role within RBR.
- 6.2 The application process should be clear and concise and easy to follow, making effective use of such things as Job Descriptions, candidate briefing papers, applicant letter from the Head of Centre, an Equality and Monitoring Form, annual reports and links to RBR's websites. Care should be given to ensuring the accuracy and veracity of all aspects of the advert.
- 6.3 Wherever possible, all vacancies will be advertised simultaneously both internally (in all Red Balloon Centres and on the relevant RBR website) and externally. Steps will be taken to ensure that knowledge of vacancies reaches under-represented groups.
- 6.4 **Application forms:** Our application forms will:
 - a) Include 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); and
 - b) Include a copy of, or link to, our child protection and safeguarding.
- 6.5 **Longlisting:** All equalities and monitoring forms must be removed and filed separately before any longlisting occurs.
- 6.6 For roles attracting a large number of applicants, usually viewed as 40 or more, a longlisting process can be used to sift the initial tranche of application forms. This process can include such simple details as to whether the form was completed correctly, a large presence of spelling mistakes, a very short personal statement section or where all of the required forms are not returned. This process can be omitted if applicant numbers are manageable.
- 6.7 **Shortlisting:** RBR's shortlisting process will involve at least 2 people and will:
 - a) Consider any inconsistencies and look for gaps in employment and reasons given for them; and
 - b) Explore all potential concerns.

- 6.8 All applicants who remain in the process at this stage, after the possible use of the longlisting process will be scrutinised via the candidate shortlisting grid. Candidates will have just their initials entered across the top and all the relevant person specification required will be listed down the side. Ideally it will be the interview panel who individually complete this grid and then meet to discuss notes, findings and who they want to call for an interview. Ideally, for a day of interviews, no more than seven candidates should be called. Consideration should be given to extend the interview to two days if more than seven are shortlisted. Alternatively, the shortlisting team can revisit the criteria and reduce the number of candidates down further.

7. Post shortlisting and pre-interview

- 7.1 Shortlisted candidates should show no gaps in their employment. If gaps in employment history are shown and reason(s) provided, the appointing panel must satisfy themselves that the reason(s) for those gaps do not bar/prevent the candidate from being shortlisted, eg a career break. Care must be taken by anyone involved in shortlisting to ensure that any gaps are noted and marked for question and clarification with the relevant candidates.
- 7.2 Once RBR has shortlisted candidates, shortlisted candidates will be asked to:
- a) Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with students, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - i. If they have a criminal history
 - ii. Whether they are included on the barred list
 - iii. Whether they are prohibited from teaching
 - iv. Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - v. Any relevant overseas information.
 - b) Sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of their application form.
- 7.3 RBR will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.
- 7.4 All shortlisted candidates will be contacted and invited to interview. Candidates that have not been shortlisted should be contacted to say that they have been unsuccessful.
- 7.5 The interview panel, together with the HR team should decide if just an interview on its own will provide enough information for them to choose the right candidate(s). Consideration should be given to the use of one or more of the following:
- a) A presentation by the candidate to the panel
 - b) A written exercise to be completed at interview
 - c) An observed lesson/programme
 - d) A psychometric test
 - e) A group exercise

- f) An in-tray/time management exercise
 - g) Any other suitable test or method to gain valuable insights into the candidate's ability to deliver on the role.
- 7.6 All candidates must receive any relevant paperwork regarding the interview process and what will be expected of them, in a timely and accurate manner. The HR team and recruiting staff must be careful to avoid any jargon or wording which only an existing staff member would understand.
- 7.7 A suitable list of questions should be written by the interviewing panel to ensure the candidates are able to demonstrate their knowledge, skills, attitude and experience to be successful in post. The questions should cover a range of topics and scenarios specific to the advertised role and MUST contain at least one Safeguarding question and ALSO a question which ensures any issues as noted on a DBS check are explored. If any of the sources for gathering additional information (from those listed in 7.5) are used, the panel should ensure that the information does not replicate the skills, knowledge and experience sought via the questions asked by the panel.
- 7.8 A pack containing all shortlisted application forms and relevant applicant details should be produced for each panel member. This should also include a blank questions template onto which the candidate's answers are recorded. Best practice is that notes taken from an interview are hand written and not input onto a laptop.

8. Seeking references and checking employment history

- 8.1 RBR will request references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.
- 8.2 When seeking references, we will:
- a) Not accept open references
 - b) Liaise directly with referees and verify any information contained within references with the referees
 - c) Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
 - d) Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
 - e) Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
 - f) Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate at the interview.
 - g) Resolve any concerns before the conditional offer of appointment is confirmed

9. Interview

- 9.1 The interview panel must consist of at least two, though ideally three staff/trustees. One of the panel MUST be trained in Safer Recruitment training. A suitable introduction should be given by one of the panel to ensure each candidate is aware of the process and how the interview will be conducted alongside standard safety/fire safety instructions.

- 9.2 Each member of the panel should use their question template to record the candidate's answers. Panel members should not write down any scores to questions whilst with any candidate. Care should be taken to shield the questions from the candidates. Each candidate should not be able to see any paperwork about any other candidates.
- 9.3 Candidates should be given the chance to ask their own questions at the end of the interview. They should also be told what the next steps are and when they are likely to hear the outcome of their interview
- 9.4 When interviewing candidates, we will:
- a) Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
 - b) Explore any potential areas of concern to determine the candidate's suitability to work with children
 - c) Record all information considered and decisions made
- 9.5 Where the panel uses additional methods (see paragraph 7.2) as part of the recruitment process, consideration will be given to the methodology for scoring and assessing the activity.

10. Appointment

- 10.1 All interviewed candidates should be contacted with their outcome - ideally the successful candidate first. This allows for a regrouping and reconsideration of other candidates if the successful person turns down the offer.

11. Pre-employment checks

- 11.1 All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:
- a) Verify their identity
 - b) Obtain an enhanced DBS check, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We do not keep a copy of the certificate but will keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
 - c) Complete a prohibition check via the secure access portal on the 'Teacher Employer Access' webpage, and can be undertaken on individuals who do not have QTS by searching by name on the list of banned people (this applies to those appointed to teach on or after 1 April 2012). Any prohibition from work made by the now defunct GTCE (General teaching Council for England) remains current and any position who has been subject to disciplinary proceedings by that body will not be considered for work within the organisation.
 - d) Verify their mental and physical fitness to carry out their work responsibilities. It is the statutory responsibility of employers to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an appointment offer is confirmed. Potential appointees will be asked to complete a form asserting they are physically and mentally able to meet the requirements of the post for which they have been selected.

- e) Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards. If there is uncertainty about whether an individual needs permission, then the UK Border Agency's immigration enquiry bureau at UKBApublicenquiries@ukba.gsi.gov.uk will be contacted.
 - f) Verify their professional qualifications, as appropriate. The Teaching Regulation Agency's (TRA) Employer Access Service will be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.
 - g) Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. There is no definite specification as to how long the applicant would need to have lived outside the UK for such checks to be sought but the NSPCC advises three months, and RBR will follow that advice (NB the Home Office has published updated guides on what checks are available from different countries - a UK national returning after working in a foreign country should be asked to obtain a certificate of good conduct or equivalent from the country in question - extra references should be requested for applicants from countries which do not provide criminal record checks).
 - i. For teaching positions, where possible, obtain a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
 - h) Check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.
- 11.2 The above checks will be completed before a person takes up a position. An enhanced disclosure must be obtained before, or as soon as practicable after, appointment.
- 11.3 Pending arrival of an enhanced disclosure, the Head of Centre has the discretion to employ the person with appropriate safeguards, provided those safeguards (e.g. supervision) are clearly stated, the postholder is informed of the safeguards and they are reviewed at fortnightly intervals. A note must be placed on the SCR to this effect.
- 11.4 References will always be sought prior to appointment. KCSiE (Sept 2024) states that: "The purpose of seeking references is to obtain factual information to support appointment decisions. Schools and colleges should obtain references before interview, where possible, this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview."
- 11.5 Two references will be taken up, including a request for any reason why the applicant should not be employed for work with children. If a reference is taken over the telephone, detailed notes will be taken, dated and signed. A subsequent hard copy will also be requested. References will be read on receipt to check that all specific questions have been answered satisfactorily, with appropriate follow-up where required.
- 11.6 References not received in good time before appointment will be chased by telephone and alternative referees sought if needed.
- 11.7 References sent by email should come from a business account. If the provider does not have access to a business account and uses a personal 'server' (eg they may be retired), then telephone calls will be made to ascertain the legitimacy of the provider and the reference.

- 11.8 Where there have been gaps in an applicant's employment history, the appointing panel must satisfy themselves, either through references or at interview, that the reason(s) for those gaps is / are legitimate.
- 11.9 Should a reference (or references) arrive after the interview and indicate gaps in service or any other issue that requires further interrogation, then a member of the interviewing panel will meet with the potential appointee to seek confirmation regarding their suitability for appointment.
- 11.10 All posts will be offered initially on a probationary period. If there are any concerns, particularly of any threat to students' welfare or safety, then employment may be terminated immediately during that period. If the probationary period is successfully completed, then the employee will move on to a permanent contract providing appropriate employment rights.
- 11.11 Were there subsequently to be concerns re practice, they would be dealt with through RBR's identified processes (see 'Safeguarding', Whistleblowing' and 'Dealing with Allegations of Abuse against Staff' policies).
- 11.12 RBR will refer anyone who has harmed or is considered to pose a risk of harm to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left, to the DBS. "
- 11.13 This could include when an individual is suspended, redeployed to work that is not regulated activity, dismissed or when they have resigned. " (KCSiE Sept 2024) .
- 11.14 Staff in a management position will be checked to ensure that they are not barred from holding a management position. The regulations state that this applies to:
 - a) Head of Centre,
 - b) staff on the leadership team (including non-teaching staff),
 - c) teaching posts with departmental headship.

12. Checks for existing staff

- 12.1 In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:
 - a) There are concerns about an existing member of staff's suitability to work with children; or
 - b) An individual moves from a post that is not regulated activity to one that is; or
 - c) There has been a break in service of 12 weeks or more
- 12.2 RBR will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
 - a) We believe the individual has engaged in relevant conduct; or
 - b) 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
 - c) 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
 - d) The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left
- 12.3 **Trainee/student teachers** - Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

- 12.4 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.

13. Checks for trustees

- 13.1 The chair of trustees, together with all full members of the trustee groups, will be subject to an enhanced DBS check. Checks will be carried out prior to appointment, or as soon as practicable after appointment.
- 13.2 Any new trustee will be checked against the new 'prohibition from management' list: It is noted that, "An individual who is subject to a section 128 direction is unable to be a member of a proprietor body (trustee) of an independent school" (KCSiE Sept 2024).
- 13.3 All trustees will have an enhanced DBS check without barred list information.
- 13.4 They will have an enhanced DBS check with barred list information if working in regulated activity.
- 13.5 All proprietors, trustees, local governors and members will also have the following checks:
- a) A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
 - b) Identity
 - c) Right to work in the UK
 - d) Other checks deemed necessary if they have lived or worked outside the UK

14. Checks for agency staff

- 14.1 RBR will always seek written notification from any agency provider that they have carried out the checks required by DfE regulations (identity, enhanced disclosure, right to work in the UK, DBS check, prohibition, qualifications, overseas checks, plus, in line with KCSiE advice, two references, declaration of medical fitness, check of previous employment history). An entry will be made on the SCR to indicate that these checks have been made. Regardless of assurances from an agency that a DBS check has been carried out, RBR will always require direct sight of the person's DBS check and may complete profile sample checks, with the agency provider to gain further assurance that these are being completed to the required standard.
- 14.2 We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

15. Checks for drivers

- 15.1 RBR will obtain confirmation from employers that drivers transporting RBR students have been subject to all appropriate checks, and that the employer is satisfied their driver is suitable to transport children and poses no threat to the safety of children.

16. Checks for volunteers

- 16.1 RBR understands that it is not allowed to check supervised volunteers against the barred list, and that there is no duty for an enhanced criminal records check to be obtained, although the Head of Centre may take the decision that it is prudent to seek such a check. KCSiE (Sept 2024) advises that, “schools and colleges may choose to carry out an enhanced DBS check, without barred list information, in certain circumstances”. Given the nature of the RBR student cohort RBR will always seek an enhanced DBS check.
- 16.2 We will:
- a) Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
 - b) Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
 - c) Carry out a risk assessment when deciding whether 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
- 16.3 The Head of Centre (or a member of staff to whom that responsibility is delegated) will undertake a risk assessment and utilise their professional judgement and experience to decide whether further checks should be sought in the case of all volunteers.
- 16.4 In reaching that decision they should consider:
- a) the nature of the work with children;
 - b) what RBR knows about the volunteer including formal or informal information offered by staff, parents and other volunteers;
 - c) whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability.
- 16.5 If a volunteer is to work in regulated activity, then the Head of Centre must decide what supervisions are required. The person carrying out such supervision must:
- a) be in regulated activity themselves;
 - b) provide that supervision regularly on a ‘day to day’ basis.
- 16.6 The Head of Centre must assure themselves that the level of supervision is, “reasonable in all the circumstances to ensure the protection of children” (KCSiE Sept 2024).
- 16.7 Any instances where students are to be supervised by staff from another organisation:
- a) In any such circumstance the DSL will seek proof from the other organisation, be that school or other agency, that appropriate checks have been sought regarding any staff supervising regulated activity.
 - b) If another ‘provider’ (eg activity centre, stables, gymnasium) is to be used, written confirmation must be sought and received and filed from that provider confirming that all staff have been appropriately checked.
- 16.8 RBR is fully aware that RBR remain responsible for the safeguarding arrangements for its students at all times, regardless of whether RBR place’s them with other organisations for any period of time.

17. Contractors working on site

- 17.1 If contractors are working on-site where RBR students are in attendance and they do not have a DBS check, appropriate risk assessments will be carried out and assurances sought from the employer that the contractors pose no threat to the safety of students. All efforts will be made to ensure that contact with students is kept to an absolute minimum and that students are made aware of their own responsibilities to pursue 'safe behaviour'. Should there be any concern whatsoever regarding the behaviour of a contractor (in terms of their engagement with students), then that person will be asked to leave the site immediately and the employer asked to provide different personnel to complete the work programme.
- 17.2 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 PFI or similar contract). This will be:
- a) An enhanced DBS check with barred list information for contractors engaging in regulated activity
 - b) 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
- 17.3 We will obtain the DBS check for self-employed contractors.
- 17.4 We will not keep copies of such checks for longer than 6 months.
- 17.5 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- 17.6 We will check the identity of all contractors and their staff on arrival at the school.
- 17.7 Regulated activity means a person who will be:
- a) Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
 - b) Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
 - c) Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

18. Adults who supervise students on work experience

- 18.1 When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.
- 18.2 We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

19. THE SINGLE CENTRAL REGISTER – THE LEGAL REQUIREMENTS

- 19.1 Schools must keep a single central record so they have evidence to demonstrate to inspectors that they have carried out the range of checks required by the law. A copy of the documents used to verify the successful candidate's identity, right to work and required qualifications will be kept within a file that is maintained for that member of staff. Schools do not have to keep copies of vetting documents in order to fulfil the duty of maintaining the single central record.

- 19.2 An entry will be made for all current members of staff, the trustee group, the proprietor and any individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.
- 19.3 KCSiE (September 2024) states that the SCR may be kept in paper or electronic format. We will record the SCR electronically but will ensure it can be printed should inspectors require that.
- 19.4 For independent schools The Education (Independent School Standards) (England) Regulations (2014) describe the requirements of the SCR.

20. Related legislation and documents

Children Act (Gov. UK 1989) Children Act (Gov. UK 2004)

General Data Protection Regulation - GDPR (May 2018) Human Rights Act (Gov. UK 1998)

Education Act (Gov. UK 2002) Education and Skills Act (Gov. UK 2008)

Sexual Offences Act (Abuse of Trust) (Gov. UK 2003) Female Genital Mutilation Act (Gov. UK 2003)

Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers (Gov.UK July 2018)

Counter-terrorism and Security Act (Gov.UK 2015)

Keeping Children Safe in Education - KCSiE (Gov.UK Sept 2024)

Revised Prevent Duty Advice for Schools (Prevent Duty Guidance: for England and Wales Gov.UK (July 2015)

Children Missing Education (Gov.UK Sept 2016)

Teacher misconduct: the prohibition of teachers (Gov.UK October 2015)

Working Together to Safeguard Children: Statutory guidance on multi-agency working to help, protect and promote the welfare of children. (Gov.UK December 2023)

21. Other RBR policies to be read in conjunction with this one

Safeguarding

Whistleblowing

Safety

Attendance

Dealing with Allegations of Abuse against Staff

Disability and Discrimination

Student Wellbeing and Personal Development

Behaviour for Learning

Anti-Bullying

Staff Code of Conduct

Data Protection