

## Subject to Formal Ratification

### 2.1.2

#### Safer Recruitment Policy

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<b>Date for Review</b>	September 2024
<b>ISI Policy Code</b>	
<b>Scope of policy</b>	EYFS, Pre Prep and Prep School

Saint Ronan's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This policy supports the School's Safeguarding Policy.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

This policy applies to all appointments, including teaching and non-teaching staff, supply staff, volunteers, contractors, third parties and governors within Saint Ronan's School.

This policy and the recruitment processes comply with requirements set out in:

- Keeping Children Safe in Education September 2023
- Boarding Schools National Minimum Standards (NMS) September 2022
- The Education (Independent School Standards) Regulations

This policy should be read together with the following policies:

- Equal Opportunities and Diversity Policy (Staff)
- Code of Conduct for Staff
- Safeguarding Policy and addendums thereof
- Disciplinary and Grievance Procedures

#### **AIMS AND OBJECTIVES**

The aim of the Safer Recruitment Policy is to deter, identify and reject people who might abuse children or are otherwise unsuited to working with children by having appropriate procedures for appointing staff.

An overarching culture of vigilance is essential, rather than just a reliance on pre employment checks.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualifications, experience and merit as measured against the Job Description and Person Specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. All safer recruitment checks will be done in accordance with data protection and employment legislation requirements.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, or any other actual or perceived conflict of interest, they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Throughout their employment at the school, all staff are expected to disclose any convictions, cautions, court orders reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the school).

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the Governing Body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with these policies and procedures.

It is the responsibility of the Headmaster, Bursar and other managers involved in recruitment to:

- Ensure that the School operates Safer Recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- Monitor contractors' and agencies' compliance with this document and ensure details of all contractors and third parties are registered with the HR department.
- Promote the welfare of children and young people at every stage of the recruitment process.

The governing body has delegated responsibility to the Headmaster (teaching staff for Prep), Head of Pre-Prep (teaching staff for Pre-Prep) and Bursar (non-teaching staff) to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headmaster / Bursar. The positions of Headmaster and Bursar will be appointed by a panel of the Governing Body.

## **RECRUITMENT AND SELECTION OF STAFF**

### **Advertising**

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicants as possible. Normally this entails an external advertisement. Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children and make it clear that safeguarding checks will be undertaken.

All documentation relating to applicants will be treated confidentially in accordance with Data Protection laws.

### **Application Forms**

Saint Ronan's School uses its own application form. All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. The application must be completed in full. CVs may be supplied but will not be accepted as a substitute for an application form. All applicants are required to fully account for any gaps or discrepancies in employment history and any discrepancies will be explored at interview and may be explored with referees.

The application form will include a declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a self declaration form.

All applicants must provide accurate answers within their application. Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected. Applicants who may pose a risk to children may be referred to the police and other professional regulatory bodies.

Information regarding the disclosure of a criminal record may be made in confidence by providing a supplementary sheet within a sealed envelope for the attention of the Headmaster or Bursar.

Applicants with a disability are invited to inform the school so that reasonable adjustments and arrangements can be made to assist them with the application and interview process.

### **Job Descriptions and Person Specifications**

A Job Description and Person Specification will be produced prior to taking any other steps in the recruitment process.

The Job Description will clearly and accurately set out the duties and responsibilities of the job role including a commitment to safeguarding and promoting the welfare of children. The Person Specification will detail the skills, experience, abilities and expertise

that are required to do the job. The person specification will include a specific reference to suitability to work with children.

All applicants should be aware that any role within a school involves a responsibility for promoting and safeguarding the welfare of children.

## **References**

References for short listed applicants will, where possible, be requested in advance of an interview. Where an applicant has indicated on their application form that they do not wish their current employer to be contacted prior to interview, this reference will be taken up immediately after interview and prior to any formal offer of employment being made.

Two written references must be provided. A reference from the applicant's current or most recent employer must be provided. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies, anomalies or information which raises a concern will be followed up. Direct contact by phone or face-to-face will be undertaken with at least one referee to verify and explore detail in the reference.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism". In doing so the school will always have regard to the Prevent Duty guidance and the definition of "extremism" set out in KCSIE.

If the applicant is currently working with children, on either a paid or voluntary basis, the School 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 applicant has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the applicant is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the applicant's suitability to work with children. Where the applicant has no previous employment history, the School may request character references which may include references from the applicant's school or university.

The School does not accept open references, testimonials or references from relatives.

## **Shortlisting**

As part of the shortlisting process, the school will carry out an online search as part of their due diligence. This may help identify any incidents of issues that have happened, and are publicly available online, which the school might wish to explore with the applicant at interview.

## **Interviews**

There will be a face-to-face interview either in person or via another method e.g. Skype. The same panel will see all the applicants for the vacant position.

The interview process will always explore the applicant's motivation and suitability to work with children. The interview will assess the applicant's ability to carry out the Job Description and meet the Person Specification. All gaps in employment or academic history and any concerns raised from references will be explored at interview. In all cases the interview panel will seek to satisfy themselves of an applicant's suitability to work with children in a day and boarding environment.

Any information in regard to past disciplinary action or allegations, cautions or convictions must be disclosed and will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken Safer Recruitment training. Interview panels will always consist of at least two people. The member of the panel who holds Safer Recruitment training is responsible for ensuring suitable questions are asked and recorded, to establish the applicant's motivation and suitability to work with children.

## **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Saint Ronan's School.

## **OFFER OF APPOINTMENT FOR STAFF**

The appointment of all new employees is subject to the satisfactory receipt of all appropriate recruitment checks including:

- Verification of identity. This will include checking the candidates birth certificate where this is available.
- Verification of the right to work in the UK
- At least two satisfactory written references
- A full employment history together with a satisfactory explanation of any gaps in employment
- Verification of professional qualifications, where appropriate . The Teaching Regulation Agency will be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation.
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS

- Sight of the original physical certificate where the DBS update service has been used
- Where the successful applicant 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
- For an applicant to be employed as a teacher, a check that that the applicant is not subject to a prohibition order issued by the Secretary of State
- An overseas check for any teacher who has been out of the country for more than 3 months in the last 10 years. If they have taught in a UK school prior to coming to Saint Ronan's, this is not required.
- For overseas applicants, the School will make any additional checks considered appropriate, including where available an overseas criminals record check or a letter of professional standing where available. The National Recognition Information Centre for the UK (UK NARIC) provides a [database](#) where EEA applicants can look up which professional body they should contact. NARIC are also happy to help answer any queries on this if needed: email [cpq@naric.org.uk](mailto:cpq@naric.org.uk)
- Where the information above is not available, KCSIE advises that 'schools or colleges should seek alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment'.
- Satisfactory medical fitness questionnaire or self-declaration form
- Where appropriate, receipt of a Declaration form showing that the applicant is not disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016).
- Where the successful applicant will be taking part in the management of the School, a check under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Leadership Team and teaching Heads of Department and all internal appointments to these positions.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment practice. The checklist will be retained on personal files. The Human Resources Department will confirm when all paperwork has been received and only then can a start date be agreed with the applicant.

### **Proof of Identity and Right to Work in the UK**

All applicants invited to attend an interview at the School will be required to bring at least three identification documents as proof of address, identity and eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations. Only original documents or certified copies are acceptable.

1. All applicants must provide:

- A passport or,
- A current driving licence with photograph or,
- A full birth certificate.

2. All applicants must provide:

- A utility bill or,
- A bank or building society statement or,
- A credit card statement.

This must show the applicant's current name and address and have been issued within the last 3 months.

3. Applicants must provide one additional document from one of the lists above. Where relevant applicants must provide evidence for a change of name. Applicants must provide any additional documents required to verify their right to work and reside in the UK.

### **Qualifications**

All applicants must provide proof that they have obtained any qualification specified for the role or relevant to the position. Only original or certified copies of certificates are acceptable.

### **Employment History**

All applicants will be required to provide a full employment history as part of the application process. Applicants will be required to provide a satisfactory explanation for any gaps in employment.

### **DBS (Disclosure and Barring Service) Certificate**

All staff at Saint Ronan's School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

All staff in regulated activity will require a barred list check.

Where staff have a DBS Certificate and have previously signed up to the Update Service, consent must be given for the validity of that certificate to be checked and the physical certificate will still need to be checked

In exceptional cases and only when permission is granted by the Headmaster will a staff member be able to start without a DBS certificate. In such cases the DBS certificate must have been requested and a separate barred list check (where required) undertaken in advance of appointment. In such cases:

- Confirmation of appointment will be subject to receipt of a satisfactory DBS Certificate
- The DBS application will be made in advance of the start date
- A satisfactory check of the barred list, all overseas checks and all relevant prohibition checks will be completed in advance of the start date
- Appropriate safeguards, such as supervision will be put in place, and recorded in a formal risk assessment
- Safeguards will be reviewed every two weeks and must be approved by the Headmaster, Head of Pre-Prep or Bursar
- The applicant concerned will be informed of the measures in place

### **Portability of DBS Certificates**

The DBS code of Practice does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. Saint Ronan's School is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service.

### **Validity of DBS Certificate**

All staff are obliged to inform the School should they receive any convictions, cautions, court orders, reprimands or warnings after the date of their DBS certificate received by the School. Failure to declare any convictions may disqualify an applicant for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

### **Dealing with convictions**

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Human Resources Manager. A decision will be made by the Headmaster or Bursar following this meeting.

### **Barred List**

Before starting work all new staff in regulated activity will be checked against the barred list, a list maintained by the Disclosure and Barring Service of individuals who are barred from working with children. This check will be done as part of the DBS Enhanced process,



but can be carried out separately pending the receipt of an Enhanced Certificate if this is delayed. This will form part of the risk assessment.

It is illegal for schools to employ anyone who is on the list.

The definition of regulated activity includes:

- All regular work for schools with opportunity for contact with children except:
- Work (not entailing personal care) by supervised volunteers
- Work (not entailing care or teaching) by occasional/temporary contractors
- Work by pupils for other pupils (excepting for those in early years)  Personal care, or health care:
- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing
- Health care means care for children provided by or under the direction or supervision of, a regulated health care professional
- Within the definition of care, activity is always regulated; considerations of regularity and supervision do not apply
- Regular, unsupervised teaching, training, instructing, caring for or supervising children
- Regularly providing advice or guidance for children on well-being
- Driving a vehicle only for children.

### **Additional Overseas Checks**

All new employees who have lived or worked outside the UK for a continuous period of 3 months or more at any time in the last 5 years will be subject to additional checks. The School may also make additional overseas checks on any other applicant where these checks are deemed relevant by the School.

These checks are required to supplement the information provided by the Disclosure and Barring Service and suitable checks must be completed before the applicant begins work. The Home Office provides guidance on the appropriate checks for each country and the School will have regard to this guidance. Where the country is specified as unable to produce an official record, the School will make all reasonable efforts to verify an applicant's suitability. This will include seeking additional references which cover the time spent overseas.

All applicants must co-operate fully in the process to obtain these additional checks. In exceptional cases, where the official record has been requested but not received before the applicant is due to start work, the applicant may start work only if:

- Additional satisfactory references covering the time overseas have been received in advance of the applicant starting work and
- The Headmaster has given permission for the applicant to start work, subject to the same safeguards set out above for when a DBS Certificate has not been received.

Further details on the overseas checks available can be obtained here:  
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

### **Prohibition from Teaching**

All applicants who will be carrying out teaching work will be checked on the DfE Secure Prohibition list for the following:

- Those that have been prohibited from teaching
- Those that have failed to successfully complete their induction or probation period
- Those that may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current

A prohibition order aims to protect pupils and to maintain public confidence in the profession.

### **Prohibition from Management**

All governors, head teachers, staff on the senior leadership team and teaching positions with management responsibility will be subject to a check for prohibition from management (section 128 direction). This check will be made on all teaching posts above classroom teacher and all ancillary posts where the person is a member of the Senior Leadership Team.

### **Disqualification from Childcare**

The DfE Keeping Children Safe in Education, requires schools to ensure that all staff working or directly concerned in the management of any Early Years setting, including Reception and out-of-hours school care for children up to eight years of age are not “disqualified”. Saint Ronan’s School requires all staff (both Prep and Pre-Prep) to sign a Disqualification from Childcare declaration annually.

The grounds for disqualification include:

- They are on the DBS Children’s Barred list
- They have been cautioned for, convicted or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- Other orders have been made against them relating to their care of children;
- They have had their registration cancelled in relation to childcare or children’s homes or have been disqualified from private fostering.

If a staff member has grounds for disqualification and is disqualified, they may, in some circumstances, apply to Ofsted for a decision to waive the disqualification. For more information on disqualification please visit the following website:

<http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-andchildcare-providers>.

## **Medical Fitness**

There are certain questions Saint Ronan's School may ask at an interview stage to determine whether applicants can undertake a function which is intrinsic to the job.

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed.

All successful applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

Staff must also inform the School of any changes to their mental or physical health that may impact upon their ability to work with children or any changes to their own circumstances that the School should be aware of.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## **Prevent Duty**

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment

## **VOLUNTEERS**

A volunteer undertaking personal care, for any period of time, whether supervised or otherwise will be in regulated activity. An enhanced DBS check with Barred List check is required.

Personal care is defined as: helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

A volunteer who undertakes regular or frequent activity for the school and who is unsupervised will be in regulated activity. An enhanced DBS check with Barred List check is required.

The School also requires an enhanced DBS check (without barred list) for all other regular or frequent volunteers who are not in regulated activity.

Any unchecked volunteers must be supervised at all times. Supervision must be undertaken by a person who is themselves in regulated activity.

## **AGENCY and third party staff**

When the School uses agency or supply staff (in any position), the School must obtain confirmation in writing from the agency that all relevant checks (specified in the

Independent School Standards Regulations 2014) have been completed in respect of that person. This must be received in advance of that person commencing work.

Supply agencies are required to perform the following checks on each person supplied:

- Verification of identity
- An enhanced DBS check which has been made no earlier than 3 months before the person is due to start work at the School (except where the exceptions in the ISSR paragraph 19.4 apply).
- Verification of right to work in the UK
- Where required, a check of the Barred List maintained by the DBS
- For a person supplied as a teacher, a check that that the applicant is not subject to a prohibition order issued by the Secretary of State.
  
- Where the person supplied will be taking part in the management of the school, a check under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Leadership Team and teaching Heads of Department.
- Verification of relevant qualifications
- Where the person supplied has worked or been resident overseas such checks and confirmations as the School and agency may consider appropriate so that any relevant events that occurred outside the UK can be considered
- Receipt of at least two satisfactory references
- A declaration or verification of medical fitness
- Check of previous employment history
- Check for disqualification from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016).

Agencies are required to inform the School of any information which has been disclosed on the DBS certificate obtained by the agency. The School will require supply staff to show their original DBS certificate to the School.

All supply staff are required to provide proof of identity on the first day of arrival.

## **CONTRACTORS**

Under no circumstances will unchecked contractors be allowed to work unsupervised within the School. Supervision of contractors must be undertaken by a person who themselves is in regulated activity.

Where contractors are to be checked, the levels of check undertaken will be appropriate to the role and whether the work is classed as regulated activity.

All checked contractors must be notified to the HR department who will ensure the correct checks have been completed by the employer before the contractor is allowed to work unsupervised.

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

## **VISITORS**

Schools have different types of visitors, those with a professional role i.e. educational psychologists, social workers etc. those connected with the building, grounds maintenance, children's relatives or other visitors attending an activity in school such as a sports day.

We will not request DBS checks or barred list checks, or ask to see existing DBS certificates, for visitors such as children's relatives or other visitors attending a sports day. The Head will use his professional judgment about the need to escort or supervise such visitors.

For visitors who are there in a professional capacity we will check ID and be assured that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks)

## **Volunteers**

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies, so we will undertake a written risk assessment and use their professional judgement and experience when deciding what checks, if any, are required.

The risk assessment will consider:

- the nature of the 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
- whether the role is eligible for a DBS check and, if it is, what level is appropriate.

We will obtain an enhanced DBS check (which should include children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e. where they are unsupervised and teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges.

We are not legally permitted to request barred list information on a supervised volunteer, as they are not considered to be engaging in regulated activity

### **Supervision of volunteers**

For a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity relating to children;

- regular and day to day; and
- reasonable in all the circumstances to ensure the protection of children.

## **GOVERNORS**

All Governors complete a selection process, which requires the submission of a CV and an interview with selected Governors from the Nominations and Remuneration Committee.

Every Governor has an enhanced DBS check, barred list check and prohibition from management check. Each appointment is ratified by the Full Governing Body for a period of six years and may be subject to re-appointment. The School arranges for all new Governors to receive a thorough induction in safeguarding of children and in the compliance and fiduciary duties of governance.

## **SINGLE CENTRAL RECORD OF APPOINTMENTS (SCR)**

The School maintains a single central record of all recruitment and vetting checks. This record is maintained by the Human Resources department in accordance with the requirements of the Independent School Standards Regulations 2014.

The Record will contain details of all current members of staff at the School, the Governors and all individuals who are in regular contact with children including supply staff, volunteers and those employed as third parties.

## **INDUCTION PROGRAMME**

All new employees will be given an induction programme which will clearly identify the School's policies and procedures, including the Safeguarding Children Policy, and make clear the expectation and Codes of Conduct which will govern how staff carry out their roles and responsibilities. The Staff Induction Policy will be provided as part of an employee's joining instructions.

## **ONGOING EMPLOYMENT**

Saint Ronan's School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the annual review/appraisal procedure.

## **DOCUMENT RETENTION AND DATA PROTECTION**

The School is legally required to undertake the above pre-employment checks and to take all reasonable steps to establish an applicant's suitability to work with children. Therefore, if an applicant is successful in their application, the School will retain on their personal file any relevant information provided as part of the application process.

This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications and any other documentation relevant to the application. 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. Medical information is also used to establish whether an applicant is medically fit to undertake their duties in regard to caring for children.

This documentation will be retained by the School in line with statutory and legal requirements. All information retained on employees is kept centrally in the Human Resources Office.

The School will retain documents relating to the vetting of other adults (e.g. volunteers, 3rd party providers, contractors) on the same basis.

Saint Ronan's School will retain all interview notes on unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed.

Copies of DBS certificates will be no longer be held on the files.

## **MONITORING AND EVALUATION**

The Bursar and Human Resources Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the School.

This will be undertaken through regular audits of the Single Central Record, appropriate training for those involved in recruitment and ensuring that the policy is reviewed and updated in line with relevant legislation.

The Safeguarding Governor will also regularly and frequently check the Single Central Record and records of appointments to ensure compliance.