



Recruitment Policy

Policy Review & Update Process			
Member(s) of SLT responsible for update		Bursar	
Sub-Committee responsible for review		Health & Safety Committee	
ISBA template policy?		Y	
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Bickley Park School (DfE number 305/6002) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Bickley Park School Local Advisory Board. Page | 1

Contents

Recruitment, Selection and Disclosures Policy and Procedure.....	2
General.....	2
Scope of this Policy.....	3
Advertising	3
Recruitment Personnel	3
Application Form.....	3
Selection of candidates and short-listing.....	5
Job Description & Person Specification	5
Invitation to Interview.....	5
Interview	6
Following the interview.....	7
Conditional Offer of Appointment: Pre-Appointment Checks.....	7
Supply Staff	9
Contractors.....	9
TUPE Transfer.....	10
DBS, Barred List and Prohibition checks for Governors.....	10
References.....	10
Criminal Records Policy.....	11
DBS Update Service.....	11
If disclosure is delayed	11
Retention, Security of Records and Data Protection Obligations.....	12
Appendix 1 Policy on the Recruitment of Ex-Offenders	12
Appendix 2 Risk Assessments	13

Recruitment, Selection and Disclosures Policy and Procedure

General

Bickley Park School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

RECRUITMENT POLICY

Keeping Children Safe in Education: statutory guidance for schools and colleges (September 2024) states: "It is vital that as part of their whole school or college approach to safeguarding governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges."

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the HR Manager.

An entry will be made on the Single Central Register for all current members of staff at the School, the school governors and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

The Governors of Bickley Park School are responsible for the management of the school.

Scope of this Policy

The Recruitment Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

Advertising

All posts are advertised clearly stating that as part of the selection process the successful applicant will be required to obtain a Disclosure and Barring Service enhanced check. The School's safeguarding statement is also included in all adverts.

Recruitment Personnel

When a position becomes vacant the recruiting manager, in collaboration with the Schools' HR Manager, will undertake procedures to ensure a safe and successful appointment. A member of staff with appropriate Safer Recruitment training will be involved in the Selection Panel for all appointments. Safer recruitment training is undertaken by the Schools' HR Department, members of the Senior Leadership Team and other staff as required

Application Form

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms but are permitted to be submitted alongside an Application Form.

RECRUITMENT POLICY

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

The application form requires the applicant's full name and any previous name and date of birth. It also requires the applicant's full education, employment, volunteering, and other history with no unexplained gaps. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer and are advised that the school will request references for shortlisted candidates ahead of the interview, giving the opportunity for applicants to request references are taken up at a later stage. Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration

The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head/Bursar for more details.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations should be considered in the circumstances of the individual case.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has

RECRUITMENT POLICY

involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

Selection of candidates and short-listing

All application forms received, including those from internal candidates, will be read carefully and considered independently by the recruiting manager and/or Selection Panel, and a short list drawn up.

Notes on shortlisting decisions are retained in the HR Department for 6 months.

The School will, where possible, obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

Job Description & Person Specification

These contain the individual school's safeguarding statement and state clearly the need for an enhanced DBS check with children's barred list. The job description lists the main responsibilities and duties of the position, which the successful applicant will undertake and refers to the responsibility for safeguarding and promoting the welfare of children. Person Specifications generally outline the skills, experience and qualifications the Schools is looking for and include specific reference to suitability to work with children.

Invitation to Interview

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them and explore all potential concerns.

As part of the shortlisting process, the School may carry out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment. The School will inform shortlisted candidates that these online searches may be done.

Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

RECRUITMENT POLICY

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self declaration is subject to Ministry of Justice guidance on the disclosure of criminal records.

Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

Interview

In most cases, the School's HR Department will co-ordinate interviews and liaise directly with the interview panel and short-listed applicants. Usually the HR Department contacts candidates regarding the practical arrangements for the interview visit and, where necessary, Heads of Department may contact candidates to discuss further the lesson(s) they will be required to teach or explain any additional selection tasks.

During the interview, candidates will be asked questions to test their knowledge, skills, experience, and approach to the role. All candidates will be asked questions about working in schools and safeguarding. The application form, any unexplained gaps, time spent overseas, and the disclosure form will be explored during the interview as necessary

All formal interviews will have a panel of at least two people chaired by the Head/Bursar or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children including where appropriate, any discussion of information shared by a candidate in their self-declaration form.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;

3. Where appropriate any documentation evidencing a change of name;
4. Where applicable, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Following the interview

Notes taken at the interview and in the Decision Meeting will be dated and retained on file by the HR Department. Notes taken regarding unsuccessful candidates are retained for 6 months. Feedback is available to all candidates after interview

Conditional Offer of Appointment: Pre-Appointment Checks

The following checks are required for all staff prior to their start date.

This policy will be reviewed annually or more frequently if required.

All checks will be made in advance of appointment or as soon as practicable after appointment.

These checks also apply to others delivering services in the school as required in part 3 of KCSIE 2024. Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK (if not already received);
3. A satisfactory enhanced DBS check and, if appropriate, a check of the Children's Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that

remains current) by the historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils;
 - Delivering and preparing lessons to pupils;
 - Assessing the development, progress and attainment of pupils; and • Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, including Qualified Teacher Status, where appropriate;
 6. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
 7. ***Where the successful candidate has worked or been resident overseas:*** Such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
 8. Evidence of satisfactory medical fitness. All successful applicants are required to complete a medical questionnaire or medical declaration form before any offer of appointment is confirmed;
 9. Confirmation that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006" **OR** Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
 10. For a candidate to be employed into a senior management position as set out above under "Scope of this Policy", receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
 11. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England

RECRUITMENT POLICY

(Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department; and

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and/or layout of the School.

New checks or additional checks may also be required for changing roles or promotion within the school.

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

Supply Staff

In the case of agency or contract workers, the School should set out their safeguarding requirements in the contract between the organisation and the School must obtain written confirmation from the agency or company that it has carried out the same checks as the School would otherwise perform on any individual working at the school or college (or who will be providing education on the school or college's behalf, including through online delivery). The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

When a Supply Agency is used to provide temporary Teaching Staff, the HR department will ensure that the agency supplies appropriate documentation giving details of all the checks that the agency has carried out on that person to ensure that they are suitable to work in the School. The documentation will be retained by HR staff. The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, in line with KCSIE, two references, declaration of medical fitness, check of previous employment history). The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Contractors

When a contractor is used to provide a service at the School, HR will ensure that the contractor supplies appropriate documentation giving details of all the checks the contractor has carried out on that person to ensure they are suitable to work at the appropriate school. That documentation will be retained by HR staff. In respect of contractors, unchecked contractors will under no circumstances be allowed to work

RECRUITMENT POLICY

unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

TUPE Transfer

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

DBS, Barred List and Prohibition checks for Governors

The DBS maintains 'barred lists' of individuals who are unsuitable to work with children. Where barred list information is requested, and 'children's workforce independent schools' is specified in the parameters for that check, the certificate will also detail whether the applicant is subject to a direction made under section 128 of the Education and Skills Act 12 (2008). Such a direction prohibits an individual from taking part in the management (including being a governor) of independent schools in England

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Bickley Park, this is the Head.
- A person who is accountable only to the Head or the governors, and who is responsible for the overall management and control of the charity's finances. At Bickley Park, this is the Bursar.

Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

References

The School will seek the references referred to in section 5 above for shortlisted candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

RECRUITMENT POLICY

The School will ask all referees if the candidate is suitable to work with children and to provide facts of any substantiated safeguarding concerns or allegations that meet the harm threshold set out in Part 4 of the statutory guidance 'Keeping Children Safe in Education'. Substantiated allegations that meet the harm threshold should be included in references. Any repeated concerns or allegations which do not meet the harm threshold which have all been found to be false, unfounded, unsubstantiated, or malicious should not be included in any reference.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here: <https://www.gov.uk/government/publications/dbs-codeof-practice>.

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be engaging in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The person in question is informed what these safeguards are; and

RECRUITMENT POLICY

- It is recommended, but is not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

Retention, Security of Records and Data Protection Obligations

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.

Copies of DBS certificates will not be retained for longer than 6 months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

Appendix 1 Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School 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 will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

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:

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

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

RECRUITMENT POLICY

- whether the conviction or other matter revealed is relevant to the position in question; • whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Appendix 2 Risk Assessments

There would need to be exceptional and justifiable circumstances for employment to commence prior to DBS clearance. Such a decision can only be taken by the Head, following a risk assessment.

In any circumstances, potential employees cannot commence work prior to the Barred List check being completed. Nor may they commence work prior to the submission of their completed disclosure application to the DBS.

There must be a record of the Risk Assessment and decision, including "sign off" by the Head, to ensure the audibility and accountability of the judgement. The judgement is an assessment of the risk versus the consequences of the decision.

The Risk Assessment pro-forma (see below) is to be used to act as an auditable record of the decision made following risk assessment and must contain the signature of one of the accountable persons. If a decision is taken to allow an employee to commence work prior to receiving the DBS certificate, the employee must have completed and submitted their completed disclosure application to the DBS, and

RECRUITMENT POLICY

their contract of employment should remain subject to this condition being met. The application's progress within the DBS system should be checked and monitored on a regular basis.

Robust and reliable supervision arrangements must be put into place during the "waiting period". The employee must be clearly notified of the supervision arrangements that are in place. The situation must be checked and monitored at least every two weeks. The Head, or Bursar remains accountable during this time, until the clearance is received, checked and suitability confirmed.

If at any stage, the new member of staff's behaviour is of concern, or the protection measures are not able to be implemented or sustained, then the permission to work must be withdrawn until such time as all checks have been satisfactorily completed.

Risk Assessment - Key Questions for Consideration

- 1 What are the exceptional reasons for considering commencement of employment prior to receiving clearance? This should not be a natural default position, and should be exceptional and clearly linked to the circumstances identified in response to Question 2 below.
- 2 What would be the consequences to the School's operations of waiting until clearance is received? These should be exceptional and have a demonstrable substantial impact. The School should be able to demonstrate how it has used effective planning to avoid / minimise this disruption, and clearly show where this has been unavoidable.
- 3 Is the employee known to the school? 18 A former employee, who would have had a DBS check when working in the School, and of whom a great deal is known, will present a much lesser risk than a new employee, who is not known to at all. The more recent the departure the lower the risk.
- 4 If the employee commenced work, what would be their normal level of access to children?
 - i. Unsupervised access one-to-one
 - ii. Unsupervised access to a group Neither of these would be acceptable arrangements in any circumstances during this "waiting period".
 - iii. Supervised access one-to-one iv. Supervised access to a group
 - v. No direct access, but based within premises

In these circumstances, if an employee does commence employment prior to clearance being received, their access must be supervised at all times.

The level of risk declines the lower down the list above, but there continues to be a risk with each of these scenarios.

DBS Disclosure Check Risk Assessment Form

WHERE A DBS DISCLOSURE CHECK IS REQUIRED FOR A POST, A NEW EMPLOYEE SHOULD NOT COMMENCE THE POST UNTIL THE CHECK IS RECEIVED, OTHER THAN IN EXCEPTIONAL CIRCUMSTANCES IF THEY ARE CLOSELY SUPERVISED I.E. WITHIN SIGHT AND SOUND OF SOMEONE WITH A CLEAR DBS CHECK.

However, this will normally only be permissible when not to allow them to work would disrupt the care of children, e.g. where there is a regulatory requirement to have a ratio of staff to number of children. People may therefore only work in these circumstances when the following applies:

- The appointment is necessary to allow the service provision to continue.
- In the case of children, the person has an enhanced DBS certificate issued within the 3 months by another body and the person provides the original enhanced DBS certificate to the appointing manager as evidence.
- An enhanced, DBS check has been applied for by the setting.
- The person has no unsupervised contact with children.
- They have no access to sensitive records, particularly information about individual children.
- This risk assessment and risk management plan has been completed and signed off by the relevant manager.

This completed risk assessment form must be placed on the individual's personnel file or other appropriate file and made available for Safeguarding and inspections.

DBS Risk Assessment Checklist Starting work prior to DBS Certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the setting.

Name of Person:

Role: Interview Date:
.....

Proposed Start Date:

DBS Check application date:

[The person must not start without an application being made] Is the person in 'Regulated' Activity? Yes/ No

RECRUITMENT POLICY

Reason for starting without seeing a new DBS Check

Continuity of the settings provision to children

Other (please state)

Known Information

Have all the following checks been satisfactorily completed?

Identity check (photographic) [Essential]

Verification of current address [Essential]

Page | 15

RECRUITMENT POLICY

Barred list check (if legally appropriate) [Essential]

Prohibition check (for teachers) [Essential]

Overseas checks (where relevant)

Right to Work in the UK [Essential]

Confirmation of qualifications [where relevant]

Two references [Essential]

Any other information (please state)

Previous DBS Certificate

If the person has a previous DBS, on what date was it issued? When was the person's last day at work in their previous setting?

.....
If the person's proposed start date and their last day at their previous setting or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most settings will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.

Decision – this should be based on evaluating the above information collated. **HIGH**

Risk – Person should not be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.

Page | 17

RECRUITMENT POLICY

MEDIUM Risk – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised*at all times and should not undertake 1:1 work, personal care activities or residential visits. (* The unchecked person must always be ‘within sight and hearing’ of a person with an Enhanced DBS check). **LOW Risk** – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

I undertake to personally review this situation at intervals of no less than every two weeks.

Authorisation

Manager (Print Name):

Manager (Signature):

Date

Next Review Date:

Signed:

Next Review Date:

Signed:

Next Review Date:

Signed: