



# Safer Recruitment and Selection Policy

Audience:	Parents Academy staff and volunteers Local Governing Bodies Trustees Regional Boards Local Authorities
Approved:	Local Governing Body NJCC – Trade Union Representatives
Other related policies:	Safeguarding & Child Protection; Behaviour; Code of Conduct; Disciplinary; Whistleblowing; Volunteers and student; Induction; Retention; Data Protection, Visitors and Security; recruiting ex-offenders and safekeeping of disclosures
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# REAch2 Safeguarding and Child Protection policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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## **1. AIMS AND OBJECTIVES**

REACH2 Academy Trust is committed to safeguarding and promoting the welfare of all pupils in its care and the safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The academy expects all staff, volunteers and contractors to share this commitment. The aims of the Safer Recruitment and Selection Policy are to attract the most suitable, high calibre candidates and to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them, by having appropriate procedures in place for appointing staff.

By having a robust recruitment and selection procedure that is followed every time we make a decision to recruit a new employee and by applying the procedures consistently and fairly in line with our Touchstones, will we be able to demonstrate we value the diversity and potential of all our employees and which will help to make each of our academies and the REACH2 Academy Trust an employer of choice.

### **1.1. The aims of our recruitment policy are as follows:**

- 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, not just those protected under the Equality Act 2010;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education 2018 (KSCIE), the Prevent Duty Guidance for England and Wales 2016 (the Prevent Duty Guidance), Childcare Disqualification Regulations 2006, updated August 2018, The Safeguarding Vulnerable Groups Act 2006, Protection of Freedoms Act 2012 and The Police Act 1997 and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks as detailed later in this policy.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. We aim to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.

## **2. ROLES AND RESPONSIBILITIES**

It is the responsibility of the Governing Body to ensure that the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements, and to monitor our compliance with them. It is the responsibility of the Headteacher, Senior Leaders and other designated staff involved in recruitment to ensure that we operate safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work with us, to monitor contractors' and agencies' compliance with this document, and to promote welfare of children and young people at every stage of the procedure.

The Governing Body has delegated responsibility to the Headteacher and other senior staff to lead in all appointments; Governors may be involved in staff appointments but the final decision will rest with the Headteacher or senior staff member

## **3. RECRUITMENT AND SELECTION PROCEDURE**

As an Academy Trust, REAch2 is the employer and is overall responsible for appointments within the Trust and its academies. Under local management the Headteacher and the local governing body is responsible for determining the staffing complement of the academy and appointing staff to work at the academy.

The responsibility for appointments in academies is a delegated responsibility to the Headteacher, excluding appointments to the leadership group. This activity is supported by the Trust's HR Business Partner and the Trust's Recruitment and Resource Manager providing guidance as appropriate.

In the case of Headteacher appointments to Academies or Free Schools, the Senior HR Business Partner will take a lead on the process and will engage with the Chair of Governors through the recruitment process.

## **4. DIVERSITY AND DISCRIMINATION**

The importance of diversity should be taken into account at each stage of the recruitment process. All processes and procedures should be regularly reviewed to ensure any unconscious bias is removed and to ensure talent is not being blocked from entering the organisation. Everyone taking part in recruitment activities such as shortlisting and interviewing should be aware of relevant legislation such as the Equality Act 2010 and the importance of avoiding discrimination.

If the Trust and its academies fail to comply with the Equality Act 2010 they can be open to the following consequences:

- Legal challenges;
- Reputational damage and financial penalties;
- Will lead to claims, litigation, financial loss and damage to reputations and brands

## **5. PRE-RECRUITMENT**

### **5.1. Identifying vacancies**

A vacancy can arise through the resignation or retirement of a member of staff, restructuring or through the creation of new posts. The HR business partner should be informed if a vacancy for Headteacher or Deputy Headteacher arises.

### **5.2. Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the qualification, skills, experience, abilities and expertise that are required to do the job. The person specification should include a specific reference to safeguarding and the suitability to work with children.

All job descriptions should be written in line with terms and conditions within the Burgundy book and the School Teachers Pay and Conditions document (for teachers) and the Green book (for support staff). Copies of model specifications can be obtained from the REAch2 Intranet, your HR Business Partner or the Recruitment and Resource Manager.

### **5.3. Advertising**

To ensure equality of opportunity, we will advertise all vacant posts to encourage as wide a field of applicant as possible. Any advertisement will make clear our commitment to safeguarding and promoting the welfare of children. All documentation relating to applicants will be treated confidentially in accordance with the prevailing Data Protection Legislation applicable to the UK. All vacancies should be advertised on the REAch2 website.

### **5.4. Application forms**

We will use the standard application process as per expected practice for REAch2 Academy Trust schools, with all applicants for employment required to complete an application form containing questions about their academic, full employment history and their suitability for the role. The application form will include the applicant's declaration regarding convictions, as required by the role, and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Incomplete application forms will not be shortlisted and CVs will not be accepted. It is unlawful for us to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

## **5.5. Selecting candidates**

### **Scrutinising and Short-listing**

After the closing date, all returned application forms should be scrutinised by the short-listing panel to ensure that:

- they are fully and properly completed.
- the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.
- any anomalies, discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short-list the applicant.

The shortlisting panel should consist of at least 2 people who will also be members of the interview panel, and this should be done together. All candidates should be assessed equally against the same criteria without exception. The panel should record its decision for each applicant. Keeping Children Safe in Education 2018 makes it mandatory that any appointments of academy staff should be made by a recruitment panel that includes at least one person who has been trained in Safer Recruitment.

## **5.6. Unsuccessful candidates**

Unsuccessful candidates should be contacted as soon as possible. It is good practice to provide feedback where requested. The feedback should aim to help the candidate in future interviews, not to damage confidence.

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

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position. Any convictions disclosed should not be given to the short-listing panel prior to the short-listing process taking place. All successfully shortlisted applicant will be requested to complete a self-disclosure form, and bring to their interview in a sealed envelope. Following the completion of interviews when final appointments are being made only then should the panel be made aware of any candidate's criminal disclosure. Disclosing a criminal background will not be used as a reason to not shortlist a candidate. Having a criminal conviction will not necessarily bar a person from working with children and should not be unreasonably used to discount applications.

## **5.8. Interviews**

### **Invitation to interview**

All candidates and interviewing panel members should be given reasonable amount of notice for the time and date of the interview, this could be included as part of the advert.

All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, for example:

- a current driving licence;
- passport including a photograph;
- a full birth certificate; plus
- a document such as a utility bill or financial statement that shows the candidate's current name and address

### **Interview**

There will be always be a face-to-face interview (which may include the use of video calling), and a minimum of two interviewers will see each applicant. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore the candidate's attitude towards children and young people; and their ability to support the authority/establishment's agenda for safeguarding and promoting the welfare of children. All copies of any notes relating to the short-listing and interview decisions must be retained for no more than 6 months then deleted / shredded. Should any candidate complain of unfair selection or discrimination these notes should be referred to. At least one member of any interviewing panel will have undertaken Safer Recruitment Training.

### **5.9. Offer of Employment and New Employee Process**

In accordance with the recommendations set out in KCSIE 2018 and the requirements of the Education (Independent School Standards) Regulations 2014, we carry out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two written references (one of which must be from the applicant's most recent employer) which is considered to be satisfactory;

Where the position amounts to "teaching work"

- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working or which, in our opinion, renders the applicant unsuitable to work with us;
- being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working or which, in our opinion, renders the applicant unsuitable to work with us;

**All posts:**

- the receipt of an enhanced disclosure from the DBS
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List\*;
- confirmation that the applicant is not 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, this will include all members of the Senior Leadership Team and departmental heads;
- For individuals working with children from birth to the 1<sup>st</sup> September following their 5<sup>th</sup> birthday (Up to and including reception) or later years childcare (this covers children above reception but have not attained the age of 8), childcare provided outside of school hours, the school will require confirmation that the applicant is not disqualified under the Childcare Regulations 2006, updated August 2018. verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- completion of a self-assessment health questionnaire
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- proof of professional qualifications which are deemed a requirement for the post, or which the applicant otherwise cites in support of their application

**5.10. Definitions**

**Definition of Regulated Activity and Frequency**

*A person will be considered to be engaging in regulated activity if, as a result of their work, they:*

- *will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children; or*
- *will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children;*
- *engage in intimate or personal care or, overnight activity, even if this happens only once.*

Regularly means, meaning once a week or more; or satisfies the "period condition", meaning four times or more in a 30-day period;

Overnight means between 2am – 6am

- We are required to carry out an enhanced DBS check for all staff, volunteers and governors who will be engaging in regulated activity. However, we can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

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

## 5.9. References

References must be sought for all individuals who have received an offer of employment. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory, none of which can be from a relative. One of the references must be from the applicant's current or most recent employer. If an individual is new to employment, or there has been a significant break in employment, references can be accepted from a professional who knows the individual e.g. local GP. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. References should cover a minimum of the last 3 years. 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. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Open references should not be accepted if they have 'To whom it may concern' on, no date evidenced or no obvious organisation authorisation, these may have been forged, or may have valuable information missing if it is out of date. Any discrepancies or anomalies will be followed up. Direct contact by phone may be undertaken on a random basis with referees to verify the reference.

## 5.10. DBS (Disclosure and Barring Service) Certificate

### Application

- We apply for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the school which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out a Barred List check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is our policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.
- It is our policy to request a new DBS certificate if they leave employment and then return after a period of 3 or more months. Staff are aware of their obligation to inform the Headteacher or the HR Department of any cautions or convictions that arise between these checks taking place. This is reinforced in performance reviews and annual declarations.
- DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

### Portability of DBS Certificates Checks

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Portability must be applied for within 28 days of application and 30 days after certificate has been issued for a fee of £13/per annum.

### Copies of DBS Checks

The DBS no longer issues Disclosure Certificates to employers, therefore employees/applicants should bring their certificate for the school to view within 7 days of issue and before they commence work or any project. The school does not have to retain a copy of an individual's DBS. If a copy is taken, it must be destroyed within 6 months.

#### Dealing with convictions

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

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

A formal meeting will take place face-to-face to establish the facts with the Headteacher or another designated senior person and/or Human Resources, this will be recorded using the Positive Disclosure form. A decision will be made following this meeting. 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 Headteacher or another designated senior person and/or Human Resources will evaluate all of the risk factors above before a position is offered or confirmed. 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, we may, where practicable and using discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

#### Overseas checks

Applicants who have lived/travelled abroad for more than 6 months within the last 10 years will need to obtain a criminal records check from the relevant country. The applicant may not be permitted to commence work until the overseas information has been received and is considered satisfactory.

#### **5.11. Proof of identity & Right to work in the UK**

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK – a right to work checklist will be used for each new employee; in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. 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.

#### **5.12. Verification of Qualifications and/or professional status**

Applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form. Copies of all relevant qualifications will be maintained on personal files.

### **5.13. Disqualification under the Childcare declarations**

The regulations apply to staff who work in, or are directly concerned with managing:

- Early years provision
  - Covers staff who provide any care for a child up to and including reception age
  - Includes education in nursery and reception classes, and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after-school care provided by the school) both during and outside school hours for children in the early year's age range
- Later years provision (for children under 8)
  - Covers staff who work in childcare provided by a school outside school hours for children under 8, including before-school settings such as breakfast clubs, and after-school provision
  - Does not include education or supervision during school hours, or extended school hours for co-curricular learning activities, such as the school's choir or sports teams

All staff will be expected to complete a disqualification declaration prior to employment, and each year of employment.

### **5.14. Medical Fitness**

We are legally required to verify the medical fitness of anyone to be appointed to a post, after an offer of employment has been made but before the appointment can be confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This 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. We are aware of duties under the Equality Act 2010; no job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

## **6. INDUCTION PROGRAMME**

All new employees will be given an induction programme (the Induction Policy refers) which will clearly identify the school policies and procedures, including the Safeguarding & Child Protection Policy (which will include details of the Designated Safeguarding Lead and Children Missing in Education), the Code of Conduct, Behaviour Policy, and Part One and Annex A of KCSIE (2018), and make clear the expectations which will govern how staff carry out their roles and responsibilities. The individual's line manager will go through the induction pack with all new employees within the first week of their start date. This will be followed up by their line manager throughout their probation period, this documentation needs to be signed by the new employees and their line manager.

## **7. SINGLE CENTRALISED REGISTER**

In addition to the various staff records kept on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. It is the responsibility of the headteacher to ensure this is kept up-to-date. The Single Central Register will contain details of the following:

- all employees who are employed to work;
- all employees who are employed as supply staff whether employed directly or through an agency;
- all others who have been chosen to work in regular contact with children, covering volunteers, Governors, peripatetic staff, contractors and people brought in to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches.

The following information will be recorded on the Single Central Record:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- a section 128 check (for management positions as set out in paragraph 120-121 for independent schools (including academies and free schools));
- further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications, where required;
- a check to establish the person's right to work in the United Kingdom.

The Headteacher, Safeguarding Governor and/or Chair of Governors is responsible for auditing the Single Centralised Register and regularly reporting findings to the Governing Body.

## **8. RECORD RETENTION / DATA PROTECTION**

We are legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, we will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help discharge obligations as an employer e.g. so that we may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained for the duration of the successful applicant's employment. All information retained on employees is kept centrally in the school office in a secure cabinet. The same policy applies to any suitability information obtained about volunteers involved with school activities.

We will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed. The 6-month retention period is in accordance with the Retention Policy.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

## **9. ONGOING EMPLOYMENT**

The academy recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure

## **10. IN TRUST TRANSFERS**

All members of staff are employees of the Trust, and could transfer to another academy within the Trust as a result of redeployment or employee choice. The new academy should receive a letter of confirmation from the previous academy stating the date and outcome of all safer recruitment checks, and confirmation of any concerns relating to the employee conduct and behaviour.

Whereby the employee is moving into a role with additional responsibilities (e.g. Teacher moving into Deputy Head Role) a new Enhance DBS with Child Barred list check should be completed prior to taking up the position.

A new Enhance DBS with Child Barred list check should also be completed for all employees whereby their current DBS is over 3yrs old, or was completed prior to academisation / previous employer.

## **11. LEAVING EMPLOYMENT**

Despite the best efforts to recruit safely there may be occasions when allegations of serious misconduct or abuse against children and young people are raised. Whilst pre-employment checks are undertaken, we also have a legal duty to make a referral to the DBS in circumstances where an individual:

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

If the individual referred to the DBS is a teacher, it may also be decided to make a referral to the Teaching Regulation Agency

## **12. CONTRACTORS, AGENCY AND 3<sup>RD</sup> PARTY STAFF**

The Agency or Contractor, must provide evidence in writing to the academy in which they are placed that they have carried out all the same checks that the academy would have done if they were their own staff (including DBS Disclosure, Identity check, references etc.) prior to any commencing at the academy.

It is the Headteacher and Governors responsibility to ensure that these checks are being carried out and a record of these checks should be maintained onsite in the form of the Company's own safer recruitment policy/ statement or a service level agreement that details that they will undertake checks in line with Keeping Children Safe in Education 2018.

If a contractor working at the school is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school will independently verify the identity of staff supplied by contractors or an agency when they come to the school.

## **13. VISITING SPEAKERS (AND PREVENT DUTY)**

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

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

All visiting speakers will be subject to the school's usual visitors signing in protocol. 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.

The school 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 the school. In doing so the school will always have regard to the **[Visitors and Security Policy]**, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

*"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

In fulfilling its Prevent Duty obligations the school does not discriminate on any grounds.

## **14. REVIEW**

This policy will be reviewed every 2 years, but may be revised more frequently as needed.