



PORT·REGIS

SAFER RECRUITMENT PACK - INDEX

Document
Recruitment Privacy Notice
Recruitment, Selection and Disclosures Policy and Procedure
Application and Recruitment Process Explanatory Note
Policy on the Recruitment of Ex-Offenders
Policy on Recruitment of Proprietors, Governors, Trustees and Volunteers

RECRUITMENT PRIVACY NOTICE

Port Regis School Limited

Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals enquiring about or applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact.

You are being sent a copy of this privacy notice because you are enquiring about a position at the School, or applying to work with us (whether as an employee, worker, or contractor). We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. WHO COLLECTS THE INFORMATION

Port Regis School Limited ('School') is a 'controller' in relation to personal data and gathers and uses certain information about you. This means that we are responsible for deciding how we hold and use your personal information.

The School's contact details are as follows:

Port Regis School
Motcombe Park
Shaftesbury
Dorset
SP7 9QA

Telephone (01747) 857800
Email: office@portregis.com

2. WHO WE COLLECT THE INFORMATION FROM

We obtain information about individuals from a number of different sources, including:

- You, as the individual enquiring about or applying for a position at the School;
- Your referee(s) (as named in your application);
- Your emergency contact(s);
- The Disclosure and Barring Service (DBS);
- The Teaching Regulation Agency (TRA);
- Any recruitment agency engaged by the School and
- Publicly accessible sources (for example, information published on professional networking sites or in the public domain).

3. DATA PROTECTION PRINCIPLES

We will comply with the data protection law and principles when gathering and using personal information, as set out in our Data Protection Policy. This means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept safely and securely.

4. ABOUT THE INFORMATION WE COLLECT AND HOLD

The table in Part 1 of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part 2 of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

The School will only process your information where it has a lawful basis to do so, and the most common bases on which we rely are:

- Where processing is necessary to take steps towards entering into an employment contract with you;
- Where processing is necessary to comply with a legal obligation (for example, to carry out statutory safeguarding and pre-employment checks as required by Keeping Children Safe in Education (KCSIE)); and
- Where processing is in the School's legitimate interests (or those of a third party) and those interests are not overridden by your rights.

In limited circumstances, we may also process your information where it is required to protect your own vital interests or those of another individual, where it is in the public interest, or where you have given your specific consent.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

5. IF YOU FAIL TO PROVIDE INFORMATION

You are not obliged to provide information to the School. However, if you do not provide certain information when requested, we may not be able to progress your application properly, or at all. For example, if you do not

provide evidence needed for us to carry out mandatory safeguarding checks (such as those required under KCSIE), we will be unable to proceed with your application.

6. SENSITIVE INFORMATION AND INFORMATION RELATING TO CRIMINAL CONVICTIONS AND OFFENCES

The School maintains separate policies which set out in further detail how we handle sensitive information and criminal record information. These documents are available on request. We encourage you to read these policies alongside this privacy notice.

7. AUTOMATED DECISION-MAKING

The School does not currently make any recruitment decisions based solely on automated processing. Should this position change, we will inform you in writing before any such processing takes place.

8. WHERE INFORMATION MAY BE HELD

Information may be held on the School's premises in our filing systems and on our servers. It may also be held on our behalf by third party agencies, service providers and representatives.

9. HOW LONG WE KEEP YOUR INFORMATION

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for twelve months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a lawful reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful and you join the School, and once the twelve month period set out above comes to an end, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Staff Privacy Notice.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Further details on our approach to information retention and destruction are available in our Information and Retention Records Policy.

10. DATA SHARING

We may need to share your personal information with third parties as part of the recruitment process. These may include:

- The DBS;
- The TRA;
- The relevant local authority;
- Professional regulatory bodies outside the UK (if you have lived or worked abroad); and
- Any third-party service providers.

All third parties who process personal information on behalf of the School are required to take appropriate security measures to protect that information. We do not permit third-party service providers to use your personal information for their own purposes and only allow them to handle it in accordance with our instructions.

11. INTERNATIONAL TRANSFERS

The School does not transfer your personal information outside the United Kingdom.

12. YOUR DATA RIGHTS

Data protection legislation provides you with various rights in relation to your information. You have the right to:

- Access a copy of the information we hold about you (often referred to as a “subject access request”);
- Ask us to correct any information that is inaccurate or incomplete;
- Ask us to delete your information where there is no compelling reason for its continued processing;
- Object to the processing of your information where we are relying on a legitimate interest and there is something about your particular situation which makes you wish to object on this ground;
- Ask us to restrict (i.e. suspend) the processing of your information; and
- Ask us to transfer your information to another party in certain circumstances.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. The School will endeavour to respond to any such requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

To exercise any of these rights, please contact our Data Protection Lead (dpl@portregis.com).

You can find out more about your rights under applicable data protection legislation from the Information Commissioner’s Office website available at www.ico.org.uk.

13. KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

14. HOW TO COMPLAIN

Under data protection legislation, you have the right to make a complaint directly to us as your data controller. If you have any queries about this Privacy Notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law or to make a complaint, you may contact the Data Protection Lead (dpl@portregis.com). We will acknowledge any complaint within 30 days of receipt and will investigate and inform you of the outcome of your complaint without undue delay (keeping you informed of progress as necessary).

If you are not satisfied with the outcome of your complaint, or if you feel the School has not handled it appropriately, you have the right to complain to the [Information Commissioner's Office \(ICO\)](#).

Part 1: Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your current and any former names, title, date of birth, gender, national insurance number, and contact details (i.e. current address, home and mobile phone numbers, email address) ☐	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable the People Team to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests ☐	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.
Your name, contact details and details of your qualifications, experience, employment history and interests ☐	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Consent (if given): if you are unsuccessful in your application, your details may be passed on to an associated School to see if they have any suitable vacancies	To see whether an associated School has any suitable vacancies
Information about you that is publicly available online through online searches	From standard online searches using a web browser, website, or social media platform.	Legitimate interest: to form part of the School's wider safeguarding due diligence. Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit.	To make an informed recruitment decision. The member of staff carrying out the search, if not involved in the decision-making process, may share any relevant information related to suitability with the individuals who will be interviewing. This way the

		To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).	decision makers will only have the relevant information that may need to be addressed at interview and will not be exposed to other information Search results will be reviewed and, if appropriate, explored with the applicant at interview. To comply with legal/regulatory obligations. For further information, see * below
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies For further information, see * below
Details of your referees ☐	From your completed application form	Legitimate interest: to carry out a fair recruitment process To comply with our legal obligations to request references	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee
Criminal Record Information or information that would make you unsuitable to work with children ☐	From your self-declaration form	Legitimate interests: to carry out a fair recruitment process including giving candidates the opportunity to discuss their disclosure with the School before a DBS check is obtained. To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).	To make an informed recruitment decision and given candidates the opportunity to discuss their disclosure with the School. To comply with legal/regulatory obligations For further information, see * below

		For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	
Information regarding your childcare disqualification status ☐	From your self-declaration form	To comply with our legal obligations including those contained in the Childcare (Disqualification) Regulations 2018 and the statutory guidance for schools: Keeping Children Safe in Education (KCSIE). Legitimate interest: to carry out a fair recruitment process. For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty).	To make an informed recruitment decision and give candidates the opportunity to discuss their disclosure with the School. To comply with legal/regulatory obligations

Part 2 - Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time keeping and attendance, the reason you left your current or most recent post, and facts of any substantiated safeguarding concerns/allegations that meet the harm threshold under the statutory guidance " <i>Keeping Children Safe in Education</i> " (KCSIE), from references obtained about you from previous employers and/or education providers ☐	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE). Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	To obtain the required reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel The reference is confidential and will not be shared with you unless we are required or able to do so.
In respect of applicants for teaching positions who have lived or worked outside the UK, information about any sanctions or restrictions and/or any circumstances impacting your suitability to teach ☐	From a letter from the professional regulating authority in the country (or countries) in which you have worked	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE). Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel Information shared with DBS and other regulatory authorities as required

Information regarding your academic and professional qualifications ☐	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you To comply with our legal obligations	To make an informed recruitment decision
Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, where appropriate, overseas criminal records checks ☐	From the original check and any updated status checks from the Disclosure and Barring Service (DBS) From overseas jurisdictions in accordance with Home Office guidance In respect of agency and third-party staff (supply staff), from any agency or third party organisation In respect of fee-funded trainee teachers, from the initial teacher training provider	To perform the employment contract To comply with our legal obligations Legitimate interest: For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see * below
Information as to whether you are subject to a section 128 direction prohibiting or restricting you from participating in the management of an independent school ☐	From you or the Department for Education's 'Check a teacher's record' service and/or gov.uk.	To comply with our legal obligations. Legitimate interests: to make an informed decision to recruit, to maintain employment records and to comply with legal, regulatory and governance obligations	To make an informed recruitment decision. To comply with legal/regulatory obligations. Information shared with relevant managers and HR personnel.

		and good employment practice.	
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information ☐	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
Information regarding your health, including your medical history, present health status and any workplace adjustments required ☐	From you, including via a health questionnaire and medical examination	To comply with our legal obligations including those contained in the Equality Act 2010 and statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE)	To make an informed recruitment decision To comply with legal/regulatory obligations including considering adjustments necessary to enable you to perform the role for which you have applied Information shared with the School's medical advisers including the School doctor and occupational health adviser Information shared with medical adviser carrying out your medical examination
A copy of your driving licence ☐	From you	To enter into/perform the employment contract To comply with our legal obligations To comply with the terms of our insurance	To make an informed recruitment decision To ensure that you have a clean driving licence Information may be shared with our insurer

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.*

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences is available on request.

RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

1. General

Port Regis School Limited (“the 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.

We aim 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 regarding our Application Form and recruitment process must be directed to the school’s Director of People.

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

The Council of Management is responsible for the management of the School.

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

2. Scope of this Policy

This Policy 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.

Senior management disqualification

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 Port Regis School this would be 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 Port Regis School this would be 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.

Agency and third-party staff

In the case of agency staff, we will obtain written confirmation from the supply agency that the required checks have been carried out (identity, enhanced disclosure – ideally renewed every 3 years, right to work in the UK, children’s barred list, prohibition, qualifications, overseas checks plus those checks set out in KCSIE as ‘pre-employment’ checks). In respect of the enhanced DBS check, we will ensure that the written notification from the agency confirms that the certificate has been obtained either by them or another such business. If the check discloses any matter or information, we will obtain a copy of the certificate before the individual starts work. We will also confirm that the enhanced DBS certificate was issued no more than three months before the individual is due to begin work, unless the individual has worked in a school in England during those three months (the ‘three-month rule’) or is registered with the DBS Update Service (in which case a status check should be carried out instead).

We will always check the identity of agency staff members on arrival.

The Single Central Record will record that these checks have been conducted and detail any necessary information in line with KCSIE.

Contractors

Where we use contractors to provide services, we should set out our safeguarding requirements in the contract between the contractor (or the contractor's organisation) and will ensure that any contractor (or employee of the contractor) who is to work at the School has been subject to the necessary safer recruitment checks in accordance with KCSIE. Where an individual working at the School is self-employed, the School will either obtain the DBS check itself or request to see an existing certificate to ensure it is at the level required.

Unchecked contractors will under no circumstances be allowed to work unsupervised in School. We will determine the appropriate level of supervision depending on the circumstances.

The School will always check the identity of contractors on arrival.

The Single Central Record will record that these checks have been conducted and detail any necessary information in line with KCSIE.

Staff transferring under TUPE

Any staff who TUPE transfers 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 Record that details have been accepted under TUPE.

3. Application Form

We 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.

We 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 employment 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 us immediately if there 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.

We take our responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the Director of People immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they 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 Director of People for more details.

If the candidate is currently working with children, on either a paid or voluntary basis, we 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, we will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, we will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, we 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.

4. Invitation to Interview

We 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, we will carry out a search (which may include but is not limited to a search via an online search engine and may also extend to social media and other publicly accessible online sources) on shortlisted candidates as part of our due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with an applicant at interview. This forms part of our 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.

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.

We 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.

All formal interviews will have a panel of at least two people and, where appropriate, 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.

We request 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 us 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 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 (QTS), where appropriate;
6. Verification of successful completion of a 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 we may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing us with a letter from the professional regulating authority in the country (or countries) in which they have 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;

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

It is our practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by us 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.

It is our practice that a successful candidate will be required to subscribe to the DBS Update Service. Successful candidates must complete the School’s DBS Update Service Consent Form to authorise the School to undertake status checks on an annual basis as part of the School’s wider safeguarding due diligence. The School will reimburse the cost of the annual subscription fee once an expense claim form has been submitted and authorised. An expense claim form is available from the Bursary

We are aware of our 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

We 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. References must be received by a senior person with appropriate authority. If the candidate does not wish us to take up references in advance of the interview, they should notify us at the time of applying.

We 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.

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

We 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.

If the candidate is not currently working with children, the School will secure a reference from a relevant employer in relation to employment in which the candidate worked with children. If the candidate has never

worked with children, the School will obtain a reference from the candidate's current employer, training provider or education setting.

7. Criminal Records Policy

We 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.

We comply 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 we 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 we may apply for a disclosure but are 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 us consent 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, the individual being subject to appropriate 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 record and evidence kept of the measures put in place.

This provision does not apply to roles within the School's early years provision. The EYF's statutory framework requires that individuals must not begin working in early years settings until the enhanced criminal records and children's barred list check has been received. This is a mandatory requirement and also applies to volunteers

8. Retention, Security of Records and Data Protection Obligations

We will comply with our obligations regarding the retention and security of records in accordance with the DBS Code of Practice and our obligations under our Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

We will comply with our 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

Policy on the Recruitment of Ex-Offenders

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

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of, an applicant's application; or
- we have 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, we 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 our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of 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 our 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 our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

1. General

Port Regis School Limited ("the 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.

We aim 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 regarding our Application Form and recruitment process must be directed to the Director of People.

2. Application Form

Applications will only be accepted 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 a completed Application Form.

Candidates should be 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. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify us immediately if there are any reasons why they should not be working with children.

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply 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.

We take our responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the Director of People immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they 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 Director of People for more details.

We have 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 understand the factors that lead people to support terrorist ideologies or engage in terrorist related activity, be able to confidently recognise susceptibility to terrorism and be aware of what action to take in response. We also ensure that those at risk of radicalisation are identified and appropriate support is provided. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any

information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

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

3. Invitation to Interview

Applicants will be shortlisted according to the relevance and applicability of their professional attributes and personal qualities to the role. Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

As part of the shortlisting process, we will consider carrying out an online search on shortlisted candidates as part of our due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with an applicant at interview. This forms part of our 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.

Shortlisted candidates will 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. 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.

All formal interviews will have a panel of at least two people chaired by the Line Manager and a member of the Senior Leadership Team.

The Chair of Governors should chair the panel for the 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 therefore withdraw from the panel. Should the Chair have a conflict of interest, the Chair of Governance shall decide whether the Chair should withdraw from the panel.

A safeguarding interview will be conducted in person and the areas which it will explore will include suitability to work with children (including discussion of any details provided on the candidate's 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 you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart 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 us of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

4. 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), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
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;
5. Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status;
6. Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999), where relevant;
7. Where the successful candidate has lived or worked or been resident outside the UK, such further checks and confirmations as we may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing us with a letter from the professional regulating authority in the country (or countries) in which they have 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;²
8. Evidence of satisfactory medical fitness;
9. 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 within the our Recruitment, Selection and Disclosures Policy and Procedure, 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. If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

It is our practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by us in strictest confidence and used as set out in our 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, layout of the School etc.

It is our practice that a successful candidate will be required to subscribe to the DBS Update Service. Successful candidates must complete the School's DBS Update Service Consent Form to authorise the School to undertake status checks on an annual basis as part of the School's wider safeguarding due diligence. The School will reimburse the annual subscription fee. We are aware of our 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.

5. References

We will seek the references referred to in section 4 above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked 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 will 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.

We 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.

If the candidate is not currently working with children, the School will secure a reference from a relevant employer in relation to employment in which the candidate worked with children. If the candidate has never worked with children, the School will obtain a reference from the candidate's current employer, training provider or education setting.

6. Criminal Records Policy

We 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.

We comply 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>.

7. Retention and Security of Records and Data Protection

We will comply with our obligations regarding the retention and security of records in accordance with the DBS Code of Practice and our obligations under our Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates' data is explained in the Recruitment Privacy Notice and Data Protection Policy.

POLICY ON THE RECRUITMENT OF EX-OFFENDERS

We will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. We make 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 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 us 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 us 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 us to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in 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. We will report the matter to the Police and/or the DBS if:

- we receive an application from a disqualified person;
- we are provided with false information in, or in support of an applicant's application; or
- we have 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 DBS check, we 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 our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of 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 our 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 our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Data Protection Obligations

We will comply with our 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.

POLICY ON THE RECRUITMENT OF PROPRIETORS, GOVERNORS, TRUSTEES AND VOLUNTEERS

GUIDANCE FOR SCHOOLS

References

DfE Statutory Guidance 'Keeping Children Safe in Education', September 2026:

https://assets.publishing.service.gov.uk/media/6a4cf903b7203c4c023fd2f3/Keeping_children_safe_in_education_2026_.pdf

Regulated activity

The requirement for an enhanced DBS check, children's barred list check and prohibition from management depends on whether the volunteer is undertaking a 'regulated activity'.

The Crime and Policing Act 2026 amended the Safeguarding Vulnerable Groups Act 2006 to remove the previous "supervision exemption" from the definition of regulated activity. Previously, a supervised volunteer who regularly taught or looked after children was not in regulated activity. That exemption no longer applies.

A volunteer in a school will now be engaging in regulated activity if, on more than 3 days in any 30-day period or overnight, they carry out:

- (a) teaching, training, instructing or supervising children; or
- (b) any other work at the School where that work gives opportunity for contact with children **unless** the work is both occasional and temporary and does not involve any activity described in (a) above.

It is important to recognise that category (b) applies to any regular voluntary work within a school where there is opportunity for contact with children. This is not limited to traditional pupil-facing roles. For example, a volunteer who attends a school weekly to assist with fundraising, administrative tasks or similar activities may be in regulated activity if their presence on the school premises gives them opportunity for contact with children and they attend on more than 3 days in any 30-day period.

Supervision of the volunteer is no longer relevant to the assessment.

Where a volunteer meets the frequency threshold by volunteering at multiple settings, the school should work with those other settings to agree which setting should apply for the enhanced DBS check with barred list information. That information should then be supplied by the individual to each setting. Volunteers may choose to join the DBS Update Service. Existing volunteers in regulated activity

For existing volunteers who will now be in regulated activity from 1 September 2026, schools must check their children's barred list status. This should be done by obtaining an enhanced DBS check with children's barred list information.

Volunteers not in a regulated activity

Where a volunteer is not in regulated activity, the school should undertake a written risk assessment and use professional judgement to determine what checks, if any, are appropriate. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The risk assessment should consider:

- the nature of any work with children, especially if it will constitute regulated activity, including the level of supervision
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers,
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability, and
- where the role is not a regulated activity, whether another level of DBS check might be appropriate, such as:
 - an enhanced DBS check without barred list information, for volunteers who would be in regulated activity but do not volunteer frequently; or
 - a basic DBS check for any other volunteer who may have access to children.

Details of the risk assessment should be recorded.

Single Central Record

The Education (Independent Schools Standards) Regulations 2014 Part 4 requires all schools to maintain a centralised register of appointments, including those of Governors.

Prohibition on participation in management of independent schools

The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 came into force on 1 September 2014 (also known as 'section 128 checks'). These regulations set out the grounds on which a person's suitability to take part in the management of an independent school can be restricted or prohibited. There is an obligation on independent schools to check whether those involved in the management of schools (including governors) and those who undertake roles of a leadership nature have been prohibited from management in independent schools. The section 128 power applies to all those who are taking part in the management of an independent school. This has been defined as Governors, Senior Management Team and all teaching heads of department.

Charity Trustee Automatic Disqualification Rules

Certain individuals are automatically disqualified from acting as trustees for a charity. A person is disqualified from acting as a charity trustee, if certain legal disqualification reasons apply to them. The [guidance for charities](#) produced by the Charity Commission also includes a disqualifying reasons table that can be downloaded [here](#).

Trustees and potential trustees should be asked to confirm that they are not disqualified. The Charity Commission has produced sample declarations for trustees to state that they are not disqualified from acting in these positions. These can be downloaded from the [guidance for charities](#).

If it is discovered that a trustee or potential trustee is disqualified, they can apply to have their disqualification waived. The process for this is set out in the Charity Commission [guidance for individuals](#).

POLICY ON THE RECRUITMENT OF PROPRIETORS, GOVERNORS, TRUSTEES AND VOLUNTEERS

1. General

Port Regis School (“the 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.

We aim to recruit volunteers and governors that share and understand our commitment to the aims of the School.

All queries on our recruitment process must be directed to the Director of People.

2. Recruitment of Governors and Trustees

As Trustees of a registered charity, the Governors of the School are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Head, Bursar, and other senior staff and organisations, such as a former pupil’s association, or those who are close to the School, 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 a modern school which is also a Company Limited by Guarantee (CLBG), a medium sized business and an important local employer, with some 160 employees.

Schools 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 Governors complete a selection process, which requires the submission of a CV, completion of an interview with two or three senior Governors and a meeting with the Head.

Every Governor 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 3 years. We arrange for all new Governors to receive a thorough induction in child protection and in the compliance and fiduciary duties of governance. New Governors spend a day at the School in order to meet the key personalities and to gain an insight into the curriculum and to meet groups of pupils.

2.1 Governor’s Selection Process

2.1.1 The Initial Stage

When a potential Governor has been identified, who has expressed an interest; they will be invited to visit the School and to meet the Head informally, and to have a tour of the School. If the Chair of Governors is not present at that stage, they will probably arrange a separate informal meeting, perhaps in the company of another, experienced Governor. At that meeting, we will briefly describe our strategic vision for the next 3-5 years and the direction in which the Governors see the School moving.

Our aim at the informal meeting is to ensure that every prospective Governor has a clear understanding of the commitment expected of them, in terms of time and attendance and is given sufficient material about the School that is in the public domain 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 Governor to submit a copy of their CV under a covering letter to the Chair of Governors. Prospective Governors are interviewed by two or three senior Governors who recommend all appointments to the full Governing Body.

Care is taken to select Governors who are prepared to serve for a minimum of three 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 School.

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

2.1.3 Safer recruitment checks

The Director of People in their role as Clerk to Governors at the School will obtain the following from the new potential governor before their appointment is confirmed:

1. an enhanced DBS certificate;
2. if the Governor 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 Governor 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"; and
7. if the new Governor 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 Director of People in their role as Clerk to the Governors.

2.2 Checks regarding the Proprietor and Chair of Governors

If the Proprietor or Chair of Governors is to change, we 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 they take up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chair's disclosure application has to be made by the DfE; we cannot handle it as we would for all other Governors. So, even if a Governor, whom the School has already checked, becomes Chair, the DfE has to make another check.

2.3 Induction of Governors and Trustees

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

- Child Protection Policy and safeguarding obligations
- Prevent Duty
- Staff Code of Conduct
- Health & Safety
- Prevention of sexual harassment
- Cyber Security

2.4 Data Protection

We will comply with our obligations under the relevant data protection legislation. Governors' attention should be drawn to the Recruitment Privacy Notice which sets out details of how we will process Governors' personal data during the recruitment process. Details in relation to how we will process Governors' personal data on appointment are set out in the Staff Privacy Notice and Data Protection Policy, which we will make available to you when you join the School, and is otherwise available on request.

3. The recruitment of other volunteers

3.1 General

Volunteers at the School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors, 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 in accordance with KCSIE. In essence, this will include the following circumstances:

any unpaid work involving teaching, training, instructing or supervising children if done frequently (i.e., more than 3 days in a 30-day period which would include their work at the school but also any voluntary work carried out at other settings) or overnight; or

- (2) any other unpaid work carried out in a school, where the work gives opportunity for contact with children if done frequently or overnight, unless the work is both occasional and temporary and does not involve any category (1) activity.

Category (2) above is not limited to traditional pupil-facing roles. For example, a volunteer who regularly attends the School to assist with fundraising or administrative tasks may be in regulated activity if their presence on the School premises (or any other setting) gives them opportunity for contact with children, and they attend on more than 3 days in any 30-day period. Supervision of the volunteer is no longer relevant to the assessment.

3.2 Recruitment

Volunteers will be subject to an informal recruitment process which will involve a meeting with the Line Manager and the Director of People to discuss our requirements 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 with us.

As part of this process, the School will determine whether the volunteer will be engaging in regulated activity. This assessment will take into account both the nature of the activities the volunteer will carry out and whether their work in the School (as a specified place) gives them opportunity for contact with children, regardless of whether they will be supervised and whether they carry out the activities at any other settings. For volunteers in regulated activity, any volunteering placement will be subject to an enhanced DBS certificate with children's barred list information. For volunteers not in regulated activity, the School will carry out a written risk assessment to determine the appropriate level of checks.

Any volunteering placement may, therefore, 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 children's barred list check;
3. evidence of their entitlement to work in the UK, where relevant;

4. if necessary, confirmation that the volunteer has not been disqualified from participating in the management of independent schools;]
5. if the successful candidate will be undertaking a regulated activity and has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
6. if necessary, a declaration that they are not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”];
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:

- Child Protection Policy and safeguarding obligations
- Staff Code of Conduct
- Health and Safety
- Prevention of sexual harassment
- Data Protection
- The Prevent Duty

3.4 Data Protection

We will comply with our obligations under the relevant data protection legislation. Volunteers’ attention should be drawn to the Recruitment Privacy Notice which sets out details of how we will process volunteers’ personal data during the recruitment process. Details in relation to how we will process Volunteers’ personal data once the placement commences are set out in the Staff Privacy Notice and Data Protection Policy, which we will make available to you when the placement starts, and is otherwise available on request.

Clair Beaty-Pownall – Director of People

September 2026