KING'S HOUSE SCHOOL
RICHMOND

SAFER RECRUITMENT POLICY

Member of staff responsible:	Head
Date of policy review:	September 2026
Date of next review:	September 2027
Approved by Governors:	September 2026

This policy applies to the whole school, including those in the EYFS.

INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

This policy has been produced in line with the DfE guidance "Keeping Children Safe in Education (September 2026)" (KCSIE), guidance on Disqualification under the Childcare Act 2006 (DUCA) (August 2018), the Prevent Duty Guidance for England and Wales 2023 (the Prevent Duty Guidance), guidance published by the Disclosure and Barring Service (DBS) and the "ISI Handbook for Inspection for Schools" (as amended).

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Head for appointing all staff, with the exception of the Bursar. The Governing body will ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

This policy should be read in conjunction with the School's Safeguarding Children and Equality of Opportunity policies.

AIMS AND OBJECTIVES

We always endeavour to recruit the applicant best suited to the role at the School based on their abilities, qualification, experience and merit as measured against the job description and person specification. Applicants will not be discriminated against on the grounds of race, sex, religion or belief, age, disability, pregnancy or maternity, marital or civil partner status, gender reassignment or sexual orientation.

The aim of our Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff and to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The objective is to ensure that the recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they are required to declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

The School will normally advertise all vacant posts, internally and externally, to encourage as wide a field of applicants as possible, whilst making clear the School's commitment to safeguarding and promoting the welfare of children and that safeguarding checks will be undertaken. Where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. The advert will make clear the safeguarding responsibilities of the post as per the job description and person specification and whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. The advert will also set out the skills, abilities, experience, attitude and behaviours required for the post.

Application Forms

King's House School uses its own application form to obtain a common set of core data from all job applicants. All applicants are required to complete this form which contains questions about their academic and full employment history, their qualifications and their suitability for the role. All applicants are required to account for any gaps or discrepancies in their employment history.

The application form includes a statement that it is an offence to apply for a role involving regulated activity if the applicant is barred from engaging in regulated activity.

At the point of application, applicants are given a copy of the school's Safeguarding Children Policy and the policy on the employment of ex-offenders.

All applicants must complete the application form – a CV on its own will never be considered sufficient.

Job Description and Person Specification

Each applicant is normally sent a job description, which sets out the duties and responsibilities of the job role, and a person specification which details the skills, experience, suitability, abilities and expertise that are required to do the job.

Interviews

There will be a face-to-face interview wherever possible, and the same interview panel will see all the applicants for the vacant position. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. To meet safeguarding criteria, the panel will explore any anomalies or gaps in the candidate's employment history. Any information disclosed which relates to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case. The candidate will be asked what attracted them to the post being applied for and their motivation for working with children.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, right to work and qualifications (if relevant) and they will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Only original documents will be accepted and photocopies will be taken. Unsuccessful applicants' documents will be kept on file and destroyed after six months.

Applicants will also be asked to sign a declaration confirming the information they have provided is true. This must be a physical hard copy signature.

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

References

All offers of employment will be subject to the receipt of a minimum of two written references which must be satisfactory to the School, one of which should be from the applicant's present or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most

recently worked with children. References will always be sought and obtained directly from the referee and their purpose is to provide necessary objective and factual information. Any discrepancies or inconsistencies will be followed up and resolved satisfactorily before an appointment is confirmed.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reasons to believe that the applicant is unsuitable to work with children.

References should be obtained prior to interview where possible, so that any concerns can be explored further and taken up with the candidate at interview. Direct contact will be undertaken as necessary to verify written references.

The School will not rely on references or testimonials provided by the applicant or on open references or testimonials. Testimonials or references from relatives or someone known to the applicant solely as a friend will not be accepted. References will only be accepted where they have been completed by a senior person from within the applicable organisation. The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

THE OFFER OF EMPLOYMENT

Offers of employment to all new employees are subject to:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified). Where birth certificates are available, the candidate's name will be check against the name on their birth certificate;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (**TRA**) which renders them unable or unsuitable to work at the School;
- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School;

- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*;
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School;
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the School;
- confirmation that the applicant is not disqualified from working in connection with early or later years provision;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

Details of the DBS certificate and the dates of all other required checks will be logged on the School's Single Central Register (SCR). Copies of all necessary document proofs will be held on the individual's personnel file.

The SCR maintained by the school includes all the information required by the Keeping Children Safe in Education (KCSIE) 2026 statutory guidance. Specifically, the SCR records whether the following checks have been carried out (and the date on which each check was completed):

- Identity check
- Barred list check
- Enhanced Disclosure and Barring Service (DBS) check
- Prohibition from teaching check
- Section 128 direction (for management roles in independent schools, academies, and free schools)
- Right to work in the UK check
- Verification of professional qualifications (where required)

- Overseas criminal records and other relevant overseas checks (where applicable)

This information is recorded for all staff and relevant individuals in accordance with KCSIE 2026 and is kept up to date and securely stored.

DBS (DISCLOSURE AND BARRING SERVICE) CERTIFICATES

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity". The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

The DBS issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within one week of it being received by the applicant. Original certificates should not be sent by post.

A convenient time and date for doing so should be arranged with the HR Manager as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send a copy by post with the original being provided to the HR Manager prior to the first day of work.

In the EYFS, no individual may begin working or volunteering until the DBS certificate has been provided to the School.

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual working with non-EYFS pupils, to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

Members of staff are made aware of their obligation to inform the Head of any cautions or convictions that arise during the course of their employment with the School.

If an applicant has signed up to the DBS Update Service, and gives their consent, the School may apply for an on-line status check to be carried out to confirm that no new information has been added to their DBS certificate since its issue. The School will check the original ID to confirm the

certificate matches the individual's identity and examine the original certificate to ensure that it is for the appropriate workforce and level of check. A barred list check will still be required.

Dealing with convictions

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Applicants are asked at interview if they have any convictions that will be disclosed following their DBS check. If a DBS Certificate is returned with details of convictions not previously disclosed, a formal meeting will take place with the Head or HR Manager to establish the facts.

Consideration will be given in each case of disclosure of an offence to the nature and requirements of the role. We will also consider:

- the nature, seriousness and relevance of the offence;
- its relevance to working with children;
- its relevance to the position in question;
- whether the conviction or caution is "protected" (If yes, it will not be taken into account);
- whether the applicant has a pattern of offending behaviour or other matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification;
- how long ago the offence occurred and if it was a one-off or history of offences; and 🎬 changes in circumstances.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment. The assessment form must be signed by the HR Manager and the Head before a position is offered or confirmed.

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

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

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

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School.

The School will make a report to the Police and / or the DBS if:

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

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable and at its absolute discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

SAFER RECRUITMENT CHECKS

Proof of identity, Right to Work in the UK and Qualifications

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and

- original documents confirming any educational and professional qualifications referred to in their application form.

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

The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Medical Fitness

Applicants must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are required to make an appropriate medical declaration in writing and complete a confidential medical questionnaire which will be reviewed against the Job Description and the Person Specification for the particular role.

The School will arrange for the information contained in the Health Questionnaire to be reviewed by the School's medical advisor. This information will be considered together with details of any other physical or mental requirements of the role i.e. proposed timetable, extracurricular activities, layout of the School etc.

If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment to avoid substantial disadvantage being suffered.

Overseas checks

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s), a certificate of good conduct and / or references from any employment held. Work can only commence once the overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School. As a rule of thumb, but at all times subject to the Head's discretion, overseas checks will be carried out on applicants who have lived or worked outside the UK for a period of three months or more in the last five years.

Following the UK's exit from the EU, the school will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was an EEA country or the rest of the world.

Prohibition from Teaching Orders

Using TRA Teacher Services, we will check that any member of staff who carries out teaching work is not subject to a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the TRA. This check also applies to peripatetic/visiting teachers, sports coaches, teaching assistants and gap students.

EEA Prohibition from Teaching Orders

In addition, where an applicant has carried out teaching work outside of the UK the School will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the TRA Teacher Services system.

Prohibition from Management Orders (Section 128 Direction)

Any individuals who are subject to a Section 128 direction are prohibited from taking part in the management of an independent school. This applies to members of proprietor bodies, head teachers, any teaching positions on the senior leadership team and any teaching positions which carry a departmental headship. In the context of King's House, any role that has a level of responsibility, including but not limited to, Extended Management Team and Head of Year, will have had the management checks conducted. For non-teaching staff, this applies to posts which are part

of the senior leadership team as well as those who bear managerial responsibilities within the school. It also applies to appointments to the governing body.

This check is usually automatically undertaken as part of an Enhanced DBS check but may be independently verified via TRA Teacher Services.

In addition the School asks all applicants as well as those for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

It is the School's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

Disqualification from Childcare

The School may not employ individuals to work in connection with our Early or Later Years Provision (EYP and LYP), or allow them to be directly concerned in the management of EYP or LYP, if they are "disqualified" under the Childcare (Disqualification) Regulations 2018.

EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child's 5th birthday, which takes place on the school premises during or outside of the normal school day.

LYP includes provision for children not in EYP and under the age of 8 which takes place on school premises outside of the normal school day, including, for example, breakfast clubs, after school clubs and holiday clubs. It does not include extended school hours for co-curricular activities such as sports activities.

All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a Self-Declaration Form confirming whether they meet any of the criteria for disqualification under the Regulations.

Employment with the School in any relevant role will be conditional upon completion of the Self-Declaration Form and upon the applicant not being disqualified.

The School reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the School, any information disclosed in the Self-Declaration Form renders that person unsuitable to work at the School.

For the avoidance of doubt the School does not require applicants to request any criminal records information directly from the DBS. The School only requires applicants to provide relevant information about themselves "to the best of their knowledge".

After making this declaration staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Staff should keep the School informed on an on-going basis of any information that might have implications for the safeguarding of the children in the School including where their relationships and associations both within and outside the workplace (including online) may have implications for the safeguarding of children in School.

Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct.

It is the School's view that all staff are or can be involved in the provision of childcare in EYP or LYP. Accordingly, all staff are required to sign a declaration which confirms their suitability in this regard.

CHECKS ON OTHER INDIVIDUALS

Agency Staff

When the School needs to use the services of a supply agency, it will use trusted agencies with whom it has established a good relationship. The agency is required to send the School written confirmation that all necessary safer recruitment checks (which the School would otherwise complete for its staff) have been undertaken. The School requires confirmation that these checks have been completed before an individual can commence work at the School.

When the agency staff member arrives at the School, proof of their identity and original DBS certificate will be checked.

Volunteers

King's House School welcomes volunteer help and support, especially from its parents community. The School will risk assess the work that volunteers undertake in order to assess which safeguarding and safer recruitment checks are required.

Wherever a volunteer will be undertaking regulated activity, as determined by the nature and frequency of the work with children, the School will carry out all appropriate safer recruitment checks including an Enhanced DBS check with Children's Barred List check. Where a volunteer is not undertaking regulated activity, the School will seek to obtain further suitability information about a volunteer as it considers appropriate.

It is the School's policy that a new DBS certificate is required for volunteers undertaking regulated activity but who have not undertaken any activities with the School for three consecutive months or more. Volunteers who are likely to undertake activities with the School on a regular basis may be required to sign up to the DBS Update Service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

Peripatetic Staff/Sports Coaches/Club Staff

All the above will be subject to exactly the same checks as employed members of staff. Prohibition from teaching checks will be undertaken on any staff who teach whether their services are paid for by the school or the parents.

Governors

All School Governors will be subject to enhanced DBS and prohibition from management checks. Evidence of ID, right to work in the UK and references will also be required. A barred list check will be undertaken if they will be engaging in regulated activity.

Contractors

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

When the Contractor arrives at the School, their identity and original DBS certificate will be checked.

Trainee/Student Teachers

King's House School does welcome trainee teachers from time to time on a voluntary basis. In such cases, the School requires the Initial Teacher Training provider to demonstrate that the relevant checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. The identity of the trainee teacher will be checked on arrival.

Where trainee teachers are employed directly by the School, all standard pre-employment checks detailed in this policy will be completed directly by the School prior to appointment.

Should any safeguarding concerns, allegations, or low-level concerns arise regarding a trainee or student teacher during their placement, the School will handle these in accordance with the School's Safeguarding and Child Protection Policy. The School will work closely with the ITT provider to ensure appropriate reporting, investigation, and support procedures are followed.

Existing members of staff

Should we have concerns regarding the suitability to work with children of an existing member of staff, then the School will carry out all the relevant checks as if the person were a new member of staff. Similarly, if a person working at the School moves into a new post that requires additional checks then these will be carried out as if the person were a new member of staff.

Visiting Speakers

The School makes use of external speakers covering both academic and wider curriculum topics and the organising members of staff are responsible for ensuring they are both suitable and appropriately supervised for the duration of their visit.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's visitor's protocol which will include showing photo ID (such as a passport or driving licence), signing in and out of reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff.

Where the visitor is presenting on topics of Religion, Philosophy or Politics, the school will have regard to the Prevent guidance and the definition of "extremism" set out in KCSIE and a specific risk assessment will be undertaken and submitted to the Head who must approve the visit before it can be confirmed. Research may be undertaken via the internet in order to obtain further information as to their suitability.

INDUCTION PROGRAMME

All new employees will go through an induction programme which includes Safeguarding training.

Staff are provided with a number of policies before they start and during induction including the Safeguarding Children, in respect of the Prevent duty, the Whistleblowing Policy, the Staff Code of Conduct and the most recent version of KCSIE.

King's House School will continue to provide ongoing training and support for all staff, as identified through the Review/Appraisal procedure and as required by the School.

RECORD RETENTION / DATA PROTECTION

The School is legally required to undertake the identified safer recruitment checks and to record such data as necessary on its Single Central Register. If an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process so as to be able to maintain clear and transparent records showing compliance with safer recruitment legislation and best practice.

This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained securely by the School for the duration of the successful applicant's employment with the School. It will usually be retained for a minimum of six years after employment terminates or otherwise in accordance with data protection principles, after which it will be destroyed.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after twelve months.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

REFERRAL TO THE DBS, TEACHING REGULATION AGENCY (TRA)

Whilst this policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks, the School also has a legal duty to make a referral to the DBS, in circumstances where an individual has:

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

If the individual referred to the DBS is a teacher, the School may also be under a duty to make a referral to the TRA.

ONGOING VIGILANCE

Once an appointment has been confirmed and all of the checks outlined above have been carried out, the school will continue to be vigilant in order to maintain an environment that deters and prevents abuse and challenges inappropriate behaviour. Staff should always feel comfortable discussing matters that have occurred both within, and where it is appropriate, outside of the workplace, which may have implications for the safeguarding of children.

APPENDIX 1 LIST OF VALID IDENTITY DOCUMENTS

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard with paper counterpart; full or provisional; UK / Isle of Man / Channel Islands and EU)
- birth certificate (UK & Channel Islands; issued at the time of birth (within 42 days of date of birth); full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence (paper version; UK / Isle of Man / Channel Islands and EU; full or provisional)
- current driving licence (photocard; all countries; full or provisional)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands; issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- financial statement - e.g. pension, endowment, ISA (UK)**
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands)**
- work permit / visa (UK; valid up to expiry date)
- letter of sponsorship from future employment provider (non UK / non EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill)*

- benefit statement - e.g. child benefit, pension (UK)*
- a document from central or local government/ government agency / local authority giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service
- HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security (UK and Channel Islands) *
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of applications)
- letter from Head or College Principal (for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

Note

If a document in the list of valid identity documents is:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old