Brockwood Park School

BROCKWOOD PARK SCHOOL

SAFER RECRUITMENT POLICY

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1. Introduction

At Brockwood Park School, we are committed to providing the best possible care and education to our students. We prioritise their welfare and are dedicated to creating a safe, healthy, and supportive environment. We are clear that safeguarding and promoting the welfare of children is everyone's responsibility and in order to achieve this, we recognise the importance of attracting, recruiting, and retaining staff who share our commitment to safeguarding. As such, no employee can begin work until all pre-employment checks relevant to their role have been completed.

Brockwood Park School follows the Government's recommendations for the safer recruitment and employment of people who work with children, and complies with *Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014*. As a boarding school we also have regard to the *National Minimum Standards for Boarding Schools*, which set additional requirements for staff and for other adults who live on the school site. This applies to all members of the charity, including teaching and non-teaching staff at the school, part-time staff, temporary and volunteer staff. The school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in *Keeping Children Safe in Education (September 2026)* and *Working Together to Safeguard Children (March 2026)*.

The Trustees of Brockwood Park School will ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

2. Aims

The purpose of this policy is to outline the procedures the school follows, to ensure the careful selection of staff, aimed at deterring, identifying, and rejecting individuals who may pose a risk to students or are otherwise unsuitable for working with children.

The aims of the Safer Recruitment Policy are:

- To ensure that the most qualified and suitable staff are recruited based on their merits, abilities, and fit for the role.
- To ensure that all candidates are assessed fairly and consistently.
- To prevent any candidate from being treated unfairly on grounds such as race, colour, nationality, ethnic or national origin, religion, sex, sexual orientation, marital or civil partner status, disability, or age.
- To maintain full compliance with relevant legislation and guidance.
- To uphold the school's commitment to safeguarding and promoting the welfare of children and young people by completing all necessary pre-employment checks before any employee begins their role.

3. Recruitment Procedure

3.1. Job description, terms and conditions

Each position within the school comes with a comprehensive job description and person specification that outlines:

- The skills, abilities, experience, attitude, and behaviours necessary for the role.
- The tasks and responsibilities associated with the role.
- Safeguarding responsibilities tied to the position.
- Training requirements, including induction, mandatory sessions, and safeguarding.
- The person specification.

In addition, each position has defined terms and conditions that provide information on:

- Salary.
- The type of appointment (full-time, part-time, etc.).
- Hours and weeks of work.
- Additional benefits.

Job descriptions and Terms & Conditions are drawn up by the Line Manager in collaboration with the Recruitment Coordinator. These are authorised by one of the Co-Chairs of the School Management Committee as part of the recruitment process.

3.2. Advertising

All advertisements for job vacancies, whether in newspapers, journals or online, will demonstrate the school's ongoing commitment to safeguarding and child protection by including the following statement:

> *"Brockwood Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS) and online searches. These posts are exempt from the Rehabilitation of Offenders Act 1974, which means that convictions and cautions which are not protected must be declared. There will be statutory safeguarding training. The job holder will be expected to promote and safeguard the welfare of students and of anyone for whom they are responsible or with whom they come into contact and will adhere to and ensure compliance with the school's Safeguarding and Child Protection policy and procedures at all times. If in the course of carrying out the duties of the role the job holder becomes aware of any actual or potential risk to the safety or welfare of children in the school, they must report their concerns to their line manager or to the School Management Committee."*

Whilst the exact wording of this statement may change over time, in accordance with changes to the school's policies and procedures and/or Safer Recruitment regulations, it will always demonstrate the school's commitment to safeguarding and child protection.

All advertisements will clearly explain how to apply for the role and the closing date for applications. The school reserves the right to refuse to accept applications from candidates whose application forms are received past the closing date for applications, or are incomplete.

3.3. The Application Form

Vacancies are usually advertised through an online recruitment platform, so the first thing the school receives is often a curriculum vitae or a profile held by that platform. An initial sift against the person specification is made on that material, and anyone the school wishes to take further is asked to complete the school's application form and to return it before the interview, so that it can be read against the person specification and any gaps or inconsistencies put to the candidate at the interview. No candidate is interviewed, and no appointment is made, on a curriculum vitae alone. A curriculum vitae or covering letter is accepted alongside the application form, never in place of it.

The application form will request applicants to provide:

- Personal details (full name, previous name(s) and contact details).
- Current address.
- National Insurance (NI) number.
- Full employment history since leaving school (including education/training, employment, voluntary work) and explanations for any gaps in employment.
- Details of any qualifications achieved including the awarding body and date of award.
- Details of referees.
- A personal statement to include the qualities and experience that the applicant believes they have which are relevant to their suitability for the post advertised and how they feel they meet the person specification.

The information provided to applicants explains that posts at the school are exempt from the *Rehabilitation of Offenders Act 1974*, so that any conviction or caution which is not protected under the Exceptions Order 1975 must be disclosed. Applicants are asked to declare their criminal record while shortlisted, through the *Self-Declaration Form* described below, and any disclosure is discussed at interview. The section of this policy titled "Recruitment of Ex-Offenders" explains how a disclosure is considered.

The application form also includes a statement that informs all applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

The *Privacy Notice for Job Applicants* is emailed to every candidate asked to complete an application form. The notice explains what information the school collects during the recruitment process, why it is collected, who it is shared with, how long it is kept and what rights the applicant has over it.

Applicants are also directed to the Safeguarding and Child Protection Policy and to this policy via the school's website.

3.4. Shortlisting and online search

The candidate selection process will be tailored to the specific nature and responsibilities of each position. Informal discussions with candidates may take place via telephone or Zoom to help determine who will be invited for a formal interview. Typically, the shortlisting process will be conducted by the Recruitment Coordinator in collaboration with another staff member, usually the Line Manager, who will also be involved in the interview process.

Candidates will be shortlisted based on the job description and the person specification for the role. At least one member of the shortlisting panel will have completed accredited Safer Recruitment training.

Shortlisted candidates are invited to a formal interview, which explores suitability to work with children as well as skills and experience. They are asked to complete the Self-Declaration Form and return it beforehand, so that anything disclosed can be discussed with them at the interview. They are also sent the Staff Code of Conduct, so that they know before the interview what the school expects of adults living and working alongside students.

As part of the shortlisting process, the Recruitment Coordinator will also conduct an online search to perform due diligence on shortlisted candidates. This search may reveal any publicly available incidents or issues that the school may wish to discuss with the candidate during the interview. Shortlisted candidates will be informed that these online searches are part of the due diligence process. The date of the searches will be recorded on the candidate's recruitment checklist and, if the candidate is successfully appointed, on the Single Central Register. The online search is limited to information that is publicly available at the moment of the search, and relevant to the candidate's suitability to work with children. Care will be taken to ensure that any information considered is discussed with the candidate in a fair and transparent way.

3.5. The Interview Process

We request that all candidates invited to interview bring with them:

- A current driving licence including a photograph or a passport and a full birth certificate.
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
- Where appropriate any documentation evidencing a change of name.
- Where applicable, evidence of their immigration status.

- Completed and signed Self-Declaration Form.

Original documents are required; photocopies and certified copies brought by the candidate are not accepted. Identity and right-to-work documents are examined in person at interview and the verification is recorded. In accordance with the *UK General Data Protection Regulation and the Data Protection Act 2018*, copies of identity and right-to-work documents are taken and retained only for the successful candidate, as required to establish the statutory excuse for employing them, and are kept for the duration of the employment and for two years afterwards. No copies are retained for unsuccessful candidates. Application forms, shortlisting records and interview notes for unsuccessful candidates are retained for 12 months from the date on which the outcome is communicated, and are then confidentially destroyed. This period allows for a claim to be brought to an employment tribunal, taking account of ACAS early conciliation. For successful candidates these records are retained in the personnel file.

For teaching roles, applicants may be asked to teach or assist with a lesson as part of their interview. Notes will be made at the interview to assist in the selection process. Having appropriately supervised interactions, the students present in the class will also be asked for feedback and contribute to the recruiting process.

At interview, candidates will always be required to:

- Explain satisfactorily any gaps in employment.
- Explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
- Explain any disclosures made by them on the self-declaration form.
- Demonstrate their capacity to safeguard and protect children and young people.

The successful candidate will be informed in writing as soon as possible.

3.6. References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. Applicants without an employment history and so who are unable to provide details of two employment references, will be dealt with on an individual basis. If the applicant is not currently working with children then a reference will be sought from the relevant employer from the last time the applicant worked with children. For applicants who have never worked with children, a reference from their most recent employer will be accepted, or a character reference.

Where possible, references will be taken up before the interview, so that any discrepancies or concerns raised can be probed during the interview process. References will be sought directly from the referee; references or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies and a detailed written note will be kept of such exchanges. Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people.
- Any substantiated safeguarding concern or allegation that met the harm threshold, and its outcome.
- The candidate's suitability for the post they have applied for.

School employees are entitled to see and receive, if requested, copies of their employment references. The school does not accept open references addressed "to whom it may concern", and does not rely on a candidate to obtain their own reference. Where a referee is a school or college, the reference is confirmed by the head as accurate in respect of any disciplinary investigation. Referees are asked why the candidate is leaving their current or most recent post, and any concern arising from a reference is resolved before an appointment is confirmed.

3.7. Pre-Employment Checks

Any offer of employment made is conditional until satisfactory completion of all the below checks (where applicable) have been carried out.

Following the removal of the 'supervision exemption' from the regulated activity definition under the *Crime and Policing Act 2026*, being supervised is no longer enough to exempt someone from a full check. Anyone who teaches, trains, instructs, cares for or supervises students on more than three days in any thirty, or overnight, is engaging in regulated activity whether or not they are supervised, and needs an enhanced DBS check with children's barred list information.

All staff, volunteers and Trustees at Brockwood already undergo the full procedure set out in this policy, so the change makes no difference to how the school recruits.

All successful candidates are required to:

- Provide proof of identity.
- Provide proof of address.
- Demonstrate their capacity to safeguard and protect children and young people.
- Complete an application form for an Enhanced DBS check and receive satisfactory clearance.
- Receive satisfactory clearance from a Barred List check.
- Receive satisfactory clearance from at least two references (if not already received).
- Provide a satisfactory certificate of good conduct relating to time spent living outside of the UK (where applicable).
- Provide certificates of any professional qualifications as stated on their application form (if applicable).
- Complete a confidential medical form and be deemed mentally and physically fit to perform the role.

All candidates for teaching roles are also required to:

- Provide a letter of professional standing from the professional regulating authority in any countries outside of the UK in which the applicant has worked in a teaching role.
- Pass a Prohibition from Teaching check through the Department's Check a teacher's record service.
- Have their Qualified Teacher Status (QTS) and completion of any teacher induction or probation verified through the Department's Check a teacher's record service.

All candidates for management roles are also required to:

- Be checked for a direction under section 128 of *the Education and Skills Act 2008*, which prohibits or restricts a person from taking part in the management of an independent school. Where the candidate is eligible for a children's barred list check, the direction is disclosed on the enhanced DBS certificate provided that "child workforce independent schools" is given as the position applied for. Where they are not, the check is made through the Department's Check a teacher's record service or against the list of individuals prohibited from managing or governing schools published on GOV.UK. The check and its date are recorded on the Single Central Register.

All candidates for senior management and Trustee positions are also required to:

- provide a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities. In addition to this, as part of the recruitment process for senior management and Trustees, the following registers are checked:
    - The Individual Insolvency Register maintained by the Insolvency Service. Searches can be made on the Insolvency Service website, by visiting the local Official Receiver's office, or by post.
    - The register of disqualified directors maintained by Companies House. Searches of the register can be made on the Companies House website.
    - The register of all persons who have been removed as a charity trustee either by the commission or by an Order of the High Court since 1 February 1993.
- In order to make sure people who are already in a trustee or senior manager position have not become disqualified in the period since they were appointed, they are asked to sign a fresh declaration every 3 years to confirm that they are not disqualified.
- Trustees are checked in the same way before the date of their appointment. Because governance is not regulated activity, a Trustee who is not otherwise working with students is not eligible for a children's barred list check, so the section 128 check is made separately. The Trustees also have their identity confirmed and an enhanced DBS check obtained, and both are recorded on the Single Central Register.

3.7.1. Proof of identity

Successful candidates will be required to provide further proof of identity, if not provided at their interview: a copy of their birth certificate, another form of photo ID and proof of address dated within the last three months. These documents will be used by the Recruitment Coordinator when completing the ID verification as part of the Enhanced DBS check, and to assist in verifying whether the candidate has ever been known by any other names.

3.7.2. Right to Work Checks

Every successful candidate must prove their right to work in the UK before starting. The check is made in one of the ways set out in the Home Office guidance for employers: a Home Office online right to work check using a share code provided by the candidate, which is the route for anyone holding an eVisa or a biometric residence permit; a check through a certified identity service provider, for British and Irish citizens holding a valid passport; or a manual check of an original document from the Home Office lists, made in the candidate's presence, then copied and dated. A driving licence is not evidence of the right to work, and a birth certificate is only acceptable when produced together with an official document showing the candidate's National Insurance number.

3.7.3. Verification of qualifications and/or professional status

Successful candidates must be able to provide, if and when requested, valid copies of certificates for any academic/vocational qualifications, professional memberships or similar as stated on their application form.

3.7.4. DBS Checks

All successful candidates for roles that involve regulated activity with children are required to undergo an Enhanced DBS check with the Disclosure and Barring Service (DBS), including children's barred list information, the cost of which is covered by Brockwood Park School. The process is completed partly by the candidate and partly by the Recruitment Coordinator, using the online service provided by the school's DBS umbrella body.

The process is as follows:

- The successful candidate is sent the link to the online DBS form and the Brockwood employee login details.
- Once they have completed the online form, the individual’s identity is verified by the Recruitment Coordinator using the ID documents provided by the candidate.
- The candidate is sent their DBS certificate through the post and must present this to the Recruitment Coordinator for them to verify the check has been completed correctly.
- The Recruitment Coordinator is also notified of the results by email and is able to view them online.

Staff may wish to join the DBS Update Service if they are likely to require another check in the future, or may already have subscribed to the service and wish to provide their current DBS certificate. Where staff have subscribed to this service, they will be requested to provide their update service number and this will be checked by the Recruitment Coordinator via the UK government website. When using the DBS update service, the Recruitment Coordinator will still need to obtain the original physical certificate.

Where someone is allowed to start work in regulated activity before their DBS certificate is available, the school obtains a separate children's barred list check, completes every other check in this section first, and puts supervision arrangements in place until the certificate arrives. What was agreed, and by whom, is recorded in a risk assessment.

Under 'the three month rule', candidates with an Enhanced DBS may move between schools without requirement on subsequent schools to carry out further DBS checks unless the candidate leaves the school's workforce for three months or more. If the school accepts a pre-existing Enhanced DBS check under this rule, it will still carry out a new Barred List check.

Where the school keeps a copy of a DBS certificate there is a recorded reason for doing so and the copy is destroyed within six months. A note of the date of the check, the result and the recruitment decision is kept.

3.7.5. Individuals who have lived or worked outside the UK

All successful applicants, who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining an enhanced DBS certificate (including children's barred list information) even if the individual has never been to the UK along with a criminal record check from the relevant country, where available.

When appointing a non-UK citizen, or UK citizen who has lived overseas, a Police certificate (sometimes known as a Certificate of Good Conduct) must be obtained wherever possible from the embassy of any countries the applicant has lived in. This must happen where the candidate has lived or worked (including studying) in a foreign country for a period of three months or more within the last ten years.

There are some exemptions to this:

- If the candidate is currently employed by the school and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- If the candidate's time overseas was part of His Majesty's service, for example the Army, Royal Navy or Royal Air Force.
- If the candidate is seeking asylum and will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

The school recognises that not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country, and the criteria for disclosing offences in other countries often have a different threshold than those in the UK.

If a candidate is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made. As an alternative they will be asked to obtain a statutory declaration, legalised with an apostille.

Any costs incurred for obtaining a Certificate of Good Conduct / Statutory Declaration must be met by the individual and will not be reimbursed. A risk assessment must be completed and signed off by a member of the School Management Committee. All other pre-employment checks must be completed.

3.7.6. Fitness to undertake the role

A confidential pre-employment medical questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A candidate can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role. The completed medical form is seen by the Recruitment Coordinator. Where an adjustment to the role is needed, the Recruitment Coordinator tells the Line Manager what adjustment is required, not the underlying medical information. The form is held in a sealed envelope on the staff file and access to it is restricted.

3.8. Applicant moving from previous post

A school is not required to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, within the three months prior to the person's appointment, the applicant has worked in a school in England in a role that:

- regularly brought them into contact with children, or
- to which the applicant was appointed on or after 12 May 2006 and which did not regularly bring them into contact with children or young people, or
- was in another institution within the further education sector in England, or a 16-19 academy, involving the provision of education that regularly brought them into contact with children or young people.

Whilst there is no requirement to carry out an enhanced DBS check in the circumstances described above, we carefully consider if it would be appropriate to request one, to ensure we have up to date information. We might decide to still carry out all other relevant pre-appointment checks.

3.9. Agency and third-party staff

If an application has been made through an agency, a written confirmation will be obtained from the agency or third-party organisation that confirms that they have conducted the same checks that the school would typically perform on any individual who will be working at Brockwood Park School. In respect of the enhanced DBS check, the school will ensure that the written notification also confirms the certificate has been obtained by either the employment business or another such business.

If the agency or organisation has obtained an enhanced DBS certificate (with children's barred list information) for the applicant before they begin work at the school, and that certificate discloses any matters or information, the school will obtain a copy of the certificate from the agency. The school will also verify that the person presenting themselves for work is the same individual on whom the checks were conducted.

3.10. Recruitment of Ex-Offenders

Brockwood Park School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The school makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the school to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the school to employ anyone who is barred from regulated activity with children, or who is subject to a court order that prevents them from working with children.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the school. The school will report the matter to the Police and/or the DBS if:

- The school receives an application from a disqualified person;
- Is provided with false information in, or in support of, an applicant's application; or
- The school has serious concerns about an applicant's suitability to work with children

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question.
- Whether the conviction or caution is 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020* (if yes, it will not be taken into account).
- The seriousness of any offence or other matter revealed.
- The length of time since the offence or other matter occurred.
- Whether the applicant has a pattern of offending behaviour or other relevant matters.

- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

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

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

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

3.11. Single Central Register (SCR)

Brockwood Park School maintains a Single Central Register recording all current members of staff, all agency and third-party supply staff, all volunteers, and the Trustees of the Krishnamurti Foundation Trust as the proprietor body. The SCR records the safeguarding and background checks that have been carried out along with the date each check was undertaken/obtained.

4. Induction

We recognise that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. For that reason, ongoing support for all staff will be conducted once an applicant has joined.

All staff and volunteers who are new to the school receive induction training covering their roles and responsibilities, as well as the school's policies and procedures, including the *Safeguarding and Child Protection Policy*, *Staff Code of Conduct* and *Online Safety Policy*, which are sent to them when they join. They are also provided with a link to access the up-to-date version of *Keeping Children Safe in Education*.

Each new member of staff has a staff induction and training record, which sets out the training required of everyone together with any further training the role calls for, the date by which each is to be completed, and the date it was done. The record is kept on the Recruitment GDrive and on the staff file.

The school will also support staff to undertake appropriate training and professional development opportunities to ensure that they offer quality learning and development experiences for students that continually improves.

During the first three months of employment, regular meetings will be held between the new employee(s) and the appropriate manager(s). A probation review meeting will be held after the first six months of employment, at which time it will be agreed whether the employee has successfully passed their probation period, or whether the probation period will continue.

Regular, weekly staff meetings are held for Brockwood Park residential staff to ensure that they have the opportunity to discuss any issues arising, particularly concerning children's development or well-being, to identify solutions to issues as they arise, and to receive coaching to improve personal effectiveness.

5. Safer Employment Practices

Brockwood Park School follows the guidance and recommendations from the UK government, including *KCSIE*, and *ISI* for the safer recruitment and employment of staff who work with children.

All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting teachers, undergo the recruitment procedure as set out in this policy. All Trustees, and volunteers also undergo the recruitment procedure as set out in this policy. Contractors working regularly during term-time, and adult members of the families of members of staff who live on-site at Brockwood, are also vetted. All policies are reviewed annually.

Assurance is obtained that, where they will not be supervised by a member of school staff, appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's students on another site.

The school has a duty to refer to the DBS any person removed from regulated activity, or who would have been removed had they not left first, because they are considered unsuitable to work with children. The referral is made as soon as possible after the person is removed, which includes when someone is suspended, redeployed away from regulated activity, dismissed, or resigns. Referrals on this basis are where the school has concerns that a person has caused harm, or poses a future risk of harm, to vulnerable groups, including children. Where a referral has been made to the DBS, it may also have to be made to the Teaching Regulation Agency (TRA) or Department for Education (DfE). This could be where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The school will refer to Teacher misconduct on the prohibition of teachers (October 2018) and contact the TRA in such cases to seek advice.

A referral is made where the school believes the individual has engaged in relevant conduct in relation to children or adults, or has satisfied the harm test, or has been cautioned or convicted of a relevant offence. The DBS publishes detailed guidance on what each of these means and what information must be provided.

The school carries out fresh checks on an existing member of staff who moves from a role that is not regulated activity into one that is, where there has been a break in service of twelve weeks or more, or where a concern arises about someone's suitability to work with children.

6. Arrangements for visiting speakers

The school has clear protocols to ensure that any visiting speakers are assessed, appropriately supervised and suitable. These can be found in the *Guests and Visitors Policy*. The school's responsibility to students is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the school and universal human values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.