Recruitment Policy

Lochinver House School is committed to providing the best possible environment, care and education for the pupils and young people in its care and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive working environment to all its members and recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share and understand this commitment.

All queries on the School's recruitment process should be directed to HR@lochinverhouse.com.

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Aims, Purpose and Scope of this Policy

The aims of the School's recruitment policy:

- Ensure the best possible employees are recruited and selected based on their merits, abilities and suitability for the position as measured against the job description and, where applicable, person specification
- Ensure all applicants are considered equally and consistently
- Ensure compliance with all relevant legislation, recommendations and guidance including the Independent School Standards Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education, Disqualification Under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- Ensure the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary Suitability of Staff and pre-employment checks.

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

Regulated Activity

In the Independent Schools Standards 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.* Lochinver House School treats any volunteer in regulated activity as staff.

It is for the School to decide whether a role amounts to "regulated activity" considering all the relevant circumstances recognising nearly all posts at the School amount to regulated activity. A person will be engaging in regulated activity with children if, as a result of their work, they:

- are responsible, on a regular basis for teaching, training, instructing, caring for or supervising children
- undertake activities that fall within the statutory definition of regulated activity with children
- engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Any position undertaken at, or on behalf of, the School will amount to regulated activity where it meets the statutory definition of regulated activity with children and is carried out frequently (once a week or more), satisfies the period condition (four or more occasions within a 30-day period), is undertaken overnight, or involves relevant personal care or healthcare.

From 1 September 2026 the School will assess regulated activity in accordance with current legislation and KCSIE. The removal of the supervision exemption means that certain volunteer activities involving teaching, training, instructing, caring for or supervising children may constitute regulated activity notwithstanding the presence of supervision.

Recruitment and Selection Procedure

Application Form

The School will only accept applications from applicants completing the School's Application Form in full or a completed TES online application form. Incomplete application forms will be returned to the applicant where the application deadline has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form but are permitted to be submitted alongside a completed application form.

Internal applicants who wish to apply make an application will be required to email an expression of interest to the Head explaining amongst other things:

- Why they are applying for the role.
- How they believe their skills would suit the role.
- What are their immediate plans and vision for the role.

Online Searches
In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. In accordance with KCSIE, this will include online searches on shortlisted applicants (online searches).

The online searches the School carries out may include searches of internet search engines, websites and social media platforms. Applicants are asked in the application form to provide details of their online profile, including account names, social media and professional networking site handles and details of websites on which the applicant is featured or named. This information will be used to carry out online searches. Applicants are not required to provide account passwords or to grant the School access to social media or professional networking account content that is not publicly available. However, if information (such as profile pictures and / or account bios) is publicly available when a social media or professional networking site account is locked and can therefore be viewed by the School, it may be considered as part of the online search.

The School will carry out an online search of all shortlisted candidates as part of its safer recruitment procedures. Relevant findings will be considered and, where appropriate, explored with candidates during interview. The School will determine how it approaches online searches on a case by case basis. However, all applicants for a role at the School will be treated consistently regarding online searches.

Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied
- may be relevant to their suitability to work at the School or in an education setting
- is of a safeguarding nature; and / or
- may indicate behaviour inconsistent with the professional standards expected of staff working with children.

All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School considering any information generated from online searches.

For successful applicants, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its Data Retention Policy after employment ends. For unsuccessful applicants, the School will securely destroy any information generated from online searches.

Selection Process
At least two members of staff involved in the recruitment process will review application forms received to determine which applicants will be invited for interview. Anyone involved in the recruitment process will be required to state any prior personal relationship or knowledge of any of the applicants and a judgement will be made as to whether that person should withdraw from the process.

Shortlisted applicants will be invited to attend a formal interview at which their skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with children. All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records.

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 applicant at interview.

Where permission has been granted by the applicant, The School will seek to obtain and scrutinise references for shortlisted candidates before interview wherever practicable. Invitation to Interview
Shortlisted applicants will be invited to attend a formal interview at which relevant skills and experience will be discussed in more detail.

The School is committed to safeguarding and promoting the welfare of its pupils and required to carry out several pre-appointment checks. To meet the School's legal obligations all those invited to interview are required to bring with them evidence of their identity and address, right to work in the UK and their appropriate qualifications.

All formal interviews will have a panel of at least two people chaired by the Head or another designated member of the Senior Leadership Team. At least one member of every recruitment panel will have successfully completed safer recruitment training in accordance with current statutory guidance and will maintain appropriate levels of knowledge through periodic refresher training. Interview questions will always include specific safeguarding and child protection questions designed to assess candidates' understanding of safeguarding responsibilities, professional boundaries, staff conduct and the safeguarding culture of the School.

The Chair of Governors will chair the panel for the Head's appointment.

The interview will explore the applicant's suitability to work with children including where appropriate, any discussion of information shared by an applicant in their self-declaration form.

All applicants invited to interview must bring original documentation as follows. Photocopies or certified copies are not sufficient:

- A current driving licence including a photograph or a passport and a full birth certificate. Where appropriate any documentation evidencing a change of name.
- A utility bill or financial statement issued within the last three months showing the applicant's current name and address.
- Any educational and professional qualifications that are necessary or relevant for the post.
- Where applicable, proof of entitlement to work and reside in the UK.

Applicants 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.

Successful Applicants

If the School decides to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- verification of the applicant's identity
- verification of qualifications, whether professional or otherwise, which are relevant to the appointment decision, or which are referred to in the application form, whether a requirement for the role or not
- verification of the applicant's employment history
- the School being satisfied that any information generated through online searches does not make the applicant unsuitable to work at the School
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
- for positions which involve "teaching work", the receipt of information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at the School
- for applicants who have carried out teaching work outside the UK, the receipt of information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory
  where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List
- the receipt of information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School

- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School
- confirmation that the applicant is not disqualified from acting as a trustee / governor or senior manager of a charity under the Charities Act 2011
- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable)
- verification of the applicant's medical fitness for the role
- verification of the applicant's right to work in the UK
- any further checks which the School decides are necessary because of the applicant living or working outside of the UK which may include, an overseas criminal records check, a certificate of good conduct or professional references.

The School will ensure all pre-employment checks are appropriately recorded on the Single Central Record in accordance with statutory requirements.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all employees, supply staff, governors and other individuals who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity"* must therefore be considered by the School to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.

Pre-employment checks
In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the ISSRs the School carries out several pre-employment checks in respect of all prospective employees.

In fulfilling its 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, gender reassignment, disability or age.

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. All offers of employment are conditional upon the School being satisfied the successful applicant is suitable to work at the School considering any information generated from all the pre-employment checks.

Online searches
Online searches may be completed as part of due diligence checks. In carrying out online searches, the School is looking for any publicly available information about an applicant that:

- may be relevant to their suitability to carry out the role for which they have applied
- may be relevant to their suitability to work at the School or in an education setting
- is of a safeguarding nature
- may indicate behaviour inconsistent with the professional standards expected of staff working with children.

Verification of identity, address, right to work in the UK and qualifications
All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications Valid forms of evidence can be found in the Home Office 'Right to Work Checklist' and in some cases the evidence of the right to work in the UK can also be used as evidence of identity and address for DBS identity checking purposes. The School will check this evidence in accordance with the Home Office 'Code of Practice on preventing illegal working: February 2024.
The School asks for this information at interview to ensure that the person attending interview is who they claim to be, that they are permitted to work for the School if appointed and that they hold appropriate qualifications.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. They will also be asked to provide their birth certificate.

The School asks for the date of birth of all applicants to check for any unexplained discrepancies in the employment and education history. The School does not discriminate on the grounds of age.

References
All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School, one of which must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend.

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

- dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be unsubstantiated, unfounded, false or malicious
- whether the applicant could be involved in "extremism" (see the definition of "extremism" at below).

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.

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

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

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

The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

The School treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.

If required, references may be taken up on internal applicants and can be provided by colleagues as the School will be the most recent employer and will previously have taken up references from past employers.

The DBS disclosure certificate
The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School as soon as it has been received. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If the disclosure is delayed, a short period of work may be 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, 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
- a note is added to the single central register and evidence kept of the measures put in place.

Prohibition from Teaching check
The School is required to check whether employees who carry out "teaching work" are prohibited from doing so.

In addition, the School asks all shortlisted applicants to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

The School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012, which state that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

Prohibition from management check
The School is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

The School will carry out checks for section 128 directions when appointing an applicant into management positions from both outside the School and by internal promotion.

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

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

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

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

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

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

Medical/mental health fitness
The School is legally required 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 a successful applicant must complete a pre-employment health questionnaire. The School will arrange for the information contained in the Health Questionnaire to be reviewed by the School's medical advisor and will then be held by the School in strictest confidence and processed in accordance with the School's Privacy Notice. This information will be reviewed against the Job Description and the Person Specification for the 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. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist 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 will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

Criminal Records Checks
Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to consider a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at:
https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check.

Applicants with periods of overseas residence
DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The School's policy is to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous five years. When requesting such information, the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

Where the successful applicant 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. The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

Where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work. If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all information that has been obtained during the recruitment process.

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

Volunteers

The School recognises the valuable contribution made by volunteers and will ensure that appropriate safeguarding and vetting arrangements are in place before any volunteer begins work. All volunteers will be subject to a risk assessment to determine the nature of their role, the level of contact with children, whether they are undertaking regulated activity, and the checks required.

From 1 September 2026, the supervision of a volunteer no longer removes a role from the scope of regulated activity. Volunteers who teach, train, instruct, care for, supervise, or otherwise work with children frequently, or who undertake overnight activities with children, may be engaged in regulated activity even where they are supervised.

Volunteers engaged in regulated activity must obtain an Enhanced DBS Certificate with Children's Barred List information before commencing their duties. The School must be satisfied that such individuals are not barred from working with children. It is a criminal offence for a barred person to engage in regulated activity, or for an organisation knowingly to permit them to do so.

Volunteers who are not undertaking regulated activity will be subject to checks proportionate to their role and the outcome of the School's risk assessment. Where appropriate, this may include obtaining an Enhanced DBS Certificate without Children's Barred List information.

All volunteers, regardless of role, will receive a safeguarding induction appropriate to their responsibilities. This will include information on the School's safeguarding and child protection procedures, staff code of conduct, reporting arrangements, and the identity and role of the Designated Safeguarding Lead (DSL).

The School will maintain accurate records of volunteer safeguarding and vetting checks in accordance with statutory guidance. Where required, relevant information will be recorded on the Single Central Record, including the type and date of DBS check undertaken and, where applicable, confirmation that a Children's Barred List check has been completed.

Contractors and Agency Staff

The School requires written confirmation from the contractor that it has completed these checks on all individuals whom it intends will work at the School before any such individual can commence work at the School. The School will undertake checks on contractors and their employees proportionate to the nature of their work, the level of supervision provided and whether they engage in regulated activity. The School will undertake and document a risk assessment where contractors do not meet the definition of regulated activity but may have access to children or school premises.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of individuals supplied by contractors or an agency and requires the provision of the DBS disclosure certificate before those individuals can commence work at the School.

Data Protection, Retention and Security of Records

The School processes personal data in accordance with applicable data protection legislation, including the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

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

The School will retain copies of the documents received and sourced during the Recruitment process in accordance with the School's Data Retention Policy.

Policy on Recruitment of Ex-Offenders

The School will not unfairly discriminate against any applicant for employment because 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 them 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 positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

All applicants 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. The School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children; and / or
- an individual has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

Single Central Record

The School maintains a Single Central Record in accordance with KCSIE and the Independent School Standards Regulations. The SCR records all required pre-appointment checks, including identity, qualifications, right to work,

enhanced DBS checks, barred list checks where applicable, prohibition checks, Section 128 checks where applicable, overseas checks, and any other checks required by statute.
All required recruitment, vetting and safeguarding checks for employees, governors, volunteers, agency staff and contractors will be recorded as required by KCSIE and the Independent School Standards Regulations.

Staff Safeguarding Induction

All newly appointed staff will receive safeguarding and child protection induction training, including the Child Protection and Safeguarding Policy, Staff Code of Conduct, Behaviour Policy, the identity and role of the Designated Safeguarding Lead, acceptable use of technology, whistleblowing procedures, low-level concerns procedures, and Part One of Keeping Children Safe in Education. The School will maintain records confirming that safeguarding induction has been completed and that staff have read and understood the safeguarding documentation provided.

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

Reviewed By	Head
Approval Body/ Committee	Full Governing Body
Last Review	Autumn 2026
Next Review	Autumn 2027
Policy Linked To	Child Protection and Safeguarding Policy and Procedure (incorporating Staff Behaviour and Code of Conduct), Contractor Policy, Data Protection Policy, Data Retention Policy, DfE Keeping Children Safe in Education, Equal Opportunities Policy, Privacy Notice, Residents Policy, Visitor and Visiting Speaker Policy and Procedure.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.