UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA

SAFER RECRUITMENT AND SELECTION POLICY

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated through trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

This policy covers all premises known as The Levels School.

Date of policy	September 2026
Next review date	September 2027
Frequency of policy review (annually, every two years)	Annually
Policy owner	Caroline Cook – Head teacher
Published policy	Yes ☒ No ☐
List of connected policies	SCR Policy, SCR, GDPR, Data retention, Privacy Policy, Staff Code of Conduct, Allegations against staff, Equal Opportunities and dignity at work policy

Approved by/Date	Approved by Governors

The Board of Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The Board of Governors ensures the establishment of familiarity with and the effective operation through monitoring, of school policies, approving those requiring GB sign-off in line with a regular cycle of school policy reviews. This occurs through a cycle of governor committee meetings and full board meetings.

Contents

Intent 3
Legal framework 4
Definitions 4
Roles and responsibilities 5
Equal opportunities 7
Planning, advertising and shortlisting 7
Invitation to interview 9
Pre-interview checks 11
Digital footprints 11
The interview 11
After the interview 12
Pre-appointment checks 12
- Volunteers 14
- Candidates who have lived outside the UK 14
- Agency and third-party staff 14
- Existing staff 14
- Contractors 15
- Adults who supervise children on work experience 15
- Governors 16

After the pre-appointment checks 16
Single central record (SCR) 16
Induction Programme 17
Visiting Speakers (and Prevent Duty) 17
Safer recruitment training 17
Monitoring and review 18
Recruitment Process and Leavers Process 19
19

Intent

The Levels School has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of students at The Levels School is always at the forefront of our concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school.

The Levels School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

The Levels School is committed to safeguarding and promoting the welfare of everyone in our care. Any post within the school is subject to an enhanced DBS check and suitable references will be sought prior to your employment start date.

The Levels School is an equal opportunity employer. We support difference, celebrate diversity and are committed to creating an inclusive environment for all.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2023 and Prevent Duty Guidance).

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

The Levels School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the school.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989.
- Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006.
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended).
- Sexual Offences Act 2003.
- The School Staffing (England) Regulations 2009.
- Rehabilitation of Offenders Act 1974.
- Education and Skills Act 2008.
- Data Protection Act 2018.
- The General Data Protection Regulation (GDPR).
- Education Act 2011.
- Equality Act 2010.
- Disqualification under the Childcare Act 2006

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2026) 'Keeping children safe in education'.
- DfE (2022) 'Staffing and employment advice for schools'.
- DfE (2020) 'Governance handbook'.
- Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance).
- Any guidance or code of practice published by the Disclosure and Barring Service (DBS).

Definitions

Regulated activity – includes:

- Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
- Working within The Levels School with the opportunity for contact with children but not including work undertaken by supervised volunteers.

The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for

reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.

Teaching role – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of 'Keeping Children Safe In Education' (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Head Teacher to provide such direction and supervision.

Standard DBS – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.

Enhanced DBS – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.

Enhanced DBS with barred list check – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.

Children's barred list – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

Section 128 check – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

Safer recruitment – this is the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

Roles and responsibilities

The Board of Governors is responsible for:

- Agreeing and monitoring effective policies to ensure recruitment at the school is in accordance with the legislation outlined in above.
- Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
- Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.

- Appointing an appropriate interview panel.
- Ensuring that at least one member of the interview panel has undergone safer recruitment training.
- Ensuring that all members of the interview panel understand their role, i.e. advisory or decision making.
- Monitoring the advertising of vacancies, assessing how they are being advertised and whether the adverts are maximising all of the opportunities to attract the appropriate candidates.
- Benchmarking the success of any advertising methods used, as well as the overall success of the recruitment process.
- Ensuring a member of the board is on the interview panel for a new Head Teacher.
- Ensuring that all members of the interview panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE.
- Monitoring the school's SCR to ensure that the necessary vetting checks for employees are carried out.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring that the salary of the successful candidate is determined.
- Accommodating the needs of new employees and making reasonable adjustments when necessary.
- Ensuring that the DPO reviews this policy and that any recruitment data that is kept is in accordance with the Data Retention Policy and GDPR Policy.

The HR Team under the guidance of the Head Teacher is responsible for:

- Creating the advert and ensuring it meets all the necessary requirements.
- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Appropriately delegating responsibility for recruitment to the Head Teacher.
- Ensuring that the interview addresses leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision, requirements of being in a specialist environment and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

The Head Teacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school.
- Ensuring that appropriate supervision of employees/volunteers is organised, and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.

During the recruitment process, and especially during the initial stages, The HR Team under the guidance of the Head Teacher and the Head Teacher will be watchful of candidates displaying the following characteristics:

- No understanding or appreciation of children's needs.
- Expressing that they want the role to meet their needs at the expense of children.
- Using inappropriate language in relation to children.
- Expressing extreme views or views that don't support safeguarding practices.
- Displaying unclear boundaries with children.
- Providing vague answers when asked about their experience and being unable to explain gaps in their employment.

Equal opportunities

When recruiting, The Levels School will adhere to its Equal Opportunities and Dignity at Work Policy.

The Levels School will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.

The Levels School will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

The Board of Governors will review recruitment procedures annually to ensure they are accessible and do not directly or indirectly discriminate against candidates.

Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- Positive action to recruit people with disabilities.
- Equal opportunities monitoring (which will not form part of the decision-making process).

Planning, advertising and shortlisting

Application Forms – The Levels School uses the eTeach digital platform. Candidates apply through eTeach using an application form approved by The Levels School. Candidates must complete an application containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). The Levels Schools own application form as a paper or word copy can be provided at the applicant's request.

Applicants submitting an incomplete application form will not be shortlisted. The application form will include the applicant's declaration regarding convictions and

working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.

The HR Team under the guidance of the Head Teacher will;

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the interview panel and who will lead interviewing.
- Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.

The job information and associated documents will be published online.

The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

The interview panel will comprise of at least two individuals - one member of staff, relevant to the role being appointed with the Head Teacher/ SENCO/Head of therapy and/or the relevant Middle Leader usually being the second, dependant on the role being appointed.

The interview panel will score their answers. If there is a significant discrepancy between the scores (more than 5) then a discussion must occur around the candidates answers with a third person. This should be the next senior person not on the panel and will be referred to the Board of Governors if the Head Teacher is already involved.

At least one member of the Interview Panel will have successfully completed up-to-date Safer Recruitment Training.

The Head Teacher will create the advertisement in conjunction with a member of the HR Team. Dependent on the role, the advertisement will be created by the appropriate Line Manager, e.g. House Keeping or Exams Support.

The Head Teacher will ensure the advertisement includes the following requirements:

- Information specific to the role on offer and the school as a whole.
- The benefits of the role are highlighted.
- The advertisement is relevant to the target audience.
- The advertisement is communicated directly and concisely and includes a clear call to action.
- Applications can be submitted electronically.

Requests for further information from applicants are replied to promptly.

All applications are replied to with an email thanking them for their interest. A second email will be sent, shortly after the closing date, notifying candidates whether they have been shortlisted or not.

Interviews are arranged for the shortlisted candidates.

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Advertisements will contain a statement of commitment to ensuring equal rights.

Advertisements will include a job description, person specification and detail the closing date.

An email contact for Human Resources and details of the application process will be clearly outlined. Potential applicants will also be directed to contact the school, using the schools telephone number or the info@thelevelsschool.co.uk email address should they require further information.

Application forms will be accessible on request.

The school may utilise social media for recruitment, and if doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.

The school will never accept a CV alone, only completed application forms.

When shortlisting candidates for an interview, all application forms will be considered. Initial shortlisting will involve reviewing anonymised supporting statements.

The Levels School will support applications from the local community.

At least two members of the Interview panel will be involved in the shortlisting process.

Candidates who are shortlisted will meet all the essential aspects of the person specification requirements. The Levels School is committed to recruit to the personal values that fit with the Core values of the school.

The school will ensure that the shortlisting process is as systematic as possible, and that the Interview panel read through all applications. Each member of the panel will score the applications using the shortlisting document and add additional comments. These will then be discussed by the shortlisting panel.

Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

Invitation to interview

Before interview invitations are sent, a member of the HR Team under the guidance of the Head Teacher will ensure that application packs are sent and include the following:

- A timetable of the interview/assessment process
- Notification of checks to be completed

- A list of required documents to assist with ID checks and Right to Work checks.
- A Self-Disclosure form to complete and hand in at interview.

Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by Human Resources personnel and suitable interview times will be decided.

The HR Team under the guidance of the Head Teacher will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

Upon inviting candidates to interview, the HR Team under the guidance of the Head Teacher will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.

Where possible, members of the HR Team will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate. The interviewee will be given the option to ask that references are not taken up prior to interview. It will be made clear that any appointment will be subject to the necessary pre-appointment checks and references.

References - References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by The Levels School.

One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.

The referee should not be a relative.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. 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.

Referees will also be asked to confirm that the applicant has not been radicalised, so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference. The school does not accept open references, testimonials or references from relatives.

Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.

References will be from a senior member of staff and not a colleague.

Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.

Electronic references will be vetted to ensure they originate from a credible source.

References from internal candidates will also always be scrutinised before interview.

Permission will be sought from the candidates before the interview panel contacts referees.

Structured questionnaires will be used to question referees.

Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

Pre-interview checks

A member of the Human Resources team will complete the necessary pre-interview checks.

Pre-interview checks will include the following:

- Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference will be obtained relating to the role in which the candidate worked with children.
- Verifying that the candidate has qualifications or experience relevant to the post.
- Checking references against application forms and noting down discrepancies or concerns and following up these concerns with referees.
- Checking and, where necessary, following up anything declared on the application form.

Digital footprints

The school is committed to ensuring that safeguarding is a top priority; therefore, the school will check candidates' social media or other online activity prior to interview.

This process may include a search for the candidate via:

- Google
- Google News
- Facebook
- LinkedIn
- Instagram

Any concerns will be addressed during the interview process.

The interview

During the interview process, candidates will be asked standard questions, and their responses will be recorded for ease of comparison.

Any concerns raised through contact with referees will be discussed with the candidate at this stage.

The interview panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.

The candidate will be given the opportunity to discuss any concerns or ask any questions.

The interview could be a face-to-face interview; however, the interview panel may also request if the candidate is happy to conduct a remote/online interview using Teams/Zoom or similar.

The HR Team under the guidance of the Head Teacher may also request that the candidates complete some of the following exercises:

- Presentations.
- Written exercises.
- Personality questionnaires.
- Getting the candidate to work in supervised activity with pupils.
- Student Panel for all candidates who will be working with children.

A member of the HR team will ask the successful candidate to provide proof of identification and qualifications.

After the interview

After the interview has been completed, the Interview panel will:

- Assess all candidates' performance using the same agreed criteria.
- Members of the interview panel will score answers and discuss any discrepancies and their reasoning.
- Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for six months after the interviews, in line with the Data Management Policy, in case any aspect of the recruitment process is challenged. After six months they will be confidentially destroyed. Copies of the candidate's Self Disclosure form will be confidentially destroyed immediately if not successful.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Pre-appointment checks

All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.

When appointing new staff, the school will complete the following checks:

- Verify the candidate's identity.
- Obtain an enhanced DBS certificate and, for candidates engaging in regulated activity, barred list information.
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- Verify a candidate's mental and physical fitness to carry out their role by issuing a Health questionnaire for completion.
- Verify the person's right to work in the UK.
- Make further checks on any individual who has lived or worked outside the UK
- Verify professional qualifications, as appropriate.
- For those in management, trustee or governor roles, a Section 128 check will be carried out.
- For those carrying out driving duties, a Driving Licence check must be completed.

All staff will have all the checks above completed to ensure that the childcare disqualification requirements are met (Disqualification under the Childcare Act 2006).

A member of the HR team will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

The Levels School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School.

The Levels School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the school or which, in the school's opinion, renders the applicant unsuitable to work at the school.

If the school has reason to believe that an individual is barred, it is an offence under section 9 of the Safeguarding Vulnerable Groups Act (SVGA) 2006 for the school to allow the individual to carry out any form of regulated activity.

Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' web page.

The Rehabilitation of Offenders Act 1974 - The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at The Levels School.

DBS (Disclosure and Barring Service) Check - 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.

It is the School's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

Volunteers

The guidance for all volunteers as outlined in KCSIE 2026 will be adhered to by The Levels School.

If volunteers are engaging in regulated activity and are new to the school, an enhanced DBS check with a barred list check will be required.

Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.

Candidates who have lived outside the UK

No exceptions will be made for candidates who have lived outside of the UK. All mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

The DfE's guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position.

The Levels School does not intend to use Agency or third party staff. However, the following has been prepared in readiness or in the case that there is no other option available.

Agency and third-party staff

In the case of any employee working at the school who is sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary checks have been completed.

Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept where appropriate.

Existing staff

If a member of staff moves from a post that was not regulated activity to one that is, the relevant checks will be carried out.

The HR Team under the guidance of the Head Teacher, will carry out further checks where there is a concern about a member of staff's suitability to work with children.

An investigation will be carried out to gather enough evidence to establish if an allegation has a foundation. The employer of the school will ensure they have sufficient information to meet the referral duty criteria in this policy.

The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that harm.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual is deployed to another area of work not in regulated activity, or where they have been suspended.

Referrals to the DBS will be made on conclusion of an investigation where an individual has been removed from regulated activity.

Referrals to the DBS will be made as soon as possible after the resignation, removal or redeployment of the staff member.

Contractors

The school will ensure that any contractor, or any employee of the contractor, 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.

Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.

If a contractor 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.

The school will always check the identity of contractors and their staff on arrival.

Adults who supervise children on work experience

If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm.

Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. In such cases, the school will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised themselves.
- Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. In this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

Governors

An enhanced DBS certificate (which will include a barred list check) will be carried out for all governors.

A Section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school. Schools must check that governors are not disqualified from working in regulated activity. To do this, a Section 128 direction check must be carried out. The Levels School will therefore, carry out a Section 128 direction check on governors.

After the pre-appointment checks

Once the pre-employment checks have been completed, the HR team (under direction of HT will:

- Agree a start date with the candidate.
- Destroy the completed self-declaration forms for unsuccessful candidates.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, and proof of qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.
- Add the required details of the checks carried out to the school's SCR.

Single central record (SCR)

The school will maintain and regularly update the SCR.

All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.
- Proprietor and Governors
- The bullet points below set out the minimum information that must be recorded in respect of staff members. The record will indicate whether the following checks have been carried out or certificates obtained, the date on which each check was completed/certificate obtained and who carried out the checks:
    - An identity check
    - A barred list check
    - An enhanced DBS check
    - A prohibition from teaching check
    - Further checks on people living or working outside the UK.
    - A check of professional qualifications
    - A check to establish the person's Right to Work in the UK
    - For those in management, trustee or governor roles, a Section 128 check

All staff will have all the checks above completed to ensure that the childcare disqualification requirements are met (Disqualification under the Childcare Act 2006).

The Levels School does not intend to employ supply staff, however if that should change. For supply staff, The Levels School will include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

If checks are carried out on volunteers, this will be recorded in the SCR.

Induction Programme

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The Levels School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments. The school will also obtain such formal or informal background information about a visiting speaker and the content of the speech, as is reasonable in the circumstances, to decide whether to invite and/or permit a speaker to attend the School.

In doing so, the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states: "'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations." In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Safer recruitment training

At least one member of the interview panel will have completed formal Safer Recruitment training.

As a measure of good practice, the school will ensure that this training is renewed every three years.

Staff who have currently completed safer recruitment training in academic year 2026/27:

- Caroline Cook
- Ben Bridger
- Victoria Billany
- Alison Hood
- Claire Thomas
- Simon Scarborough
- Debbie Williams
- Nancy Wren
- Joseph Knight
- Loredana Middleton
- Rachel White

Monitoring and review

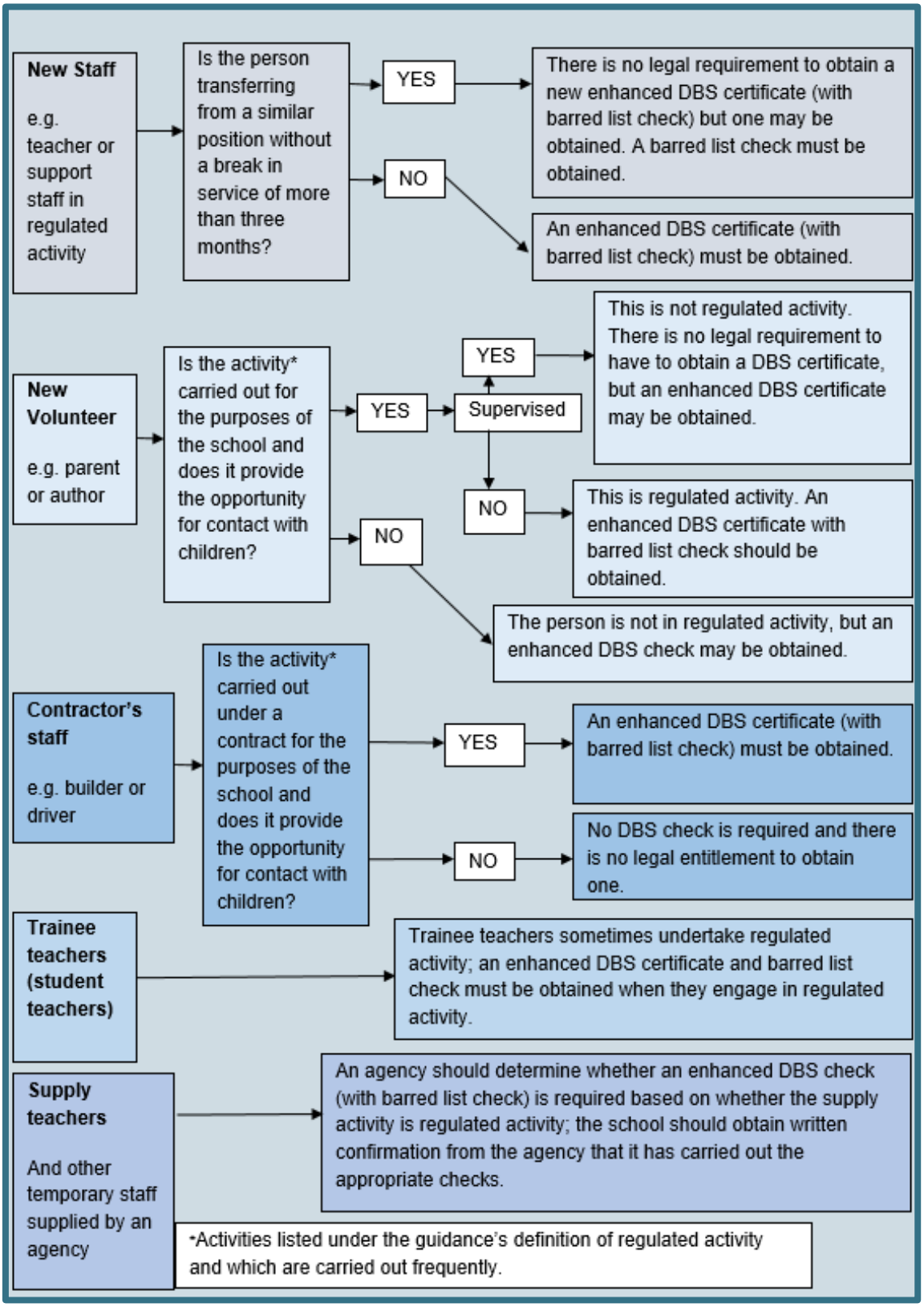
This policy is reviewed annually by the Board of Governors and the Head Teacher.

Any changes made to this policy by the Board of Governors and Head Teacher will be communicated to all members of staff.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

The next scheduled review date for this policy is September 2027

Flowchart of Disclosure and Barring Service Criminal Record Checks and Barred List Checks



Recruitment Process and Leavers Process

Task	Description	Who
1	Identified a need/Position required	GFL/CCO

	Parameters of post agreed Agreement to advertise Adjust budget sheet	GFL/CCO GFL/CCO GFL
2	Advert drawn up Shared with NWR and Recruitment form completed Job Description and Person Spec checked and updates added in necessary (for new roles)	CCO/AHO AHO NWR
3	Advert uploaded to eTeach (and automatically via TLS website link) Paper copies of application form to be send via post/collect if required	NWR NWR
4	Advert posted on Social Media NWR to email Social Media with key messages	NWR/MKA NWR
5	**Shortlisting** Recruitment folder created in HR One Drive Shortlisting table created and blank 'supporting statements form' Anonymised supporting statements added to document. Share supporting statements and shortlisting table with shortlisting staff	 NWR NWR NWR NWR
6	**Interview** Date and plan agreed for interview Plan shared with NWR Invite to interview – send supporting documents, request reference information if required. Inform unsuccessful candidates	 CCO/CTH AHO NWR NWR

	Share plan with interview panel and staff involved in day. Safe 2 Start form created for successful shortlisted candidates. Pre-interview checks completed Prepare and share relevant paperwork with staff (Student panel questions and formal interview questions with prefilled 'gaps in employment' Interview held in line with SR Processes	AHO NWR NWR NWR CCO/AHO
7	**References** Called prior to interview Follow up call to confirm reference	 NWR NWR
8	**Documents at Interview** Documents copied, signed as originals seen and dated. Sent to NWR Data retention policy followed, unsuccessful candidates delete after 6 months. Shred Self-Disclosure immediately if not successful.	 AHO/EFI/NWR NWR
9	**Decision making** Relevant staff, decision discussed with CCO if not involved in the interview	 Relevant staff
10	**Offer made and accepted** Telephone successful candidate. Confirm start date/salary/working pattern etc and send information to NWR Offer letter sent with emergency contacts form, staff medical questionnaire, new starter form and link to DBS form. BCC in Payroll Acceptance received, pass onto Payroll with completed New Starter Form	 CCO/ AHO/ NWR AHO NWR NWR

	Contract drawn up and sent Signed Contract saved in HR file Process DBS using Checks Direct Complete all relevant preemployment checks using Safe 2 Staff form as guide	MKA NWR NWR NWR
11	**Unsuccessful candidates** Call and inform them once successful candidate has accepted offer on the phone.	 CCO/AHO/NWR
12	**Signing off Safe 2 Start Form** Share with Headteacher alongside any relevant notes. Share relevant HR file so can check contents. Headteacher signs off if satisfied all checks complete Head teacher signs off DBS if viewed online and awaiting arrival in the post (Review weekly) Headteacher completes a Risk Assessment for any items missing inline with SCR requirements	 NWR CCO/AHO CCO/NWR/AHO CCO/NWR/AHO
13	**New staff induction** Process following induction spreadsheet (eg Payroll, One Drive, Iamcompliant, Inventry, Bromcom MIS, ID Card, email addresses) New staff email sent Handy Helpful Guide updated and created for new staff	 AHO AHO AHO
14	**SCR** Once Safe 2 Start form signed off and member of staff has started, complete SCR.	 NWR

	Candidate cannot start unless process outlined here in its entirety is complete or HT has signed off anything pending.	
	Leaving Process	
1	Resignation received to CCO as per their contract. CCO to send to NWR who makes note of Leaving Date on relevant software packages and systems (eg Payroll, One Drive, Iamcompliant, Inventry, Bromcom MIS, ID Card, email addresses)	CCO/AHO/NWR
2	HR to acknowledge resignation and outline leaving process; • Initial email to acknowledge resignation and that a following email will be sent in last two weeks to; • Arrange Exit meeting with Line Manager • Arrange returning of laptop, keys, ID.	AHO
3	HR and NWR to follow up on point 1 and 2 above in last two weeks. (eg Payroll, One Drive, Iamcompliant, Inventry, Bromcom MIS, ID Card, email addresses).	AHO/ NWR