



## LEICESTER GRAMMAR SCHOOL TRUST

### SAFER RECRUITMENT POLICY

#### 1. General

Leicester Grammar School Trust comprising Leicester Grammar School, Leicester Grammar Junior School and LGS Stoneygate ("the Trust") 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.

The Trust 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 Trust'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 Trust, the Board of Trustees and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

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

#### 2. Scope of this Policy

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

*Any person working at the Trust 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.*

In the case of agency or contract workers, the Trust should set out their safeguarding requirements in the contract between the organisation and the Trust and must obtain written confirmation from the agency or company that it has carried out the appropriate checks. The Trust conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers which includes supply staff, the Trust must be provided with a copy of the appropriate level of DBS check for such staff.

The Trust will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as 'pre-employment' checks. The Single Central Register shows these checks have been made and the Trust carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

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 Trustees, and who carries overall responsibility for the day-to-day management and control of the charity; this would be the Principal of the Trust.
- A person who is accountable only to the Head or the Trustees, and who is responsible for the overall management and control of the charity's finances; this would be the Director of Finance and operations.

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.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in Trust. The Trust will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the Trust'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.

### **3. Application Form**

The Trust will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The Trust will make candidates aware that all posts in the Trust 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.

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 Trust 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 Head 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 for more details.

The Trust 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. Accordingly, prior to starting work with the Trust, new staff are asked to complete the Home Office Prevent Duty Training to gain an awareness of what signs to look for when it comes to radicalisation.

If the candidate is currently working with children, on either a paid or voluntary basis, the Trust 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.

If the candidate is not currently working with children but has done so in the past, the Trust will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the Trust will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the Trust 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 Trust if they have been appointed, and a possible referral to the police and/or DBS.

#### **4. Invitation to Interview**

The Trust 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.

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

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.

In line with Keeping Children Safe in Education the Trust will carry out online checks, using online browsers and social media platforms, of shortlisted candidates as part of due diligence. The aim of the online search is to verify employment history and qualifications and to ensure there is no online presence in the last five years which shows you would be a risk to safeguarding or the reputation of the Trust. No personal data will be gathered during an online search.

The Trust will 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.

All formal interviews will be conducted by a minimum of two people, with at least one person being the Head, Director of Finance or another designated senior member of staff. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of

Trustees should chair the panel for the appointment of a Head, Director of Finance and Operations or Principal of the Trust. 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 Trust requests that all candidates invited to interview also bring with them documents from the DBS Identity Documents, which verify their identity and their right to work in the UK. These will usually be:

1. Any two of, a current photo driving licence, a current passport or 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 Trust of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## **5. Conditional Offer of Appointment: Pre-Appointment Checks**

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 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 Trust may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the Trust 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];<sup>1</sup>
  8. Evidence of satisfactory medical fitness;
  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 “Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) regulations 2018”;
  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 (Prohibition on Participation in Management) Regulations 2014. This applies to all Trustees, Senior Management Team and teaching heads of department.

It is the Trust'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 Trust in strictest confidence and processed in accordance with the Trust's Data Privacy Notice and Annexes. 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 Trust.

The Trust 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.

## 6. References

---

<sup>1</sup> The requirement to check an overseas' teacher's teaching status for proof of past conduct as a teacher is now included in KCSIE. Schools and colleges **must** make any further checks they think appropriate, which **could** include obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they may be unsuitable to teach. We therefore recommend that schools request the letter of professional standing for recruitment for teachers from all overseas applicants where possible.

The Trust 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, before interview. One of the references must be from the applicant's current or most recent employer, and where this is a school, a reference must be obtained from the Head. References must be received by a senior person with appropriate authority. If the candidate does not wish the Trust to take up references in advance of the interview, they should notify the Trust at the time of applying.

The Trust will ask all referees if the candidate is suitable to work with children.

The Trust 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 Trust will verify all references. Where references are received electronically, the Trust will ensure they originate from a legitimate source.

The Trust 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.

## **7. Criminal Records Policy**

The Trust 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 Trust 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-code-of-practice>.

There are limited circumstances where the Trust will accept a check from another educational institution which are as follows:

This is where the new member of staff ("M") has worked in: –

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

In these circumstances the Trust may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

### DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the Trust 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 working 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
- 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.

## **8. Retention, Security of Records and Data Protection Obligations**

The Trust 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 Trust will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Trust's Data Privacy Notice and Annexes.

## **Appendix 1**

### **Policy on the Recruitment of Ex-Offenders**

The Trust will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The Trust 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 Trust. 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 Trust 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 Trust 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 Trust 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 Trust. The Trust will report the matter to the Police and/or the DBS if:

- the Trust receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the Trust 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 Trust will consider the following factors before reaching a recruitment decision:

- 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 Trust'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 Trust'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 Trust's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

## **Appendix 2**

### **Disqualification Under the Childcare Act (2006)**

The 2018 regulations are made under section 75 of the Childcare Act 2006 (“the 2006 act”). They set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the act. Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:

- provide relevant childcare provision;
- be directly concerned in the management of such provision.

#### **Policy statement on Disqualification under the Childcare Act**

Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the [relevant offences](#) and orders section of this guide, unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake. An employer commits an offence if they contravene section 76(3), except if they prove that they did not know, and had no reasonable grounds for believing, that the person they employed was disqualified.

Under the legislation a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a ‘relevant offence’) this includes:

- being convicted of a relevant offence;
- on or after 6 April 2007, being given a caution for a relevant offence;
- on or after 8 April 2013, being given a youth caution for a relevant offence.

A self-declaration form must be completed by applicants of the following roles:

- Early years provision – Staff or Volunteers who provide any care for a child up to and including reception age. This includes education in nursery and reception classes or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during the normal school day and outside of school hours for children in the early years age range.
- Later years provision (for children under 8) - Staff or Volunteers who are employed to work in childcare provided by the school outside of the normal school day for children who are above reception age but who have not attained the age of 8. This includes before-school settings, such as breakfast clubs, and after school provision.
- Staff, Trustees or Volunteers who are directly concerned in the management of early or later years provision are covered by the legislation. This will include the headteacher, and may also include other members of the school’s leadership team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

## **Appendix 3**

### **Policy on the Recruitment of Trustees and Volunteers**

#### **1. General**

Leicester Grammar School Trust comprising Leicester Grammar School, Leicester Grammar Junior School and LGS Stoneygate ("the Trust") 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.

The Trust 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 Trust'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 Trustees and Volunteers at the Trust.

#### **2. Recruitment of Trustees**

As Trustees of a registered charity, the Board of Trustees are responsible for the selection and appointment of new Trustees of the Trust. This is a legal responsibility that cannot be delegated, although we encourage the Principal of the Trust, Head, Director of Finance and Operations, and other senior staff and organisations, such as a former pupil's association, or those who are close to the Schools, such as parents, to suggest the names of potential candidates. As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the multi-faceted affairs of Leicester Grammar School Trust, which is a registered charity (charity reference 510809) and company limited by guarantee (company reference 1521751). The Trust should avoid appointing or retaining trustees who are disqualified from being a trustee, unless the Charity Commission has given a waiver. All potential trustees should complete a charity trustee positions: automatic disqualification declaration before beginning the selection process.

Following return of the completed disqualification declaration, all Trustees complete a selection process, which requires the submission of a CV, completion of an interview with a minimum of two senior Trustees and a meeting with the Head or Director of Finance and Operations. Every Trustee has an enhanced DBS check unless they will be undertaking a regulated activity, in which case they will undertake an enhanced DBS check with a barred list check. Each appointment is ratified by the full Board for a period of five years. The Trust arranges for all new Trustees to receive a thorough induction in safeguarding and child protection and in the compliance and fiduciary duties of governance. It is encouraged that new Trustees spend a day at the school/s in order to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

#### **2.1 Trustee Selection Process**

##### **2.1.1 The Initial Stage**

When a potential Trustee has been identified, who has expressed an interest; he or she will be invited to visit the school and to meet the Head informally, and to have a tour of the school with the Director of Finance and Operations. If the Chairman of the Board is not present at that stage, s/he will probably arrange a separate informal meeting, perhaps in the company of another, experienced Trustee. At that meeting, we will briefly describe our strategic vision for the next 3-5 years and the direction in which the Trustees see the Trust moving. Our aim at the informal meeting is to ensure that every prospective trustee has a clear understanding of the commitment expected of him or her, in terms of time and attendance and is given sufficient material about the Trust/schools that is in the public domain (prospectus, latest ISI Inspection Report, Statutory Accounts and Annual Return for the previous year) to allow a well-informed judgement to be made before committing themselves to the appointment process. At the informal meeting, we

also brief all potential candidates about the range of statutory checks that are required as part of the appointment process.

### **2.1.2 The appointment process**

The second step is to invite the prospective Trustee to submit a copy of his/her CV under a covering letter to the Chairman of Trustees. Prospective Trustees are interviewed by two senior Trustees' the Chairman will recommend all appointments to the full Board of Trustees. Care is taken to select Trustees who are prepared to serve for a minimum of three, and preferably, five years (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to get to know the Trust/schools.

All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chairman, which specifies the term of the appointment, the total tenure for a Trustee, and, if appropriate, the sub-Committee(s) to which the new Trustee has been appointed.

### **2.1.3 Safer recruitment checks**

The Director of Finance and Operations in his role as Clerk to Trustees will obtain the following from the new potential Trustee before their appointment is confirmed:

1. an enhanced DBS certificate;
2. if the Trustee will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
5. evidence that the Trustee has not been prohibited from participating in the management of independent schools;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
7. if the new Trustee is also to be appointed as a Company Director, a completed Form AP01 (downloadable from <https://www.gov.uk/government/publications/appoint-a-director-ap01>) will be sent to Companies House to register the appointment.

All the paperwork is handled by the Clerk to the Trustees.

## **2.2 Checks regarding the Chair of Trustees**

If the Chairman of Trustees, is to change, the school will ensure that the DfE obtains an enhanced criminal records check, and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chairman's disclosure application has to be made by the DfE; the school cannot handle it as they would for all other Trustees. So, even if a Trustee, whom the school has already checked, becomes Chairman, the DfE has to make yet another check.

## **2.3 Induction of Trustees and Trustees**

Trustees would be provided with training on the following once in post:

- Safeguarding Policy, including Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

## **2.4 Data Protection**

The Trust will comply with its obligations under the relevant data protection legislation. Trustees' attention should be drawn to the Data Privacy Notice and Annexes which sets out details of how the Trust will process personal data.

### **3. The recruitment of other volunteers**

#### **3.1 General**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Trustees therefore, welcomes and encourages volunteers from the local community to assist in its day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying school visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.

#### **3.2 Recruitment**

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Head or other delegated senior member of staff to discuss the requirements of the school and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the school.

Any volunteering placement may be offered subject to the following checks, if relevant:

1. an enhanced DBS certificate;
2. if the volunteer will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that the volunteer has not been disqualified from participating in the management of independent schools (if appropriate);
5. if the successful candidate will be undertaking a regulated activity and has worked or been resident overseas, such checks and confirmations as the Trust may consider appropriate so that any relevant events that occurred outside the UK can be considered;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006" (if appropriate);
7. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and
8. references may also be required.

#### **3.3 Induction**

Volunteers will be provided with training on the following matters once the volunteering placement commences:

- Safeguarding Policy, including Code of Conduct
- Health and Safety
- Confidentiality obligations
- Supervision
- Data Protection

#### **3.4 Data Protection**

The Trust will comply with its obligations under the relevant data protection legislation. Trustees' attention should be drawn to the Data Privacy Notice and Annexes which sets out details of how the Trust will process personal data.