



# St. John Vianney School

Steps to Independence & Education for Life

<b>Document Control</b>	
Title	<b>SAFER RECRUITMENT</b>
Supersedes	Safer Recruitment Policy & Procedures 2019
Author	J Cassidy
Owner	A Moloney
Area of Governance	HR Committee
Date	June 2021
Related Documents	Data Protection Policy Equality Policy Keeping Children Safe in Education 2021
Circulation	All Staff, GB
Status	Ratified
View by Staff	June 2021
Date of ratification by Governors	July 2021
Review	June 2023
Distribution	SJV server, Main Office, Compliance Manager, Website



## **SAINT JOHN VIANNEY R C SCHOOL**



### **THE MISSION**

#### **STATEMENT OF**

#### **SAINT JOHN VIANNEY SCHOOL**

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give of their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

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## **Statement of intent**

St John Vianney RC School has implemented this policy to assist with recruitment and employee selection. It outlines the school's recruitment procedure and how the school ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the school, complementing the wider Child Protection and Safeguarding practice at school.

## 1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- Education Act 2002
- Equality Act 2010

1.2. This policy has due regard to guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education'
- DfE (2017) 'Staffing and employment advice for schools'
- Childcare disqualification regulations 2018
- Safer Recruitment Consortium, Safer working practice (2019)

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy (Global Policing)
- Equality Policy (May 2021)

## 2. Definitions

2.1. **Regulated activity** – includes:

- Teaching, training, instructing, coaching, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing.

- Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.
  - The above definitions are classified as regulated activity if they are done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:
    - Relevant personal care, or health care provided by or provided under the supervision of a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability or in connection with toileting, washing/bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
    - A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.
- 2.2. **Teaching role** – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. These activities are **not teaching work** for the purposes of Keeping Children Safe in Education (KCSIE) 2021 if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.
- 2.3. **Standard DBS (Disclosure and Barring Service)** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether they are spent under the Rehabilitations of Offenders Act 1974.

- 2.4. **Enhanced DBS** – this provides the same information as the standard check, plus any additional information held by the police, which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
- 2.5. **Enhanced with barred list check** – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children’s barred list.
- 2.6. **Children’s barred list** – the DBS maintains a ‘barred list’ of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced certificate is obtained, and this includes a barred list check, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002 prohibiting that individual from taking part in the management of independent educational institutions.
- 2.7. **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools).
- 2.8. **Safer recruitment** – this is the safeguarding and protection of pupils during the recruitment and selection process – its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children.

### **3. Roles and responsibilities**

- 3.1. The governors of St John Vianney RC School are responsible for:
  - Ensuring effective policies are implemented to make certain recruitment at the school is in accordance with the legislation outlined in section 1.
  - Ensuring that staff recruitment is as safe as possible, as well as fair and compliant with the relevant legislation.
  - Ensure that monitoring of the advertising of vacancies, assessing how they are being advertised and whether the

advertises are maximising all of the opportunities to attract the appropriate candidates.

- Ensuring the success of any advertising methods used are benchmarked, as well as the overall success of the recruitment process.
- Appointing a recruitment panel when the candidate is to become a new Headteacher.
- Ensuring a member of the board is on the recruitment panel when the candidate is to become a new Headteacher and that they are Safer Recruitment trained.
- Ensuring that all members of the recruitment panel are familiar with their obligations with regards to safer recruitment, as set out in KCSIE 2021.
- Ensuring that equal opportunities are established and implemented throughout the recruitment process.
- Ensuring the school accommodates the needs of new employees and making reasonable adjustments when necessary.
- Appropriately delegating responsibility for recruitment to the Headteacher.
- The Governing Body will, in part, monitor the accomplishment of these tasks through HR committee reports.

### 3.2. The Headteacher is responsible for:

- Ensuring appropriate checks have been carried out on prospective staff, volunteers, contractors and agency workers working within the school. Ensuring appropriate checks have been carried out on staff, volunteers, contractors and agency workers working within the school.
- Appointing an appropriate recruitment panel.
- Ensuring that at least one member of the recruitment panel has undergone safer recruitment training.
- Ensuring that all members of the recruitment panel understand their role, i.e. advisory or decision making.
- Ensuring that appropriate supervision of employees/volunteers is organised and for promoting the safety and wellbeing of pupils generally and throughout the recruitment process.
- Actively and appropriately advertising any vacancies.

- Leading the interview when the candidate is at a lower level than Headteacher.
- Monitoring the school's single central record (SCR), to ensure that the necessary vetting checks for potential employees are carried out.
- Ensuring that the salary of the successful candidate is determined.
- Ensuring that the school's business manager reviews this policy.

### 3.3 The recruitment panel is responsible for:

- Shortlisting the potential candidates with the aim of reducing the application field and identifying those with the potential to effectively undertake the role.
- Ensuring that the interview addresses the skills and competencies in the job description and person specifications. It will also assess leadership ability, team working skills, reasons for interest in joining the school, integrity, understanding of the school's ethos and vision and why the candidate believes they would be a good fit for the school.
- Ensuring that the interview addresses safeguarding practices.
- Agreeing with the successful candidate when other members of the school community will be informed about their appointment, including staff members and parents.

## **4. Equal opportunities**

- 4.1. When recruiting, the school will adhere to its Equality Policy.
- 4.2. St John Vianney RC School will not discriminate against any protected characteristics, as identified in the Equality Policy, and will always promote difference and inclusion throughout the school.
- 4.3. St John Vianney RC School will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any

reasonable adjustments that they need when they receive the invitation for an interview.

- 4.4. The governing board will review recruitment procedures to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- 4.5. Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:
  - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
  - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment
  - Positive action to recruit disabled persons
  - Equal opportunities monitoring (which will not form part of the decision-making process)

## **5. Planning, advertising and shortlisting**

- 5.1. Once a vacancy has been identified, the school will allow an appropriate amount of time for planning and structuring the recruitment process.
- 5.2. The Headteacher (and governors if appointing a head teacher) will:
  - Decide on the recruitment timeframe.
  - Decide who will be involved in the process and what their roles will be, e.g. recruitment panel and who will lead interviewing.
  - Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- 5.3. At least one member of the recruitment panel will have successfully completed up-to-date safer recruitment training.

- 5.4. The Headteacher will create the advertisement, (or in the case of a Headteacher appointment this will be the Chair of Governors).
- 5.5. The Headteacher, (or in the case of a Headteacher appointment this will be the Chair of Governors) will ensure the advertisement includes the following requirements:
  - That the advertisement includes information specific to the role on offer
  - The benefits of the role are highlighted
  - The advertisement is relevant to the target audience
  - Applications can be submitted electronically
  - Requests for further information from applicants are replied to promptly
  - All applications are replied to with a letter notifying candidates whether they have been shortlisted or not
  - Interviews are arranged for the shortlisted candidates
  - There is an expectation of all candidates to disclose relationships either in or out of school and online that may have implications for safeguarding children. (Safer Recruitment Consortium Guidance; Safer working practice 2019).
- 5.6. Vacancies will be advertised through a range of external media; including through the local newspaper and the LEA vacancies bulletin, considering the school's Equality Policy and ensuring that the advertisement reaches a wide range of groups.
- 5.7. Advertisements will include how applicants can access a job description, person specification and details of the closing date.
- 5.8. Details of the application process will be clearly outlined.
- 5.9. Application forms will be accessible on the school's website.
- 5.10. The school also uses social media for recruitment (eg Twitter), and when doing so, will create a social media recruitment strategy to ensure that the advertisement is reaching the right people and is communicating the ethos of the school effectively.

- 5.11. When an advert receives a response, the school admin team will ensure that candidates receive the application pack. This will include:
- A copy of the advertisement
  - A comprehensive Job Description and Person Specification
  - Equal Rights material
  - A brief outline of the school, its values and aims
  - Application form (CES)
- 5.12. The school will never accept a CV alone, only completed applications on Catholic Education Service forms.
- 5.13. During the recruitment process, and especially during the initial stages, the recruitment panel and the Headteacher will be watchful of candidates displaying the following characteristics:
- No understanding or appreciation of children's needs
  - Expressing that they want the role to meet their needs at the expense of children
  - Using inappropriate language in relation to children
  - Expressing extreme views or views that don't support safeguarding practices
  - Displaying unclear boundaries with children
  - Providing vague answers when asked about their experience and being unable to explain gaps in their employment
- 5.14. When shortlisting candidates for an interview, all application forms will be considered.
- 5.15. At least two members of the recruitment panel will be involved in the shortlisting process.
- 5.16. Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.
- 5.17. The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel will read through all applications.

## **6. Invitation to interview**

- 6.1. After the return of completed applications (on Catholic Education Service forms) the recruitment panel will sift applications.
- 6.2. Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the school admin team and a suitable interview time will be decided.
- 6.3. The school admin team will ensure that all shortlisted candidates receive information about the interview arrangements, how it will be conducted, the areas that will be explored and what documents they should bring.
- 6.4. The school admin team will send shortlisted candidates the self-declaration of criminal record form.
- 6.5. Upon inviting candidates to interview, the school admin team will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.
- 6.6. Where possible, the recruitment panel will obtain two references before interviews to allow for any concerns to be explored with the referee and discussed with the candidate.
- 6.7. One of the references will be from the candidate's most recent employer.
- 6.8. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer.
- 6.9. References will be from a senior member of staff and not a colleague.
- 6.10. Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- 6.11. Electronic references will be vetted to ensure they originate from a credible source.
- 6.12. References from internal candidates will also always be scrutinised before interview.

- 6.13. Permission will be sought from the candidates on the application form before the recruitment panel contacts referees.
- 6.14. Where required, structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.
- 6.15. Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

## **7. Pre-interview checks**

- 7.1. The recruitment panel will complete the necessary pre-interview checks.
- 7.2. Pre-interview checks will include the following:
  - Requesting two references from each shortlisted candidate directly from the referees – where possible, one reference relating to the role in which the candidate worked with children will be obtained
  - Verifying that the candidate has qualifications or experience relevant to the post
  - Checking references against application forms and noting down discrepancies or concerns and following these concerns up with referees
  - Checking and, where necessary, following up candidates' self-declaration forms

## **8. Digital footprints**

- 8.1. St John Vianney RC School is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to an interview.
- 8.2. This process may include a search for the candidate via:
  - Google
  - Facebook/Twitter/Instagram
  - LinkedIn

- 8.3. Any concerns identified will then be addressed during the interview process.

## **9. The interview**

- 9.1. References for all applicants called for interview will be asked for prior to the interview day, and followed up for any not received within 3 days of the interview.
- 9.2. During the interview process candidates will be asked standard questions and their responses will be recorded for ease of comparison.
- 9.3. Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- 9.4. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and suitability to work with children.
- 9.5. The recruitment panel will give the candidate the opportunity to declare anything in light of the requirement for a DBS check.
- 9.6. Where applicable, and where this has not been done prior to the interview, the recruitment panel will follow up concerns regarding the content of a self-declaration form.
- 9.7. The candidate will be given the opportunity to discuss any concerns or ask any questions.
- 9.8. The interview will always comprise of a face-to-face interview; however, the recruitment panel may also request that candidates complete one or more of the following exercises:
  - Role play exercises
  - Presentations
  - Group exercises
  - Written exercises
  - Aptitude/ability tests
  - Personality questionnaires
  - Getting the candidate to work in supervised activity with pupils

## **10. After the interview**

- 10.1. After the interview has been completed, the recruitment panel will:
- Assess all candidates' performance using the same agreed criteria.
  - Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible, but prior to starting employment at school.
  - Contact and provide feedback to the unsuccessful candidates.
- 10.2. Interview notes and assessment materials will be held securely for an appropriate amount of time, in line with the Compliant Records Management Policy, after the interviews, in case any aspect of the recruitment process is challenged.
- 10.3. After choosing a successful candidate, the school will:
- Make a conditional offer of employment to the candidate.
  - Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
  - Complete the relevant pre-appointment checks.

## **11. Pre-appointment checks**

- 11.1. All appointments will be conditional on satisfactory completion of the necessary pre-appointment checks.
- 11.2. When appointing new staff, the school will complete the following checks:
- Verify the candidate's identity (best practice is to additionally check the applicants birth certificate if possible).
  - Obtain an enhanced DBS certificate (via the applicant) and, for candidates engaging in regulated activity, barred list check before the candidate can start work.
  - Verify a candidate's mental and physical fitness to carry out their role (based on verifying self-declaration on the application form).
  - Verify the person's right to work in the UK

- Make further checks on any individual who has lived or worked outside the UK
  - Verify professional qualifications, as appropriate
  - Complete a section 128 check for individuals taking up a management position or a role on the Governing Body.
- 11.3. The school business manager will ensure any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction, or restriction imposed (that remains current) by the GTCE (Graduate Teaching Council for England) before its abolition in March 2012.
- 11.4. If the school has reason to believe that an individual is barred, it is an offence, under section 9 of Safeguarding Vulnerable Groups Act 2006, for the school to allow the individual to carry out any form of regulated activity.
- 11.5. The school will contact the Teaching Regulation Agency Teacher Services to check if a proposed Governor is barred as a result of being subject to a section 128 direction.
- 11.6. Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' webpage.

## **Volunteers**

- 11.7. If volunteers are engaging in regulated activity, and are new to the school, an enhanced DBS check with a barred list check will be required.
- 11.8. Existing volunteers in regulated activity do not need to be re-checked if they have already had a DBS check (including barred list information); however, the school may decide to conduct a repeat DBS check.
- 11.9. If a volunteer is not in regulated activity, the school will use their professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required. All staff who are volunteers will be fully supervised whilst working at St John Vianney RC School.

## **Candidates who have lived outside the UK**

- 11.10. No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out including an enhanced DBS check, along with additional checks where necessary.
- 11.11. The DfE's guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position.

### **Agency and third-party staff**

- 11.12. In the case of any employee working at St John Vianney RC School who is sourced from an agency or third-party organisation, confirmation will be obtained from the organisation, in writing, that all necessary checks have been completed.
- 11.13. Confirmation will also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification will generally be kept, as appropriate.

### **Trainee/student teachers**

- 11.14. The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried applicants for initial teacher training who are in regulated activity.
- 11.15. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training organisation to undertake checks and confirmation in writing will be obtained from the training provider in advance of all ITT teachers starting at St John Vianney RC School.
- 11.16. If a member of staff moves from one role that did not involve the provision of education to one that does, the school will treat it as if the individual were a new member of staff and all required pre-appointment checks will be carried out.
- 11.17. The recruitment panel will carry out further checks where there is a concern about a member of staff's suitability to work with children.

11.18. St John Vianney RC School will refer to the DBS and the Teacher Regulation Agency (TRA) anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence;
- The individual has been removed from working in regulated activity, or would have been removed had they not left.

## **Contractors**

- 11.19. The school will ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).
- 11.20. For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 11.21. Under no circumstances will a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity.
- 11.22. If a contractor working at St John Vianney RC School is self-employed, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.
- 11.23. The school (through the Estates Manager), will always check the identity of contractors and their staff on arrival at the school or college.

## **Adults who supervise children on work experience**

- 11.24. If the school is organising work experience placements, the school will ensure that the placement provider has policies and procedures in place to protect children from harm. Before commencing a work-based placement, a risk assessment of the placement is undertaken by the school to assure it is fit for purpose and meets the needs of the child.
- 11.25. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school will consider the specific circumstances of the work experience, in this case. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations in the risk assessment will include whether the

person providing the teaching/training/instruction/supervision to the child on work experience will be:

- Unsupervised themselves;
- Providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

11.26. If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity; in this case, the school will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

11.27. If the activity undertaken by the child on work experience takes place in a 'specified place', such as the school, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

## **Governors**

11.28. Governors will have an enhanced criminal records certificate from the DBS. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

## **12. After the pre-appointment checks**

12.1. Once the pre-employment checks have been completed, the recruitment panel and school business manager will:

- Agree a start date with the candidate.
- Retain information about any criminal disclosure.
- Submit contractual paperwork, including the completed DBS check, copies of identification, references, proof of

qualifications, pre-employment medical enquiry form, P45, application/equal opportunities and emergency contacts.

- Add the required details of the checks carried out to the school's SCR.

Where a potential employee declares a criminal offence or caution in a self-declaration form the school will undertake a CES Risk Assessment (Blemished DBS Disclosure) of the applicant to determine whether to pursue employment or placement in the school.

### **13. Single central record (SCR)**

13.1. St John Vianney RC School will maintain and regularly update our SCR.

13.2. All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.

13.3. The bullet points below set out the minimum information that will be recorded in respect of staff members (including teacher trainees on salaried routes). The record will indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications
- A section 128 check (if in a management position)
- A check to establish the person's right to work in the UK

13.4. For supply staff, the school will include whether written confirmation has been received that the employment business, supplying the member of supply staff, has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any

enhanced DBS check certificate has been provided in respect of the member of staff. This is recorded on the SCR.

- 13.5. If checks are carried out on volunteers, this will be recorded in the SCR.

## **14. Safer recruitment training**

- 14.1. At least one member of the recruitment panel will have completed formal safer recruitment training. The headteacher, who is part of all recruitment processes, is safer recruitment trained. Additionally, other members of SLT and the Chair and Vice Chair of the Governing Body are also safer recruitment trained.
- 14.2. As a measure of good practice, the school will ensure that this training is renewed every three years.

## **15. Monitoring and review**

- 15.1. This policy is reviewed bi-annually by the headteacher.
- 15.2. Any changes made to this policy will be communicated to staff as part of our safer recruitment training process.
- 15.3. The next scheduled review date for this policy is June 2023. Annually updates are included to reflect national and Diocesan recommended statutory and other changes to practice.

## Flowchart of Disclosure and Barring Service

