



Kingsleighs Equine Education Centre

"A specialist post 16 equine college"

# Safer Recruitment Policy

Reviewed	Date of Next Review	Responsibility
April 2025	April 2027	Director

## Our Mission:

'To allow young people equine opportunities to develop aspirations and define a future'

## Our Values:

- **Teamwork** – we hold ourselves and each other to account and are better when we work together
- **Compassion** – we act with trust, honesty and kindness in everything we do
- **Inclusion** – we treat each other fairly and with respect
- **Innovation** – we encourage thoughtful, creative and aspirational ideas
- **Pride** – we encourage each other to be proud of who we are and what we do

## STATEMENT

Kingsleighs Equine Education Centre is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The Centre is also committed to providing a supportive and flexible working environment to all its members of staff. The Centre recognises that, in order to achieve its aims, it is of fundamental importance to attract, recruit and retain members of staff of the highest calibre, who share a firm commitment to the Centre's core values.

## SCOPE

The Safer Recruitment Policy applies to members of staff directly recruited and employed/engaged by the Centre and its subsidiaries. It also applies to internal appointments.

This policy also applies to those working in regulated activity, including supply or bank staff, service providers who have direct contact with children, volunteers and Council members. Regulated activity is defined as:

- Regular work in schools with opportunity for contact with children (excluding work by supervised volunteers).



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- Unsupervised teaching, training, instruction of, care for or supervision of children; or providing advice/guidance on wellbeing; or driving a vehicle only for children, if done regularly.
- Personal care e.g. washing or dressing; or health care by or supervised by a professional, regardless of how frequently undertaken.

### AIMS AND OBJECTIVES

The aims of the Centre's Safer Recruitment Policy are:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to deter, identify and reject prospective applicants who are unsuitable for work with children or young people;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds, including in respect of any of the protected characteristics as defined by 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), the Disqualification under the Childcare Act 2006 (DUCA), *Keeping Children Safe in Education (September 2020)* (KCSIE), the Independent Schools Inspectorate (ISI) *Commentary on the Regulatory Requirements*, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and relevant guidance published by the Disclosure and Barring Service (DBS);
- to ensure the Centre meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

### CORE VALUES

The Centre has three core values, which underpin our overall culture

- **Integrity** - We treat each other with kindness, sincerity and respect. We are liberal and open-minded, free from prejudice and affectation. We strive to make a positive difference in everything we do.
- **Spirit** - We are determined to explore and develop what excites and motivates us, to fulfil our potential and realise our dreams. We are driven by this ambition.
- **Resilience** - We believe everyone should be empowered and supported to take risks. We are not afraid of setbacks. We learn from our successes and challenges, and through reflection build inner strength. We are curious, adventurous and intellectually agile.



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### **RECRUITMENT AND SELECTION PROCEDURE**

Job applicants will be normally required to complete an application form containing questions about their academic and employment history and their suitability for the role. Information provided via their application form may be cross-referenced with their nominated referees. Incomplete application forms will not normally be considered. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae may be accepted in addition to the completed application form.

Application forms, job descriptions and the Centre's Safeguarding and Protecting Children Policy are available up on request.

If the applicant is shortlisted to progress their application, relevant skills, knowledge and experience will be discussed in more detail, in addition to safeguarding awareness, values, and their motivations for working at the Centre.

Candidates will normally be interviewed by a minimum of two panel members, including at least one who has completed safer recruitment training. In some instances, a separate safeguarding interview may be required. Where appropriate, assessments and/or other practical exercises also may form part of the selection process.

Any offer of employment made will be conditional on the following:

- the successful completion of all regulatory vetting checks;
- the successful completion of any other background checks deemed reasonable by the Centre;
- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Centre's standard terms and conditions of employment.

The policy on the recruitment of ex-offenders can be found in Appendix 1. For further information regarding the pre-employment checks undertaken can be found in Appendix

### **2. REFERRALS TO DISCLOSURE AND BARRING SERVICE (DBS) AND TEACHING REGULATION AGENCY (TRA)**

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the Centre also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the Centre despite being barred from working with children; or
- has been removed by the Centre 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.



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If the individual referred to the DBS is a teacher, the Centre may also decide to make a referral to the Teaching Regulation Agency.

### **REGULATED SERVICE PROVIDERS (CONTRACTORS AND SELF EMPLOYED), AND AGENCY STAFF**

The Centre requires written confirmation from the Regulated Service Provider that it has completed these checks on all of those individuals whom it intends will work at the Centre before any such individual can commence work at the Centre.

Self employed Regulated Service Providers may not be able to carry out the required employment checks, and so the Centre will undertake these on their behalf, subject to a discretionary fee.

Agencies who supply staff to the Centre must also complete the pre-employment checks which the Centre would otherwise complete for its staff. Again, the Centre requires confirmation that these checks have been completed before an individual can commence work at the Centre.

The Centre will independently verify the identity of individuals supplied by Regulated Service Providers or an agency, and requires the provision of the DBS disclosure certificate before those individuals can commence work at the Centre.

Contractors who are not working in student facing roles, but who may regularly or frequently be working unsupervised in areas where students study, will be required to demonstrate to the Directors that their staff or subcontractors have an Enhanced DBS with barred list.

### **VOLUNTEERS**

The Centre will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the Centre.

Under no circumstances will the Centre permit an unchecked volunteer to have unsupervised or sustained contact with pupils.

Council members will be subject to the wider range of checks as are required under KCSIE.



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### **INTERNAL APPOINTMENTS**

Successful internal candidates who are moving to new departments within the Centre, or who are taking on roles with greater responsibilities (e.g. Head of Department) will not be confirmed in role until a satisfactory internal reference has been received, and any additional checks which may be required for the role have been completed (e.g. Prohibition from management check or childcare disqualification declaration). Whilst not needed for the majority of internal job changes.

### **DATA PROTECTION**

The Centre is legally required to undertake a number of pre-employment checks prior to a new member of staff beginning work. Candidates will be required to provide certain information to enable the Centre to carry out the checks that are applicable to their role.

The Centre will be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the Centre not being able to meet its employment, safeguarding or legal obligations. The Centre will comply with its legal obligations under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR) and will process pre-employment information in accordance with its Staff Privacy Notice.

If the applicant is successful, personal data gathered during the recruitment process (except DBS information) will be transferred to the new employee's personnel file and retained during their employment. DBS certificate information will not be kept any longer than is necessary, usually six months after the commencement of employment.

If the applicant is unsuccessful, personal data gathered during the recruitment process will be retained for six months. This retention will allow the consideration and resolution of any disputes or complaints or be used for the purpose of completing safeguarding audits. Once the retention period has elapsed, the Centre will ensure that any personal data is securely destroyed.

Details about how the Centre processes employee data are set out in the Staff Privacy Notice.



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**APPENDIX 1 - POLICY ON THE RECRUITMENT OF EX-OFFENDERS**

The Centre will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The Centre makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the Centre. Each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within the Centre are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Further information on DBS filtering can be found here:

[New filtering rules for DBS certificates \(from 28 November 2020 onwards\)](#)

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.



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It is unlawful for the Centre 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 at the Centre. The Centre will make a report to the police and/or the DBS if:

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

### **ASSESSMENT CRITERIA**

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 Centre will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- 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; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the Centre's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- 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, the , deception or fraud.

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

If the post involves some driving responsibilities, it is the Centre's normal policy to consider it a high risk to employ anyone who has been convicted of drug or drink-driving or other serious driving offences within the last ten years.



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### **ASSESSMENT PROCEDURE**

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 Centre will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Directors of the Centre 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, the Centre 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.

### **APPENDIX 2 - FURTHER INFORMATION ON THE TYPES OF CHECKS UNDERTAKEN**

In general, regulatory checks are carried out by the Centre itself. However, checks for temporary and supply staff will be undertaken by the agency or employment business through which they are engaged, with the Centre receiving confirmation of completion in writing prior to the commencement of assignment.

#### **Identity/Right to work in the UK**

The Centre requires to see original copies of proof of identity and, if applicable, the right to work in the UK. Candidates invited to interview will be asked to bring these with them, so that the Centre can verify identity and working status. No copies will be taken at this point, and so successful candidates will be asked to provide these again for the purpose of pre-employment checks.

For the DBS application, copies of documents showing any legal changes of name will also need to be provided.



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### **Enhanced DBS and the update service**

The Centre requires all members of staff, supply staff, service providers, unsupervised contractors and certain volunteers to undertake an enhanced disclosure from the DBS.

If the individual is starting work within the Centre or its subsidiaries within three months of working:

- in a school in England in a position which brought them regularly into contact with persons aged under 18; or
- in an institution within the further education sector in England, or in a 16-19 Academy, in a position which involved the provision of education and caring for, training or supervising or being solely in charge of persons aged under 18

they may not require a DBS check under the three-month rule (KCSIE). In this instance, a separate Barred List check will be carried out and a reference sought from the relevant school or institution. The three-month rule does not apply to supply staff or volunteers, which include Council members.

Staff waiting for the DBS certificate will only be able to start working on the Centre campus, under a risk assessment, in exceptional circumstances.

Applicants living overseas can find further advice on applying for an enhanced disclosure from the DBS [here](#).

### **Children's Barred List (previously known as List 99)**

The enhanced DBS checks required by the Centre and its subsidiaries normally contains information on whether the individual is on the Children's Barred List.

It is Centre policy to carry out a separate check of the Barred List as soon as an offer is made, and normally this is made prior to the receipt of the DBS check. We will also check the Barred List where there is no requirement to carry out a DBS check due to the individual having worked within a School, 16-19 Academy or Further Education Centre in England within the three months prior to starting with the Centre or its subsidiaries.

### **Qualifications**

Original certificates for "appropriate" qualifications of all staff and service providers must be viewed and copied.

"Appropriate" qualifications are those stipulated for the role, and/or claimed by an individual and/or which influence the appointment decision.



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### **References**

It is Centre policy to require a minimum of two satisfactory references, one of which should always be from the current (or most recent employer if not currently working). If suitability would be better assessed from another recent employer (e.g. where the most recent employment was a very short-term, non-education related role), this reference will normally also be sought.

Employment start dates will be delayed where the minimum two references have not been received, including current or most recent employment reference, unless there is good reason not to delay.

Where the individual has spent a period of three months or more outside of the UK within the past five years (or up to ten years, if the period outside the UK was significant), a reference will normally be sought for this period, if possible.

Where no previous employment has been undertaken, character and professional references will normally be taken from previous academic institutions or other relevant bodies (e.g. clubs and associations with which the individual has held membership status or has volunteered).

In some circumstances, such as for clarification, it may be appropriate for the Centre to speak to the referee following receipt of the reference.

All referees will be asked to confirm employment dates (if relevant), whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism"

### **Employment History**

The individual's full employment history must be provided, including a written record explaining any gaps of a month or more in employment history since the age of 16.

### ***Medical fitness***

The Centre requires individuals to complete the medical declaration form prior to starting work with the Centre.

If the individual is unable to declare themselves fit to work, or requires any reasonable adjustment, they will be required to fill out a medical form which is sent to the outsourced occupational health provider for assessment.

The Centre 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, considering reasonable adjustments and suitable alternative employment



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### **Prohibition from teaching**

It is Centre policy to carry out the prohibition from teaching check on all staff, supply staff, service providers and Council Members who work with the Centre, in addition to those who carry out 'teaching work'.

### **Prohibition from management**

The Centre will carry out a prohibition from management check (also known as a s128 check) on anyone involved in the management of the Centre (i.e. Council members, Heads and Bursar, SET, SLT, SMT and other Heads of Department). This includes internal promotions into these groups.

NB: "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.

### **Overseas Checks**

Staff, supply staff, service providers and Council members will require an overseas check if they are or have been resident outside the UK for more than three months within the past five years and as a consequence, obtaining a DBS certificate would be insufficient to establish their suitability to work at the Centre or its subsidiaries.

Where a significant period has been spent overseas within the last five to ten years, the Centre will consider on a case by case basis whether an overseas check would be appropriate for that period.

The Centre 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 the Centre will seek to obtain further information from the country in question, and in any event, a reference from any employment, study, or volunteering undertaken in that country will be sought. If a satisfactory reference is obtained the Centre may allow the applicant to commence work pending receipt of the formal check if the applicant is considered suitable on the basis of the information the Centre has obtained. All suitability assessments must be documented and retained on file. Continued employment will remain conditional upon the Centre being provided with the outcome of the formal check and it being considered satisfactory by the Centre.

If the formal check is delayed and references are not available the applicant's proposed start date may be delayed until the formal check is received.



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If no information is available from a particular country the Centre will carry out an assessment of whether the applicant is suitable to work at the Centre on the basis of all other suitability information that has been obtained. The Centre will take proportionate risk based decisions on a person's suitability in such circumstances. All suitability assessments must be documented and retained on file.

In addition, where an applicant has carried out teaching work outside of the UK, the Centre will ask the applicant to provide proof of their past conduct as a teacher by obtaining a letter of professional standing from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher. The Centre will also ask the applicant (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work.