

EXTRACT FROM STAFF POLICY

4.1 SAFE RECRUITMENT

- 4.1.1 The King's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to understand and share this commitment.
- 4.1.2 All offers of employment will be conditional until the necessary checks have been carried out. Results of all checks will be in writing and kept on file. Standard application forms and interview procedures will be used for all posts. Interviews for all posts will include questions relating specifically to child protection.
- 4.1.3 The following checks will be carried out prior to confirmation of employment:
- Verification of identity
 - Enhanced CRB disclosure
 - DfES list 99 check
 - Medical fitness self certification and, if deemed necessary, confirmation by GP
 - References from two people who have known the applicant in a professional capacity
 - Confirmation of qualifications
 - Confirmation of professional status
 - Confirmation of previous post
 - Completion of NQT induction period and QTS (for teaching posts)
 - Satisfactory completion of probationary period (for teaching and non-teaching posts).
- 4.1.4 The following categories of people associated with the school will be subject to checks:
- *Teaching staff*: list 99 and enhanced CRB
 - *Support staff*: list 99 and enhanced CRB
 - *Volunteers*: list 99 and enhanced CRB
 - *Parent helpers on school trips, school staff partners accompanying trips, helpers with school productions, library volunteers, regular career advisors who may be left alone with pupils*: list 99 and enhanced CRB
 - *Sports coaches, referees, invigilators, temporary staff*: List 99 and enhanced CRB (*note*: where the period of time between one period of employment and the next is more than 3 months, a new CRB check will be required.)
 - *Contractors and bus drivers etc*: all firms regularly employed to carry out maintenance work or to transport pupils must have CRB clearance. The employers of such people should have these and we shall ask to see them for verification purposes.
 - *University placements / language assistants / DofE and outdoor pursuit providers*: all should have enhanced CRB clearance but these should have been obtained for them by their college/employer and should be current and uninterrupted. We shall ask to see them.
- 4.1.5 Unpaid leave.
Where a period of unpaid leave extends for over three months (eg in the case of additional maternity leave) a new enhanced CRB will be required on return to work or voluntary service. If the person concerned returns during this period of leave for a day or more, then the need for a renewed CRB clearance will be lifted.
- 4.1.6 Criteria for requiring CRB checks to be undertaken
CRB checks are required for all 'staff' newly appointed on or after 1st May 2007. The definition of 'staff' includes 'any person working at the school, whether under a contract of employment, under a contract for services or otherwise than under a contract and includes a person working as a volunteer but does not include supply staff'. The following are included: teachers, part-time staff, volunteers, administrative staff,

caretakers and other ancillary staff; staff appointed from overseas; anyone who has been out of the workforce for more than three months (but not those still employed by the school while on maternity or sick leave). The CRB check must be carried out before or as soon as practicable after the appointment (a short period of work is allowed under controlled conditions, at the head's discretion).

4.1.7 Those **not** needing clearance.

Members of parents' associations and CAOKS do not need clearance but may request the school, as an umbrella body, to provide it for them on an individual basis for their own protection and peace of mind if they wish.

4.1.8 Supply staff

The school will check with the relevant supply agency (if an agency is used) and obtain written confirmation that all appropriate checks have been carried out. All teachers working for an agency have a new CRB check every three years.