Chetham's

Safer Recruitment Policy and Procedures

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Chetham's

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Policy Statement

Chetham's is committed to providing the best possible care and education to its students, as well as to safeguarding and promoting the welfare of children and young people. The responsibility to safeguard children is one shared by all at Chetham's. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

At Chetham's we promote a safer culture and safeguarding ethos throughout all stages of recruitment, but in all we do. Safeguarding is embedded throughout recruitment, we encourage professional curiosity, ongoing safeguarding vigilance and all adults who work or engage in regulated activity here understand that safeguarding is the responsibility of all.

All staff, including support staff and volunteers who may not directly work with children, will read Part One of KCSIE and Chetham's Safeguarding and Child Protection Policy (including staff code of conduct) as part of induction and annually as part of yearly safeguarding training. There are weekly safeguarding updates in the staff briefing and throughout our culture.

Whilst much of this policy regards the recruitment processes, all at Chetham's have an ongoing responsibility to ensure suitability of those that are in contact with children. Low level concerns must be reported, changes to DBS status must be reported and any concerns should be reported. We all have a safeguarding responsibility prior to appointment, and subsequent to appointment.

Aims

The aims of this policy are:

- to ensure that Chetham's meets its commitment to safeguarding and promoting the welfare of children and young people
- to ensure compliance with all relevant legislation, recommendations and guidance including:
    - safeguarding and protecting all children and young people by implementing robust safer recruitment practices
    - identifying and rejecting applicants who are unsuitable to work with children and young people

- responding to concerns about the suitability of applicants during the recruitment process
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure that all are aware of their ongoing obligations regarding continuing suitability
- to ensure that the culture of safeguarding and child protection in prominent at all appointments and thereafter.

Scope

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
This policy covers any person who will be working at Chetham's, volunteers, trainees, Trustees and Governors whether under a contract of employment, under a contract for services or otherwise (where a formal contract is not in place).

Safer recruitment training

The Policy also reflects the training in Safer Recruitment, provided by the National College and other accredited providers that has been successfully completed by the following:

- Joint Principals
- Designated Safeguarding Lead
- Assistant Principals
- Director of Finance
- HR Manager
- And other hiring Managers.

Governance oversight

The Governing Body have appointed a Governor responsible for Safeguarding; Nigel Shepherd. There is a Safeguarding subcommittee of the Governing Body.

Chetham's maintains a Single Central Record (SCR) in accordance with the ISSRs and NMS to enable a note of all checks to be kept in one place. Chetham's keeps a record of all staff, volunteers and those given clearance. The following information is recorded, showing the date when information is received by Chetham's and the initials of the person checking the information.

The Director of Finance (as Line Manager for the HR Manager) reports regularly to the Safeguarding Committee and to the Governing Body on the following matters, amongst others:

- That all pre-employment checks have been fully carried out prior to appointment for all types of appointee
- That the SCR has been completed accurately.

The Chair of the Safeguarding Committee makes checks of personnel files on a regular but random basis to ensure that all checks are being carried out effectively and on a

timely basis. Chetham's Compliance Officer and HR Manager check the SCR on a regular basis.

The Governing Body review this policy annually.

SCR responsibilities

The HR Department are responsible for the management of the Single Central Register. The School Administrator maintains the register under their guidance. The Single Central Register is checked by the Compliance Officer, reported on three times a year including a sample of new appointments at the Governors Safeguarding Committee and is spot checked by the Governor with responsibility for Safeguarding.
The SCR records:

- identity checks
- barred list checks
- enhanced DBS checks
- prohibition checks
- section 128 checks
- right to work checks
- overseas checks
- qualifications (where required)
- childcare disqualification checks (where applicable)
- date completed
- checker identity.

Legal and Regulatory Framework

This policy references and follows the following legislation:

- ISSRs
- KCSIE 2026
- DUCA
- Prevent Duty 2023
- National Minimum Standards for Boarding Schools 2026
- DBS guidance
    - the Education (Independent School Standards) Regulations 2014 (ISSRs) The Independent School Standards Guidance for Independent Schools 4.26
    - the statutory guidance published by the Department for Education (DfE); Keeping Children Safe in Education 2026 (KCSIE)
    - Disqualification under the Childcare Act 2006 (DUCA) Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)
    - the Prevent Duty Guidance for England and Wales 2023 (the Prevent Duty Guidance) Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)
    - National Minimum Standards for Boarding (NMS) National Minimum Standards for Boarding Schools 5.26
    - and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

Data Protection

Chetham's is legally required to carry out the pre-appointment checks. Staff and prospective staff will be required to provide certain information to Chetham's to enable us to carry out the checks that are applicable to their role. This is outlined throughout the process on Chetham's website and is agreed to by candidates via declaration within the Application Form.

Chetham's will also be required to provide certain information to third parties, such as the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA). Failure to provide requested information may result in not being able to meet employment, safeguarding or legal obligations. Chetham's will process personal information in accordance with UK GDPR and the Data Protection Act 2018.

Recruitment and Selection Process

Recruitment Planning:

- Job descriptions
- Person specifications
- Advertising
- Publication of safeguarding commitments.

Application forms, job descriptions and person specifications for current vacancies are available to download from Chetham's website, as well as this policy and Chetham's *Safeguarding and Child Protection Policy and Procedures*. Printed versions will be provided to applicants on request. All Job descriptions carry a declaration of commitment to safeguarding and child protections duties for candidates.

Application Stage:

- Application forms
- CVs not accepted
- Employment history
- Gaps in employment.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history, including any voluntary work undertaken, and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the fully completed application form.

Shortlisting:

- Shortlisting panel
- Safer recruitment trained member
- Online searches on shortlisted candidates
- Self-declaration form.

Chetham's will then conduct a shortlisting exercise by reviewing all application forms received to determine which applicants will be invited for interview. The shortlisting exercise will usually be conducted by a minimum of two members of staff, one of whom must be safer recruitment trained. One of those members of staff should ideally also be involved in the interview process. At least one member of the interview panel must also be safer recruitment trained. Rarely, for example, when recruiting for shortage vacancies, suitable candidates may be invited for interview before the closing date for applications.

Shortlisted applicants will be invited to attend a formal interview, at which their skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with children (if the role is with children). All roles will include safeguarding questions. It is expected that candidates, especially those in teaching and boarding have a thorough understanding of their roles and

responsibilities with safeguarding. Being able to recognise and respond to child-on-child issues, sexual harassment, online harms, harmful behaviour and wider safeguarding contexts.

An online search will also be carried out on shortlisted candidates to identify any relevant incidents or issues in the public domain which might be explored at interview. These will be carried out by the HR Department ahead of interview and will involve searches of the candidates' names, alongside key identifying information drawn from the Application Form submitted, such as prior employers. This search will be focused on the candidates' suitability to work with children. They are recorded on a standard proforma by the HR Officer and retained in the HR file. This information is stored securely, held confidentially, and retained in line with legitimate requirements and relevant GDPR regulations. If there are concerns or queries, these are shared with the Joint Principal (NS) where an assessment will be made. Where the candidate is subsequently successful at interview and appointed to a position, this forms a keyy piece of the pre-employment checks and is held on the individual's personnel file upon commencement of employment.

Shortlisted applicants are required to complete a self-declaration form prior to interview in which they are asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview.

Interview Process:

- Interview panels
- Safeguarding questions
- Exploring online search findings
- Suitability to work with children.

Shortlisted applicants will be invited to attend a formal interview, at which their skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with children (if the role is with children). All roles will include safeguarding questions.

Any findings from the online search or queries within the application or references, may be explored further at interview.

Conditional Offer:

- Identity verification
- Qualification checks
- Employment history checks
- References inc low level checks
- DBS
- Barred list
- Prohibition checks
- Section 128
- Overseas checks
- Right to work
- Medical fitness
- Charity trustee checks
- Childcare disqualification
- Start date and contract.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- verification of the applicant's identity (where that has not previously been verified)
- verification of qualifications, whether professional or otherwise, which are relevant to the advertised post
- verification of the applicant's employment history
- the receipt of at least two references (one of which must be from the applicant's most recent employer) which Chetham's considers to be satisfactory
- 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 which renders them unable or unsuitable to work at Chetham's
- 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 Chetham's
- where the position amounts to regulated activity the receipt of an enhanced DBS check which Chetham's 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 renders them unable or unsuitable to work at Chetham's
- 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 Chetham's
- confirmation that the applicant is not disqualified from acting as a trustee or governor or senior manager of a charity under the Charities Act 2011
- confirmation that the applicant is not disqualified from working in connection with early or later years provision
- verification of the applicant's medical and medical fitness for the role
- verification of the applicant's right to work in the UK; and
- any further checks which Chetham's 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. Where available, such evidence can be considered together with information obtained through other pre-employment checks to help assess their suitability.
- the agreement of a mutually acceptable start date and the signing of a contract incorporating Chetham's standard terms and conditions of employment.

Where concerns arise regarding the authenticity of qualifications, references, identity documents, application materials, images or online content, additional verification may be undertaken.

Whether a position amounts to regulated activity must therefore be considered by Chetham's in order to decide which checks are appropriate. It is however likely that in nearly all cases Chetham's will carry out an enhanced DBS check and a Children's Barred List check.

Due to Chetham's being a Boarding School special care must be taken for the recruitment of those that work as House Staff and Medical Centre staff. The National Minimum Standards for Boarding recognise the very specific nature of these roles and that suitability criteria for residential staff must be enhanced. It is essential through the recruitment process that boundaries, professionalism, safeguarding experience within a residential setting are covered in detail. Ongoing support is given as well as a thorough training programme for all those who work in Boarding through the Boarding School's Association and SACPA (Abitas Group) and in House training provision.

Pre-employment Checks

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the ISSRs and the *Boarding Schools: National Minimum Standards* Chetham's carries out a number of pre-employment checks in respect of all prospective staff.

In addition to the checks set out below, Chetham's reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at Chetham's. This may include internet and social media searches.

In fulfilling its obligations Chetham's does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Verification of Identity, Address, Right to Work and Qualifications
All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications.

Chetham's asks for this information at interview to ensure that the person attending is who they claim to be, that they are permitted to work for Chetham's if appointed and that they hold appropriate qualifications.

Identity and address: all applicants will be asked to bring with them to interview, original documents which evidence their identity and address 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.

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. They will also be required to provide their birth certificate.

Chetham's asks for the date of birth of all applicants in order to verify the identity and check for any unexplained discrepancies in the employment and education history. Chetham's does not discriminate on the grounds of age.

Right to work in the UK
all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist'.

Chetham's will check this evidence in accordance with the Home Office 'Code of Practice on preventing illegal working: Civil penalty scheme for employers: 6 April 2022 v6.'

Qualifications
all applicants must also bring to interview original documents which evidence educational and professional qualifications relevant to the advertised and applied for post.

References
Where consent has been provided, Chetham's will seek to take up references on short listed applicants prior to interview wherever possible. References will otherwise be taken up after interview, following the candidate's acceptance of the conditional offer. Questions will not be asked about health or medical fitness prior to an offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Chetham's. One of the references must be from the applicant's current 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. Neither referee should be a relative or someone known to the applicant solely as a friend.

Chetham's employees may not act as referees for external applicants.

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. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, including low level concerns, except where the allegation or concerns were found to be unsubstantiated, unfounded, false or malicious
- whether the applicant could be considered to be involved in "extremism" as per KCSIE 2026 definition.

Chetham's will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. References will only be sought from and accepted from business email addresses, except in instances where a Character Reference has been obtained.

Chetham's will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant or the relevant referee before any appointment is confirmed.

If factual 'standard' references are received, i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references will be sought before an appointment can be confirmed.

All references received from a school must be confirmed by the Head / Principal of that school. Chetham's will make contact to verify the details of the written reference provided. Where any additional information is provided, detailed notes will be taken, dated and signed. These notes should also make clear who was spoken to.
All internal candidates who apply for a new role in a new department at Chetham's will have their application assessed in accordance with this procedure. References will be

taken up on all internal candidates as part of the application process from any current Heads of Department. Where additional roles are taken up within the same department within which they work (thereby, their Head of Department will be the same), this will not be required If a role includes management responsibilities a new Section 128 check will be undertaken, and if a person moves into a teaching position a new prohibition check would be undertaken.

Chetham's treats all references given or received as confidential which means that the applicant will not be provided with a copy.

DBS and Barred List Checks

- Enhanced DBS
- DBS Update Service
- Starting work before DBS received
- DBS filtering rules
- DBS renewals/rechecks.

At the point of offer, the HR Department will notify the successful candidate of the process for obtaining an enhanced DBS check.

Where the candidate already has membership of the DBS Update Service with an applicable DBS certificate (Child Workforce Only), a consent form will be sent, which will enable the HR team to access the Update Service and complete a check. Sight of the original DBS Certificate is also required.

Where this is not an option, a new Enhanced DBS check will be undertaken. The candidate is asked to ensure they sign up to the update service within 30 days of receipt of their certificate. The new DBS check is issued directly to the individual, and Chetham's uses an online provider to facilitate the checks.

By either method, Chetham's will obtain an enhanced DBS check (including children's barred list information), which gives us scope to use EITHER the update service, OR obtain a certificate.

Employment will remain conditional upon the DBS Check undertaken being considered satisfactory by Chetham's.

Starting Work Pending Receipt of the Enhanced DBS Check

If there is a long delay in receiving a DBS disclosure the Joint Principal (NS) has discretion (**in extremis**), to allow an individual 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. A risk assessment will be completed before appointment and reviewed on a regular basis.

The following procedure will be used:

- A Children's Barred List check is completed by the Director of Finance
- A Risk Assessment is completed, supervision identified, and the RA approved by the Joint Principal (NS)
- Safeguards are reviewed at least every 2 weeks
- The individual, Head of Department and appropriate staff are informed of these safeguards
- A note is made on the SCR

- Paperwork is kept on the new employee's personnel file; and
- the appointment will only be confirmed once the DBS Certificate has been satisfactorily received.

DBS Filtering Rules

The filtering rules for both Standard and Enhances DBS Checks determine which old or minor criminal records are hidden ('filtered') from certificates.

Key Filtering Rules:

- **Convictions with custodial sentences:** any convictions that resulted in a custodial sentence (whether actual or suspended) will never be filter and will always be disclosed.
- **Specified offenses:** serious violent, sexual or safeguarding-related offenses on the 'specified offense' list are never filtered and will always show up.
- **Multiple convictions:** A prior role that required all convictions to be disclosed if a person had more than one has been removed. Each conviction is now considered individually.
- **Cautions and warnings:** Youth cautions, reprimands and final warning are no longer automatically disclosed on any DBS check. Adult cautions for non-specified offences are typically filtered after 6 years.

The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to Chetham's during the recruitment process it must be disregarded when making a recruitment decision.

A conviction will always be disclosable if it was imposed for a "specified offence" committed at any age. A caution issued for a "specified offence" committed over the age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. The list of "specified offences" can be found at: Specified offences.

Standard and Enhanced DBS Checks must always include the following records, no matter when they were received:

- All convictions for specified offences*
- Adult cautions for specified offences
- All convictions that resulted in a custodial sentence.

Other records must be included, depending on when the caution or conviction was received:

- Any adult caution for a non-specified offence received within the last 6 years
- Any adult conviction for a non-specified offence received within the last 11 years
- Any youth conviction for a non-specified offence received within the last 5 and half years.

Full details can be found at: Filtering rules from 28.10.23.

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

Overseas Applicants and Overseas Residence Checks

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. Chetham's will take into account the "DBS unusual addresses guide" in such circumstances.

For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at Chetham's. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. Chetham's policy is to request such information from each country outside of the UK in which the applicant has lived for a period of three months or more in the previous five years.

When requesting such information Chetham's has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

Chetham's recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances Chetham's will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

In addition, where an applicant has worked as a teacher outside of the UK, Chetham's will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work at Chetham's. Chetham's will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working at Chetham's. However, Chetham's will take all relevant information into account in determining whether an applicant is suitable to work at Chetham's.

Chetham's may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by Chetham's, continued employment will remain conditional upon Chetham's being provided with the outcome of the formal check and it being considered satisfactory.

Chetham's will take proportionate risk-based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file. If the formal check is delayed and Chetham's is not satisfied about the applicant's

suitability in the absence of that information, the applicant's proposed start date will be delayed until the formal check is received.

Prohibition from Teaching

Chetham's is required to check whether staff who carry out "teaching work" are prohibited from doing so. Chetham's uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition, Chetham's asks all applicants to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, Chetham's will consider whether the facts of the case render the applicant unsuitable.

Chetham's applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for students
- delivering lessons to students
- assessing the development, progress and attainment of students; and
- reporting on the development, progress and attainment of students.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Joint Principals. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

Prohibition from Management (Section 128)

Chetham's is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

Chetham's will carry out checks for section 128 directions when appointing applicants into management positions from both outside Chetham's and by internal promotion. Management positions, for the purposes of assessing the requirement for this check, are regarded as roles within the Extended Leadership Group, including the Joint Principals and CEOs and may include some Managers.

All individuals who are appointed to the Governing Body will also be subject to a section 128 direction check.

The relevant information is contained in the enhanced DBS check (which Chetham's obtains for all posts at Chetham's that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. Chetham's will use either, or both, methods to obtain this information.

In addition, Chetham's asks all applicants 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.

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 or not 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, Chetham's will consider whether the facts of the case render the applicant unsuitable.

Charity Trustee and Senior Manager Disqualification

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

Who Is Covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. At Chetham's the Governors are ultimately responsible for the running of the School charity and the Feoffees are responsible for the wider charity.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At Chetham's the disqualification rules will be applicable to all Governors, the Joint Principals, the Finance Director.

There is no single list or register that covers all of the disqualification criteria and Chetham's therefore adopts a pragmatic approach to checking whether a person is disqualified. This is achieved by the use of a self-declaration form and the checking of relevant publicly accessible registers.

Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to Chetham's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform Chetham's if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

Checks by Chetham's

To ensure that it has accurate and up to date information Chetham's will also check the following registers in respect of each governor and senior manager who is already in post or is appointed in future:

the Bankruptcy and Insolvency Register;
the register of disqualified directors maintained by Companies House; and
the register of persons who have been removed as a charity trustee.

Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

Chetham's may at its absolute discretion withdraw an offer of employment for a Senior Leader or cease or terminate an appointment to the Governing Body or Feoffees if a waiver application becomes necessary or is rejected by the Charity Commission. Chetham's is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

Childcare Disqualification

At present this section is not relevant for Chetham's as we are a School for children aged 8-18. Chetham's does not normally provide early years or later years childcare provision to children within the scope of the Childcare Act 2006 disqualification requirements. The School will review individual roles where this may apply.

Medical Fitness

Chetham's is legally required to verify the physical and mental health suitability of anyone to be appointed to a post at Chetham's. This takes place after an offer of employment has been made but before the appointment can be confirmed.

It is Chetham's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. If the completed Health Questionnaire contains potentially relevant information, Chetham's will organise a review by Chetham's Occupational Health advisor. The Health Questionnaire information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of Chetham's etc. If Chetham's Occupational Health advisor has any doubts about an applicant's fitness, Chetham's will consider reasonable adjustments in consultation with the applicant. Chetham's may also seek a further medical opinion from a specialist, with the consent of the applicant or request that the applicant undertakes a full medical assessment.

Non-employed personnel gaining Chetham's Clearance and volunteers will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with Chetham's instead, they should contact the HR team to discuss.

Chetham's 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 and exploring any possible reasonable adjustments and suitable alternative employment.

Regulated Activity

Chetham's follows and the KCSIE 2026 definition of regulated activity.
Whilst not all Chetham's staff and volunteers are working in a role that would normally constitute regulated activity, the nature of our setting means that all staff and volunteers have the opportunity to come into unsupervised contact with children, and so in almost all circumstances, Chetham's volunteers are required to obtain an enhanced DBS check including Children's Barred List.

Volunteer activity will be risk assessed and determined if they are supervised, unsupervised, one off or occasional. In reality, at Chetham's due to the reason stated above, all our volunteers are considered to be in regulated activity therefore undergo checks in accordance with appendix 3.

In the rare exception that volunteering took place for a fixed period outside of term time, during which there could be no opportunity for the volunteer to come into contact with children, the need for the enhanced DBS check including Children's Barred List would be considered.

Ongoing Suitability:

- DBS Procedures Following Appointment
- Staff obligation to disclose changes
- DBS Update Service arrangements
- Rechecking processes.

It is a duty upon all in School to alert to any issues that might affect suitability for working in a School environment, this is in our code of conduct. Annually, we require all to confirm in writing that there have been no changes to their suitability to work with young people. This annual declaration places a duty upon all to ensure there have been no arrests, charges, investigations and declare and change affecting suitability. Governors and Feoffees must also complete the same annual declaration.

At Chetham's we strengthen our safeguarding culture by completing DBS re-checks every three years. Chetham's has begun to also request that existing employees move onto the DBS Update Service at the time of renewal. This enables the HR Department to undertake an online check of the Update Service.

All staff must report low level concerns to the Joint Principal (NS) in line with the low level concerns section of our Safeguarding and child Protection Policy. We require all to self-declare to their Manager to anything that might affect their DBS status, or to incidents and issues which may affect their suitability for working with children. Managers have a responsibility to share this with the Joint Principal (NS).

It is the duty of staff, self-employed workers, professionals and volunteers (including Governors) to inform the School immediately if their DBS status alters in any way.

Reminders for upcoming renewals or any instances where these are overdue is:

- 3 months prior to renewal date: reminders sent to individuals, providing 2-week deadline for provision of documents and completion of the online DBS application form
- 2 months prior to renewal date: follow up sent, providing one week deadline for response / actions
- 1 month prior to renewal date: reminder sent, providing one week deadline for actions to be completed, advising that failure to do so may result in disciplinary action. Escalated to leadership (via weekly report).

Line Managers will be cc'd into all of these communications to enable oversight and management for anyone within your respective teams.

- **2 weeks prior to expiry date:** A Risk Assessment will be drawn up and sent to the line manager for them to confirm measures that will be put in place on day 1 if the DBS is not back (with guidance from HR where possible)
- **1 week prior to expiry date:** Follow up will be sent to the line manager if RA not yet returned / measures confirmed / RA agreed / signed off
- **Day 1 following expiry:** HR will check that the RA is in place & remind line managers.

In instances where DBS Checks expire prior to the renewal being in place:

- Risk Assessment to be in place from Day 1. This will require liaison with the department and Line Management to ensure adequate measures are in place before RA can/ will be agreed
- Week 2: No unaccompanied site access (if not already a condition of the RA)
- Week 3: Withdrawal of site access until the DBS is in place.

Status is reported to the Joint Principal and Finance Director on a weekly basis.

Over the next 2-3 years we expect the numbers to gradually reduce as we continue transition to the DBS Update Service for all new starters and renewals for existing employees.

Specific Groups

Supply Teachers and Agency Staff
Agencies who supply staff to Chetham's must complete the pre-employment checks which Chetham's would otherwise complete for its staff. Similarly, all providers of trainee teachers (where they are not in payment by Chetham's) requires written confirmation that these checks have been completed before an individual can commence work at Chetham's.

Chetham's will independently verify the identity of individuals supplied by an agency or teacher training providor requiring the provision of photo ID before those individuals can commence work at Chetham's. This should be done on day 1 so that identity can be verified. We will also ask that individuals bring with them their DBS disclosure certificate, in order that this can also be verified.

If there is any delay or query in documentation we would escalate where agency information is incomplete, we would likely also delay any start date. Where this was not possible we would undertake a risk assessment including temporary supervision arrangements.

Contractors
Relevant contractors who visit Chetham's on a regular basis and who may have unsupervised access to children are treated as staff and are subject to the same employment checks as employed staff. They are not allowed to work unsupervised until all Clearance checks have been satisfactorily carried out.

Chetham's will complete DBS checks for contractors and their employees undertaking regulated activity at Chetham's in line with the contractor checklist in appendix 3.

A review will be undertaken by the Director of Finance, as with Chetham's own employees, before clearance will be granted for any individual to have unaccompanied access to Chetham's. It will be risk assessed based on frequency of access, location of work, supervision arrangements, overnight presence, boarding access and time of the calendar year for example during periods of school holiday.

Any contractor attending site that hasn't undertaken the clearance process must be treated as a visitor and be accompanied by a member of staff at all times.

Volunteers
The crime and Policing act 2026 made recent changes to regulated activity however at Chetham's we have, for many years followed the following guidance. Whilst not all Chetham's volunteers are working in a role that would normally constitute regulated activity, the nature of our setting means that all volunteers have the opportunity to come into contact with children, and so in almost all circumstances, Chetham's volunteers are therefore required to obtain an enhanced DBS check including Children's Barred List.

This includes the family members of staff, over 16, who live on site in accommodation in accordance with National Minimum Standards for Boarding Schools.

In addition, Chetham's will seek to obtain such further suitability information about a volunteer, which may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Visiting Professionals
Chetham's understands that visiting professionals, such as psychologists, nurses, dentists and other public sector staff, may work within the School for the benefit of children.
In accordance with KCSIE 2026, Chetham's will check the visitor's identity and be assured that the visitor has undergone the appropriate safeguarding and suitability checks through their employing organisation. The School will not normally request sight of a DBS certificate for visitors attending in a professional capacity but may seek confirmation from the employing organisation that the appropriate pre-employment and safeguarding checks have been completed.
The visitor's identity will be verified by Chetham's on their first visit or appointment. Arrangements for supervision and access to pupils are set out in the *Visitor Policy*.

Professional visitors will only be permitted unsupervised access to pupils where the School is satisfied that the appropriate safeguarding checks have been undertaken by the employing organisation. The School will obtain written assurance from the employing organisation where appropriate and will undertake a risk assessment where the level of contact with pupils requires this.

Visiting Speakers and Prevent Duty
The Prevent Duty Guidance requires Chetham's to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised.

Chetham's is not permitted to obtain an Enhanced DBS check or Children's Barred List information on any visiting speaker who does not engage in regulated activity at Chetham's or perform any other regular duties for or on behalf of Chetham's.

All visiting speakers will be subject to Chetham's *Visitors Policy*. This will include signing in and out at Reception, the wearing of a visitor badge at all times and being escorted by a fully vetted member of staff between appointments. If a member of staff who is supervising a visitor notices content that is inappropriate or breaches our safeguarding duty, they must stop the session immediately and report incidents to the DSL.

Chetham's will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend Chetham's. In doing so Chetham's will always have regard to the Visitor Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"*Extremism is the vocal or active opposition to our fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.*"

In fulfilling its Prevent Duty obligations Chetham's does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Trainee Teachers
Trainee teacher providers give Chetham's written confirmation of their checks. Chetham's also ensures in advance of a placement that the original DBS certificate is seen by Chetham's and that the person's identity is checked. A photocopy of the identity document(s) is taken and certified by the checker. Both the date at which the DBS Certificate was obtained and also the date the DBS Certificate was checked by the Trainee Teacher Provider, is noted on our checklist.

Trainee Teachers go through a process of induction, including safeguarding training and are expected to follow Chetham's safeguarding guidelines, procedures and code of conduct at all times.

Contract Staff
Sodexo contractors maintain their own SCR. They give Chetham's written confirmation of their checks. Sodexo's SCR is updated and a copy is sent to the HR Manager, following any changes to Sodexo staff and is held separately from the main school SCR. Chetham's also ensures in advance of appointment that the original DBS certificate is seen by Chetham's and that the person's identity is checked. A photocopy of the identity document(s) is taken and certified by the checker. Both the date at which the DBS Certificate was obtained and also the date the DBS Certificate is checked by the Supply Agency is recorded on the Supply New Starter form.

Sodexo contractors and management all adhere to Chetham's safeguarding guidelines, procedures and code of conduct.

New Chair of Governors, Governors, and Feoffees

New Chair of Governors
The "proprietor" is the person or body of persons registered with the DfE as being responsible for the management of Chetham's. The Governing Body is the proprietor of Chetham's School of Music.

If the Chair of Governors is to change, before the change is effected or as soon as practicable thereafter, the School will ensure that the DfE obtains an enhanced criminal records check (DBS), and checks both the individual's identity and right to work in the UK before they take up the appointment. Further overseas checks are required if the

person lives or has lived outside the UK. The Chair's disclosure application has to be made by the DfE; the School cannot handle it as they would for all other Governors. So, even if a Governor, whom the School has already checked, becomes Chair, the DfE has to make yet another check. The required checks are:

- Barred List
- Enhanced criminal record check by the Secretary of State
- Identity
- Overseas checks, where appropriate
- Right to work in the UK
- Prohibition from teaching
- Prohibition from leadership and management.

The DfE guidance on this process is available below. Independent schools - change of proprietor guidance (publishing.service.gov.uk) Updated Nov 2023

In addition, the Chair must complete a Register of Interests form (annually), Automatic Disqualification Declaration, and a Trustee Declaration form. The School will check the Register of Removed Trustees and the Companies House list of disqualified directors.

Governors and Feoffees
Chetham's is responsible for the suitability checks for Governors and feoffees. See appendix 3 for the necessary checks.

Recruitment of Ex-Offenders

Chetham's is committed to equality of opportunity and will not discriminate unfairly against any applicant on the basis of a criminal record or other information disclosed during the recruitment process.

All appointments are made on the basis of merit, ability, suitability for the role, and the School's safeguarding responsibilities. A criminal record will not automatically prevent an applicant from being appointed. Each case will be considered individually, fairly and proportionately, taking account of the nature of the role, the circumstances of the offence(s), the relevance of the information disclosed, the time elapsed since the offence(s), and any evidence of rehabilitation.

Most roles at Chetham's involve work with children and are therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. For such roles, the School is entitled to request and consider criminal record information in accordance with relevant legislation, statutory guidance and Disclosure and Barring Service (DBS) requirements.

Applicants must disclose any criminal record information that the School is legally entitled to request. This may include relevant unspent convictions and cautions and, where permitted by law, certain spent convictions and cautions that are not protected by the DBS filtering rules.

Applicants are not required to disclose, and the School will not seek information about, protected cautions or protected convictions as defined by current legislation and DBS filtering guidance.

Failure to disclose information that an applicant is legally required to disclose may result in an application being withdrawn. If such a failure comes to light after appointment, it may be treated as a disciplinary matter and could result in dismissal.

The School may also make referrals or share information with the Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA), police, local authority designated officer (LADO), children's social care, or any other relevant regulatory or safeguarding body where required by law, statutory guidance, or where safeguarding concerns indicate that such action is necessary. For example, if:

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

Assessment Criteria
Where criminal record information is disclosed, the School will undertake an appropriate and proportionate risk assessment before any appointment decision is made. Consideration will include:

- the nature and seriousness of the offence
- the relevance of the offence to the position applied for
- the age of the applicant when the offence occurred
- the circumstances surrounding the offence
- the time that has elapsed since the offence occurred
- evidence of rehabilitation and conduct since the offence.

The School is likely to regard convictions for the following offences as presenting a high safeguarding risk and they will be subject to particularly careful assessment:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

The relevance of any financial conviction e.g. theft, fraud will be assessed having regard to the nature of the role and circumstances of the offence.

The relevance of any driving conviction will be assessed having regard to the nature of the role and circumstances of the offence.

Assessment Procedure
If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Chetham's may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Allegations, Concerns and Referrals

Whistleblowing
All staff are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of students, the conduct of staff or other matters, during the course of their employment in accordance with Chetham's polices (including the Whistleblowing Policy, the Safeguarding Policy, Low Level Concerns and the Staff Code of Conduct). All staff receive training so that they understand Chetham's expectations.

Exit Interviews
Safeguarding children is at the centre of Chetham's culture and is accordingly considered formally during staff appraisal and finally at an exit interview which will be requested by leaving staff or their managers. All issues raised will be shared with the Joint principals.

Referrals to DBS
This policy is primarily concerned with the promotion and practice of safer recruitment. Chetham's also has legal responsibilities to fulfil when employment comes to an end. In particular, Chetham's has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at Chetham's despite being barred from working with children; and / or
- an individual has been removed by Chetham's 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.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

Referrals to TRA
If a teacher, or person involved in teaching e.g. a Tutor is dismissed because they are found to have committed serious misconduct or they have breached the Teachers'' Standards, or they resign prior to dismissal on such grounds, Chetham's will make a referral to the Teaching Regulation Agency.

The Teaching Regulation Agency will consider whether to impose a sanction such as prohibition from teaching order.

Retention and Security of Disclosure Information

When we receive criminal record information through a DBS check, we will follow the DBS's rules and guidance about how that information should be used, stored, shared, retained and taken into account during recruitment decisions. The School processes criminal record information in accordance with the DBS Code of Practice and relevant data protection legislation.

Resources

Filtering rules for DBS certs. 28.10.23 onwards

Independent Schools: Change of Proprietor Guidance 11.23

National Mimimum Standards for Boarding Schools 5.26

The Independent School Standards Guidance for Independent Schools 4.26

Appendix1 List Of Valid Identity Documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current valid driving licence photocard - full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued within 12 months of birth (UK, Isle of Man and Channel Islands - 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 valid driving licence: photocard - full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- current valid driving licence: paper version if issued before 1998 – full or provisional (UK / Isle of Man and Channel Islands)
- birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non-UK country in which the role is based)
- HM Forces ID card (UK)
- firearms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial And Social History Documents

- mortgage statement (UK)**[1]
- bank / building society statement (UK and Channel Islands)*[2]
- bank / building society statement (countries outside the UK)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK)*
- financial statement - e.g. pension or endowment (UK)**
- P45 / P60 statement (UK and Channel Islands) **
- council tax statement (UK and Channel Islands)**
- letter of sponsorship from future employment provider (non-UK 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 council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs (UK and Channel Islands) *
- EEA national ID card (must be valid at time of application)
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands; must be valid at time of applications)
- letter from Head or College Principal (UK; 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).

[1] ** less than 12 months old
[2] * less than 3 months old

Appendix 3

Checks Made For Any Break In Service

Staff returning to Chetham's (within 3 months)

Staff that have previously completed all pre-employment checks as an employee who resign / break continuity of service, but then return to work at Chetham's, in either a contractor role, a volunteer or as an employee, within a 3-month period will require the following checks, prior to their start date (linked to the ISI standard Part 4 Paragraph 18 (sub section 3 & 4).

The individual's personnel file will also be reviewed prior to their start date to ensure no information currently required under this Policy is missing; in the event of any missing information, this will be requested and must be provided prior to a start date being confirmed, along with the following:

Checklist for Employees Returning within a 3 month Period	**Initials of Checker**	**Date Checked / Actioned/ Signed**
Employee Details		
Name		
JOB TITLE		
Department		
Contract Status		
Admin Checks		
Recruitment Advert		
Conditional Offer Letter issued		
Clearance Checks		
Signed Conditional Offer Letter		
Signed Job Description		
Application Received		
Email confirming fitness, DBS changes & other employment details		
Written Interview Notes		
Qualifications Obtained (Required for role) including Teacher QTS (if applicable)		
1st Internal Reference (from current Head of Dept.)		
2nd Internal Reference (from current Head of Dept.)		
Prohibition from Teaching Check (Teaching roles & former teacher only)		

Prohibition from Leadership Order (S.128) (if applicable) (Teaching roles & former teacher only)		
Notify JG to add back to DBS Renewals List		
DBS Check undertaken (by Chetham's) within 3yr period		
Children's Barred List undertaken (if DBS Check within 3yrs on file)		
If applicable, copy of 'Limited Leave to Remain' Visa		
POST SIGN-OFF		
Induction (Departmental - if moving to new Department)		
Contract Issued/ Returned		

Staff returning to work following a period of absence of more than 3 months, where continuity of service has not been broken

Staff returning to work from Maternity Leave, Parental Leave, Long Term Sickness, or other similar types of leave where continuity of service is maintained do not need to be checked as new employees. However, employees taking Sabbatical or other similar types of leave will be required to renew their DBS check before restarting work.

Staff re-employed or returning to school in another work capacity following a period of more than 3 months (broken service)

Will complete all pre-employment checks as per a NEW EMPLOYEE. This will also apply to any CONTRACTOR, SUPPLY person or VOLUNTEER.

Zero Hours Contracts

Staff with "Zero hours" contracts who have continuity of service between periods of work which do not exceed 12 months, do not need to be rechecked on each return to work.

Zero hours staff who have not worked for the School for a period of longer than 12 months will be required before resuming their duties to:

- undertake a new enhanced DBS check with a check (if relevant) of the Children's Barred List
- be checked for a Prohibition Order section 128 and current prohibition-checking arrangements
- provide additional information about employment undertaken since their last application form was provided to Chetham's
- confirm they are fit for the role
- undertake Safeguarding training
- undertake a Departmental (refresher) Induction.

Contractors / volunteers (cleared) who are subsequently employed as members of staff (within a 3-month period since last offering their services to the School)

If a person joins Chetham's as a Contractor or Volunteer and completes Clearance checks but is then contractually employed by the School (within a 3-month period since last undertaking work) they will be required to:

1. complete an application form for the post;
2. attend an interview;
3. provide original qualification documents (if applicable);
4. complete a pre-employment health assessment (if not already undertaken);
5. sign the job description;
6. sign the offer of employment letter;
7. have a Barred List check;
8. be checked for any Prohibition for Teaching and / or Management Order and current prohibition checking arrangements under section 128 of the Educational Skills act 2008
9. complete the departmental induction.

Appendix 4

Recruitment Checks

New Starter: Employed Staff Checklist

Pre-Employment Checklist	Initials of Checker	Date Checked / Actioned / Signed
JOB TITLE		
Start Date		
Contract Status		
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Address		
Date of Birth		
Nationality/ Visa Restrictions Date (if applicable)		
Admin Checks		
Recruitment Advert		
x2 References sent out		
Reference 1 sent to Hiring Manager		
Reference 2 sent to Hiring Manager		
Conditional Offer Letter issued		
Clearance Checks		
Application Received		
Full Employment History on file		
Declarations Form Received		
Online Check		
Written Interview Notes		
Safer Recruitment Interview		
Qualifications Obtained (Required for role)		
Teacher QTS (if applicable)		
Certificates (Quals) on file (N/A to position)		
ID Check		
Right to Work in the UK		

Proof of Address Document		
Former Name ID Documentation (if applicable)		
Overseas Police Check (if applicable)		
Overseas Letter of Professional Standing (if applicable)		
Prohibition from Teaching Check (Teaching roles & former teacher only)		
Prohibition from Leadership Order (S.128) (if applicable) (Teaching roles & former teacher only)		
Enhanced DBS & Barred List Check		
Pre-Employment Health Questionnaire		
Health Assessment/ OH Report		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Signed Job Description		
Signed Conditional Offer Letter		
POST SIGN-OFF		
Inductions (Whole School & Departmental)		
Contract Issued/ Returned		
Safeguarding Training		

Contractor Checklist

Chetham's Contractor Clearance Checklist	Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Right to Work in the UK		
Current Address Verified		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

Supply Teachers and Sodexo Contract Staff: Checklists

Chetham's Contractor Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Right to Work in the UK		
Current Address Verified		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

Supply Teacher Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Vacancy/ Role		
Address		
Date of Birth		
Checked by Chetham's		
Non-Employee Code of Conduct		
ID Check		
Current Address Verified		
Checks Confirmed by Agency		
Online Check		
Right to Work in the UK		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable)		
Prohibition from Teaching Check		
Minimum x 2 Verified References		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

Appointment of Volunteers: Checklist

Chetham's Volunteer Clearance Checklist	Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Volunteer Risk Assessment		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Current Address Verified		
Enhanced DBS & Barred List Check		
Right to Work in the UK		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable) (Teaching roles and former teachers only)		
Prohibition from Teaching Check (Teaching roles and former teachers only)		
Verified Reference 1		
Verified Reference 2		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Swipe Card Authorised		
Inductions		

Governors and Feoffees (Proprietors) Appointment Checklist

Chetham's Governor/ Feoffee Clearance Checklist	Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Vacancy/ Role		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Signed Job Description		
Online Check		
Declarations Form		
ID Check		
Former Name ID (if applicable)		
Current Address Verified		
Enhanced DBS & Barred List Check		
Right to Work in the UK		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable) (Former teachers only)		
Prohibition from Teaching Check (Former teachers only)		
Fitness to Fulfil Position Confirmed		
Prohibition from Management/ Leadership Order (S.128)		
Check the Individual Insolvency Register		
Check Register for disqualified Directors		
Check Register for Removed Trustees		
Complete Trustee Eligibility Declaration		
Automatic Disqualification Declaration Form		
Register of Interests		
Safeguarding Training Completed		
Inductions		

Trainee Teachers

Chetham's Trainee Teacher Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Vacancy/ Role		
Address		
Date of Birth		
Checked by Chetham's		
Chetham's Clearance Application Form		
ID Check		
Non-Employee Code of Conduct		
Current Address Verified		
Checks Confirmed by Agency/ University		
Online Check		
Declarations Form		
Former Name ID Documentation (if applicable)		
Right to Work in the UK		
Qualifications (applicable to role)		
Enhanced DBS & Barred List Check		
Overseas Police Check (if applicable)		
Letter of Professional Standing (if applicable)		
Prohibition from Teaching Check		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

Household Members of Boarding Staff (aged 16 and above)

Chetham's Employees' Household Members 16+ (Boarding) Clearance Checklist	Initials of Checker	Date Checked / Actioned / Signed
Personal Details		
Name (& Title)		
Mobile Number		
Email Address		
Chetham's Employee Contact		
Address		
Date of Birth		
Clearance Checks		
Chetham's Clearance Application Form		
Non-Employee Code of Conduct		
Online Check		
Declarations Form		
ID Check		
Former Name ID Documentation (if applicable)		
Current Address Verified		
Enhanced DBS & Barred List Check		
Right to Work in the UK		
Overseas Police Check (if applicable)		
Verified Reference (A - Current/ most recent employer)		
Verified Reference (B - Last work with children)		
Fitness to Fulfil Position Confirmed		
Safeguarding Training Completed		
Chetham's Clearance Letter issued		
Chetham's Clearance Letter signed & returned		
Inductions		

Checklist for Internal Appointments

Internal Appointment Checklist **Contracted Employees Taking on Additional Roles**	**Initials of Checker**	**Date Checked / Actioned / Signed**
Employee Details		
Name		
JOB TITLE		
Department		
Contract Status		
Admin Checks		
Recruitment Advert		
Conditional Offer Letter issued		
Clearance Checks		
Signed Conditional Offer Letter		
Signed Job Description		
Application Received		
Email confirming fitness, DBS changes & other employment details		
Written Interview Notes		
Qualifications Obtained (Required for role) including Teacher QTS (if applicable)		
1st Internal Reference (from current Head of Dept.)		
2nd Internal Reference (from current Head of Dept.)		
Prohibition from Teaching Check (Teaching roles & former teacher only)		
Prohibition from Leadership Order (S.128) (if applicable) (Teaching roles & former teacher only)		
POST SIGN-OFF		
Induction (Departmental - if moving to new Department)		
Contract Issued/ Returned		