

Durston House

Safer Recruitment, Selection and Vetting Policy

Aims of the Policy

- to outline the school's approach to the recruitment, selection and vetting of staff, governors, volunteers and visitors
- to state clearly the principles of effective recruitment, selection and vetting
- to ensure all recruitment, selection and vetting complies with all relevant, current legislation

Objectives of the Policy

- to recruit the best possible staff on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently, without prejudice according to age, nationality, race, ethnicity, religious belief, gender, sexual orientation, marital status or disability
- to demonstrate the school's commitment to Safeguarding and promoting the welfare of pupils
- to complement all relevant school policies and procedures found on DurstonNet, including the **Pastoral Care** and **Child Protection and Safeguarding Policies**

Introduction

Safeguarding and promoting the welfare of pupils are of paramount importance at Durston House.

The school expects all applicants, appointees, staff, volunteers and visitors to share this commitment. Hence, the school takes seriously its responsibility to use effective procedures to recruit, select and vet the best of these. In the process, all applicants undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS). Accordingly, the following **statement of intent** is included in all recruitment advertisements:

Durston House is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure and Barring Service. Durston House is an Equal Opportunities Employer. We may carry out online searches on shortlisted candidates as part of our due diligence checks. This will include publicly available information on social media and other online platforms.

The Safer Recruitment, Selection and Vetting procedures that accompany this policy take into account all relevant legislation, as well as recommendations and guidance from the Department for Education (DfE), the Independent School Standards Regulations 2019, the Disclosure and Barring Service (DBS), and from the following documents: Keeping Children Safe in Education (KCSiE), the Prevent Duty Guidance for England and Wales 2021, Childcare (Disqualification) Regulations 2018 and Durston House policies.

This policy applies to all staff, including those in Pre-School and Reception (EYFS), supply staff, Governors, volunteers and visitors who are of employed status, as well as those who are self-employed (such as Visiting Music Teachers), operating via a contract of service, or otherwise under a contract.

The Law

Under the relevant legislation, Durston House recognises that it is unlawful to employ anyone who is included on the lists, maintained by the DBS, of individuals who are considered unsuitable to work with children. In addition, it is also 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 also unlawful for Durston House knowingly to employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018, whether by association, or otherwise.

Durston House understands that 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. The school will report the matter to the Police and/or the DBS if:

- it receives an application from a disqualified person.
- it is provided with false information in, or in support of, an applicant's application
- it has serious concerns about an applicant's suitability to work with children

Equal Opportunities

Durston House is committed to providing equality of opportunity for all and for ensuring that all stages of recruitment, selection and vetting are fair. Applicants for posts are not discriminated against on the grounds of age, gender reassignment, marriage or civil partnership, pregnancy and maternity, disability, race (including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation). These are called Protected Characteristics.

Disability

Durston House recognises the requirements of the Equality Act 2010, which state that reasonable adjustments must be made to the recruitment process if an applicant makes the employer aware that he/she has a disability. This applies to the entire recruitment process, from advertisement to appointment, and includes the arrangements for interview and practical assessments. A disabled person should indicate in the application form whether any adjustments are required to enable him/her to take part in the recruitment process.

Medical Fitness

The school has a statutory responsibility to verify the medical fitness of anyone to be appointed to a post at the school, after an offer of employment has been made but before the appointment can be confirmed.

It is the school's practice that all applicants, to whom an offer of employment is made, sign to confirm that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

If there are any doubts about an applicant's fitness, the school may seek medical opinion or request that the applicant undertakes a full medical assessment. The school is aware of its duties under the Equality Act 2010. No job offer is withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Overseas Check

The school carries out further additional checks, as appropriate, on applicants who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or

their equivalent. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school.

Fit and Proper Persons

In accordance with the requirements of the Finance Act 2020, all managers of a charity must complete annual **Fit and Proper Persons Declarations**. All Governors, the Headmaster and the Bursar are considered to be the managers of the charity that is Durston House School Educational Trust.

Authority to Appoint Staff

The Governors have delegated to the Headmaster the authority to appoint all staff. In practical terms, the Headmaster appoints all staff who interact directly with pupils as part of their daily work: Teachers, Teaching and School Assistants, Gap Students, school office staff, Dining Room and Playgrounds Assistants, After-School Supervisors and Volunteers (contact with pupils) in regulated activity. As part of the process for making appointments of such staff, the Headmaster consults other members of the Senior Management Team, where necessary, and may delegate to them tasks, as appropriate.

It is delegated to the Bursar to appoint all non-teaching staff who do not interact directly with pupils as part of their daily work: Bursary Staff, IT Staff, Maintenance Staff, Cleaners and Volunteers (non-contact with pupils).

The Governors appoint the Headmaster and the Bursar/Clerk to the Governors. In doing so they follow this policy and the recruitment procedures, supplemented, as required, by additional processes to deal with the appointment of senior staff.

Induction

The Deputy Head and the Bursar ensure that all new staff, governors and volunteers complete the school's induction procedures.

Single Central Register

In addition to the staff records kept on individual personnel files, the school maintains a Single Central Record, containing details of the following:

- all employees who are employed to work at the school
- all employees who are employed as supply staff whether employed directly or through an agency
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, Governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches, etc.
- Contractors who work on school premises.

The school undertakes ID checks on all individuals who visit school and record details on the Single Central Record for individuals who visit regularly.

The Headmaster is appointed by the Governors for auditing the Single Central Records and reports his findings to the full Board on an annual basis.

Evaluation of this policy

This policy will be evaluated annually by the school, amended where necessary and approved by SMT.

<i>Revised for Co-educational School</i>	<i>Sept 2023</i>	<i>AP</i>	<i>Version 1</i>
<i>Revised</i>	<i>May 2025</i>	<i>SMT</i>	<i>Version 2</i>