Safer Recruiting Policy and Visitors

Clarity Independent School

Bridge Barn Farm
Woodhill Road
Sandon
CM2 7SG

Clarity Independent School is committed to safeguarding...

"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."

Clarity Safeguarding Policy September 2026

Written by Debbie Hanson
Head Teacher and Proprietor

This is version [10.3]
Written: 11.1.19
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Name: Debbie Hanson

Bridge Farm Barn, Woodhill Road, Sandon, Chelmsford CM2 7SG Tel: 01245 408 606 admin@clarity.essex.sch.uk DfE: 881/6073

General Principles

Clarity Independent School recognises safer recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in the school are suitable to do so, and do not pose any kind of risk to children.

Clarity Independent School will follow the Keeping Children Safe in Education guidance (KCSIE, DfE) and each annual update.

Although the Head Teacher will have day-to-day responsibility for the recruitment of staff, maintaining an overview of recruitment systems in order to scrutinise practise and ensure all statutory checks are carried out, the Senior Leadership Team (SLT) will also assist and support in recruitment, and ensure staff work to current safeguarding guidance and regulations.

All job advertisements and application material will clearly state that the role is subject to the satisfactory completion of safer recruiting procedures, and that applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.

Staff who normally sit on interview panels will be trained in safeguarding interviewing techniques and no interview should go ahead unless at least one member of the panel has undertaken safer recruitment training. Accredited Safer Recruitment Training is offered through the accredited training providers, usually; Educare, The key or Peninsula HR.

Clarity Independent School will carry out extensive checks and enquiries on applicants for all positions, including: voluntary and support roles (except 1. A parent voluntarily supporting their own child and 2. Young people conducting work experience that does not fall under regulated activity); governance roles / equivalent, (e.g. trustees / leadership); and those involved in the management of the independent school, in accordance with statutory requirements.)

No staff member, volunteer, governor / trustee or anyone involved in the management of our school, will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed, unless they are fully supervised at all times by a member of staff whilst awaiting the arrival of their DBS certificate (in the case of delays), and in which case, an online Children's Barred List Check will be undertaken prior to their first day in accordance with KCSIE. (Please note, volunteers are no longer able to be supervised in lieu of a DBS, they are now subject to enhanced DBS checks with a barred list check, for all regulated activity.)

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Checks will be taken out again on existing staff, if it becomes necessary, where concerns arise regarding their suitability to work with children, or a person moves into a post that is a regulated activity. A further full DBS check is also conducted routinely every 3 years.

Existing or new staff members will be referred to the Teaching Regulation Agency (TRA) and Disclosure and Barring Service under guidance of the LADO (Local Authority Designated Officer), if they meet the criteria for disbarring.

All staff / people working in regulated activity in the school, must disclose any close personal relationships with individuals who may pose a risk to children, so that appropriate protections can be put in place.

No vetting or employment checks can ever replace the need for a continuous open, transparent, honest workplace culture where safe practices working around and with children are honoured and implemented on a daily basis, and where staff feel free to whistle blow where necessary, without fear of retribution or reproach, so that safest practises can be observed, monitored and followed.

Once employed, staff are provided with the Staff Handbook, detailing our code of conduct, and it is a school-wise expectation that all staff work in accordance with it.

Newly appointed staff are also taken through a robust induction process within the first month of employment. During this, a thorough checklist of activities is conducted, and both employer and employee sign to agree when the list is completed.

Application Process

A standard application form is used for all applicants for comparison purposes and to ensure that all necessary information has been provided. This is the initial part of our thorough screening process for suitability to work with children – if the application does not project an interest in, and promote the wellbeing of, children, it will be rejected.

Incomplete applications, or applying by CV only, will not be considered.

Applicants are provided with the job description, person specification, GDPR Privacy Notice for Job Applicants and our school Safeguarding Policy when applying for a post.

They must sign their application form in person, when attending the interview, if they submitted their application electronically.

Single Central Record (SCR)

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The Head Teacher will be responsible for keeping a single central record (SCR) of all staff, contractors and volunteers who work at the school, detailing the documents seen (by whom, and the dates seen) and held, with the assistance of the Business Manager. A record of any training conducted is also held separately and timed alerts are automatically generated when a staff member's training is due for update.

The single central record includes details of all checks carried out and the outcome of these checks or any certificates obtained in the format shown at the Appendices.

Where the school has salaried trainee teachers, the school will ensure that all necessary checks are carried out on the trainees, including DBS checks, and that the outcome of these checks is recorded on the single central record.

Checks to be Taken Out on Prospective Employees

Please see most up to date guidance on gov.uk regarding different ID routes for proof of ID for DBS checks, which the school follows. Please see this link:
https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021
(updated 10th July 2026)

Clarity Independent School will verify the following information for all new staff:

- SLT and office staff with responsibility for carrying out recruitment checks, will ensure they take a photocopy of any relevant documents, and sign and date as proof that the *original* document has been seen, where the applicant agrees that such data can be held. The copy must be named, dated and signed by the person who scrutinised the original document. *No copies of documents will be accepted in lieu of seeing the original.*

- Downloaded documents, instead of physical copies, e.g. electronic bank statements and mobile phone bills, will not be accepted as proof of address.

- Copies of ID documents are stored securely in the applicant's private HR e-folder in accordance with the school Data Retention Policy.

- The applicant's identity must be verified from their passport or other suitable photographic ID route on the above gov.uk website, and proof of address over a history of the past 5 years must be provided. If a birth certificate is used but the person has since changed their name, updated ID documents, suitable for the relevant group will be sought, e.g. marriage certificate.

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- The applicant's right to work in the UK must be evidenced through documentation. Only original documentation should be accepted and its validity checked in the presence of the applicant.

- The applicant will be asked to sign their application form by hand when they arrive at interview, if they submitted it electronically, to confirm the contents are true and accurate.

- A self-signed SD2 form will be completed by the applicant as part of the application process, separate to the application form, which details specific questions about criminal convictions, warnings, reprimands and a declaration that there is nothing the person is aware of that would make them unsuitable to work with vulnerable people.

- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list, including for volunteers in regulated activity. We use https://dbschecks.essex.gov.uk (types of compliance checks) for assistance on which check is necessary to conduct for staff. If the applicant will begin work before an enhanced DBS check can be completed, a separate barred list check will be obtained via the gov.uk website.

- A fit to work check will be conducted, usually using the same DBS online software (or alternatively through a Health Questionnaire) to ensure the person's health is at a satisfactory level to work with children and in challenging environments where resilience is required.

- Online searches, e.g. on social media, will be made to check suitability of the applicant relating to safeguarding. (These checks will not be used to shortlist the candidates based on protected characteristics.) This helps to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

- In the case of teaching staff, checks will be made on the applicant's academic and vocational qualifications, QTS / QTLS and further checks made on gov.uk website to ensure they are not prohibited from teaching under a teacher prohibition order by either the GTCE or Secretary of State. https://www.gov.uk/guidance/check-a-teachers-record has replaced the previous route (TRA's Teacher Employer Access Service.)

- In the case of leadership staff, a Section 128 Direction check will be made on the applicant. If for regulated activity, it will be made through an enhanced DBS check,

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selecting 'Child Workforce Independent Schools' from the list on the DBS application, as the position being applied for. If not for regulated activity, or the post holder does not need to hold a relevant teaching qualification, the check can be performed through the DfE sign in portal.

- Where the applicant has been living or working abroad for more than 1 year since the age of 10, similar enquiries will be made in the country of origin relating to the applicant's qualifications and suitability to teach. Home Office Guidance provides detailed information on how to obtain criminal records information from different countries. The Embassy or High Commission of the country they were working / living in can also be contacted, or Foreign Commonwealth and Development Office Response Centre helpline 020 7008 1500.

Schools/colleges should be aware of the following central government guidance:

The need for employers to hold a 'worker license' / 'employer license' to sponsor an employee from overseas, plus other Visa types available. Recruit teachers from overseas - Publications - GOV.UK.
https://www.gov.uk/guidance/recruit-teachers-from-overseas (Published 16.9.20, updated 21.1.26)

Criminal records checks for overseas applicants - Publications - GOV.UK (https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) (Last updated 31.1.25)

International Teacher Recruitment

We follow the published guidance for schools on recruiting teachers (21.1.26) and initial teacher training providers on recruiting trainee teachers (18.12.25) who are not UK or Irish nationals and how schools can get help from the Department for Education's (DfE's) international teacher recruitment programme.

Applicants for teaching jobs from overseas need a visa or other immigration status allowing them to work in the UK. This includes those from the European Economic Area (EEA) and Switzerland.

Applicants already have the right to work in the UK if they:

- are Irish citizens
- have settled or pre-settled status under the EU Settlement Scheme
- have indefinite leave to remain in the UK

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Most other applicants will need a skilled worker visa, which the school must sponsor as their employer (alternatively, the sponsor can be the local authority.) In order to do this, the school will apply to become a licensed work sponsor; a 'worker licence', sometimes referred to as an 'employer licence'. The guidance for this is covered in UK visa sponsorship for employers.

References

Reference requests will have attached to them, the Job description and Person Specification, and will request the referee's opinion about the applicant's suitability for the post itself and to work with children and young people. References are sought using the Clarity reference request template, so that all the relevant information requested is provided.

Applicants will be asked to provide a full employment history and details of at least 2 referees, one of which should be their current / most recent employer and at least one should be from (their most recent) school(s) and both within the last 6 years.

Referees should be a senior member of staff with a responsibility for HR (so that they are aware of any safeguarding concerns re the applicant) and the authority to provide references, e.g. Headteacher, Chair of Governors or HR Manager.

References are sought *before* the interview takes place to allow any concerns to be explored further at interview. The application form states this so that the candidates are informed. Referees will be contacted to resolve any issues that emerge from the references provided. If an applicant does not consent to reference being sought *prior to* interview, they will be sought afterwards, with consent, and any issues emerging will then be followed up with the applicant by phone before offering a position. Applicants who do not consent to references being taken at all, will not be considered suitable for employment at Clarity.

Where a reference is not possible to obtain, for example where a candidate has been employed for over 6 years in the same school and their previous Headteacher has moved on, and the new Headteacher does not know them, a factual reference confirming essential factual information and whether they held any concerns about safeguarding, will be requested from the current Headteacher / HR manager (in the position of knowing the full and formal history about the candidate's conduct at work). In addition, a risk assessment may be conducted to decide upon the safety of employing the candidate. In these cases, enhanced supervision of the candidate will be put into place to allow increased opportunity for whistle blowing procedures to be followed where necessary.

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Where a candidate is not currently employed, verification of their most recent employment, employment dates, and reasons for leaving are obtained from their last employer.

Where a candidate does not give their most current workplace as a referee, they will still be contacted to verify that the applicant is employed there, and whether there are any safeguarding concerns held about the applicant relating to working with children / vulnerable people.

References are requested directly from the referee. References from colleagues or family / personal friends will not be acceptable.

Any information provided by applicants as part of an application process will be verified with independent sources and any reference received electronically will be checked to verify the originating source.

Health

A fit to work check / health questionnaire is carried out once the applicant has been offered the post. Enquiries will be made regarding the applicant's state of physical and mental health to the extent that it may affect their capacity to carry out their role, via a health questionnaire (the applicant completes this themselves). Following this, should health difficulties requiring specific first aid procedures, concessions, medications or considerations at work over and above that usually provided as part of our day-to-day staff support, an Individual Risk Assessment and Individual Healthcare Plan may be written.

DBS Checks

In order to ensure that people who apply to work at Clarity Independent School are suitable to do so and are not barred from working with children, the school will apply to the Disclosure and Barring Service (DBS) for police checks and other barred list information as part of the recruitment process.

Checks with the Disclosure and Barring Service (DBS) will be carried out at the level appropriate to the candidate's role in the school and in relation to regulated activity (see section 'DBS Checks').

We use the Essex County Council eDBS online service for our DBS checks.
https://secure.mapitandgo.co.uk/cgi-bin/crb/index_eR2.pl?C=CBS2000&P=INDEX_eR2&LP=https://secure.mapitandgo.co.uk/sites/cbs2000/indexp_eR2.html

Full enhanced DBS checks which include barred list checks will only be taken out on individuals who are involved in Regulated Activity (including volunteers in regulated

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activity). This is defined as close, unsupervised contact on a regular basis involving activities such as:

- teaching
- training
- supervising
- care
- guidance and advice
- driving a vehicle
- personal or intimate care

The activity must be carried out regularly as part of the staff member's day to day responsibilities and the checks will be reasonable to safeguard children.

Full DBS checks with barred list checks will also be carried out on unpaid volunteers who regularly (more than 3 days in any 30 days) work at the school (regardless of supervision), whose work (is regulated activity) and hence means they have an opportunity for regular contact with children and is in a teaching / training / instructing / caring / supervisory or overnight capacity.

Other staff and contractors who have opportunities for regular contact with children but do not carry out a regulated activity will be subject to an enhanced DBS check but **not** barred list checks. The original must be provided by the contractor for viewing by the office staff or Headteacher before working at the school (see 'Contractors' Verification Checklist' section).

Decisions on whether a person is carrying out a Regulated Activity or whether their role provides opportunities for regular contact with children requiring a DBS check will be made by the Head Teacher, and the following will be taken into consideration when deciding on this:

- the age of the children
- their level of vulnerability
- the numbers of children in the group
- the nature of the role
- opportunities for contact with the children

Regulated Activity (Requires DBS and Barred List Check)

1. What will the work involve?
    a. Teaching, training or supervising children?
    b. Supervised?

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   c. Frequency –one day a week or more, or 3 or more days in a 30-day period, or overnight in the same establishment (we do not currently provide overnight care.)
   d. Provision of health care or personal care to a child?

2. Where will the work be carried out?
   a. A specified place e.g. the school
      AND
   b. Be done frequently (same definition as above)
   c. By the same person engaged in work for, or in connection with the purposes of the establishment
   d. Give the employee an opportunity to have contact with children

3. Exceptions to this group are:
   a. Activity by a person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of children)
   b. Volunteering (when not regulated activity)
   c. Activity undertaken regularly in a number of establishments, but only infrequently in each: each establishment is only arranging the activity infrequently, so each establishment is not a regulated activity provider in relation to that activity

Staff or volunteers carrying out Regulated Activity will require an enhanced DBS and Barred List check.

Clarity Independent School has robust procedures for day to day staff management, and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

Clarity Independent School will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure.

Non-Regulatory Activity

The following activities are NOT classed as Regulatory Activity by the DBS (i.e. not requiring DBS or Barred List check)):

- Family arrangements and personal, non-commercial arrangements, e.g. looking after the person's own or a friend's child unpaid
- A person within a group assisting another member of the group (termed 'peer' exemption)

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- Incidental contact – the presence of children is unforeseen and the activity is not being provided to children

Contractors Hired Directly

A 'Contractor Verification Checklist' is completed for each contractor hired to work in the school, but not employed by the school, which contains a checklist of ID and safer recruitment documents to be checked prior to their arrival.

Please see our 'Contractor Verification Checklist' in the Appendix for more details. These details are recorded on the SCR.

The green paper original copy of the worker's DBS must be seen by Clarity office staff or the Headteacher in order to verify its credibility, that barred list checks have been completed and to see that it contains no information.

A photocopy is taken, signed and dated as seen and is held securely for up to 6 months.

If the original DBS is older than 2 years, an online DBS update check is completed (should the person be subscribed to the online service) to check for any more recent convictions or updates to the information on the original certificate. The green paper original copy of the *same* DBS must be seen, scanned into storage and signed and dated by the member of staff completing the check. Usually, a fresh DBS would be completed when starting work at Clarity.

The name and date of the person viewing the original DBS certificate and / or the online update, along with the certificate details, will be recorded on the SCR.

Before the Contractor / Agency Staff visit, they will also be provided our 'Contractors before visiting our school procedures summary' document, which details everything they need to know about visiting our school. (Please see Appendix.)

Data Storage

Clarity Independent School will keep copies of the following documents in staff personnel files:

- Documents used as proof of identity such as passports or driving licences according to the guidance at https://www.gov.uk/government/publications/dbs-identity-checking-guidelines (updated 10.7.26)
- A copy of the DBS certificate for up to 6 months (but all other documents relating to the DBS check must be destroyed)

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• Documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers). https://www.gov.uk/view-right-to-work

Third Party Contractors and Agency Staff

Where staff are recruited via third parties such as employment agencies, or contracted in via other companies, the Head Teacher will:

- seek written confirmation from the agency / employer that they have carried out all necessary vetting checks on the individual, including right to work in the UK and working / living abroad for more than 1 year since the age of 10, checked qualifications and references gained
- request written confirmation of the outcome of all checks
- request written confirmation that an enhanced DBS certificate has been received by the agency and contains no information (and keep a copy of this DBS for up to 6 months as per the Independent School Standards)
- request written confirmation that the agency / employer will inform Clarity if anything changes on the status of their checks once completed
- check the identity of agency staff / contractors via photo ID when they first present for work to ensure they are the person against whom the checks were taken out

Visitors

Visitors to the school include: parents; carers; people visiting staff only (and not working with children); or people visiting the children but not spending any unsupervised time with them from when they arrive to when they leave. They are not employed or paid by the school.

Visitors are only permitted to visit the school by prior appointment, except for police, registered school inspectors (such as Ofsted and the ISI) and social carers.

Where visitors are not a parent / carer known to the school already (e.g. a relative to the child), we will check the visitor's name and photo ID at the gate on the day of their visit before entry), that their business or reason for visiting is legitimate and that the standards of their work (if relevant) are sound and suitable for sharing with the school community, including relating to equality and diversity. They will be supervised throughout their visit.

Should a member of staff wish to receive a visitor to the school, they must receive permission from the Headteacher and alert the Office staff 2 weeks beforehand, of their intention to host their visitor, the date, time, person's name, reason for their visit and safer recruitment checks completed where necessary, to be authorised for their visit. This is also

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essential so that parking accommodations can be made, as onsite parking is limited and the children can be prepared for a visitor in school.

Before their visit, they will be provided our 'Specialists and visitors - before visiting our school procedures summary' document which details everything they need to know about visiting our school. (Please see Appendix.)

Volunteers

The Head Teacher will ensure that the following are carried out in relation to unpaid volunteers, such as parents (unless only providing help in the capacity of supporting their own child), who accompany pupils on school outings or provide help in the classroom:

- All volunteers will be required to undergo a recruitment process, application form, including interview, satisfactory references, DBS checks (and lived or worked outside the UK checks) and other checks that are appropriate and proportional to the duties assigned to them.

- Volunteers who are carrying out a regulated activity with children (e.g. teaching / supervising / personal care etc.), should be subject to an enhanced DBS check, including barred list information.

- New volunteers who are not carrying out regulated activity but who have an opportunity for regular contact with children will be subject to an enhanced DBS check, but this may not include a barred list check.

- For other volunteers who are not carrying out regulated activity and do not have regular contact with children, the Head Teacher will carry out a risk assessment to decide whether an enhanced DBS check should be carried out depending on:

    - the nature of the role
    - what information is already known about the volunteer
    - what references from work or volunteering activity the volunteer has provided regarding suitability
    - whether the role is eligible for an enhanced DBS check

Clarity Independent School will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience.

All volunteers will be fully inducted in relation to all school policies and procedures.

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Independent School Management

The Head Teacher has an enhanced DBS check and Barred List Check conducted by the Secretary of State. The Head Teacher will be carrying out regulated activity within the school on a day-to-day basis.

Alternative Education Provision

If there is a need to place a pupil with an alternative education provider, Clarity Independent School will obtain written confirmation of the provider's safeguarding and child protection policies and ensure that appropriate safeguarding checks on individuals working at the establishment have been carried out. Please see our 'Offsite Provision / Outreach Policy' for more information.

Overall responsibility for Safer Recruiting in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson.

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Clarity Independent School

Appendix 1:

Version 9 Sept 26

Contractor Verification Checklist – Sept 26 Onwards

IMPORTANT - Once completed, save in HT Inbox as:
'DH Contractor suppliers' checklist [company / specialist name] date DRAFT'.
Email DH to check 2 weeks prior to their visit.
DH to add to the SCR before contractor attends the school.

Contractor / Professional's Name:		**Company Name:**
Key to instructions table:		
Contractor is **self-employed**: Y/ N (Complete these coloured checks)	Complete these checks if either employed or self-employed	Contractor is **employed**: Y / N (Complete these coloured checks)

Checking for	**Document(s)**	**Action**	**Completed**
ID of person; face matches name	Photo ID e.g. driving license / passport	Check photo ID by email beforehand and ask them to also PROVIDE ORIGINAL AT THE GATE UPON ARRIVAL before letting in. Check the name, DOB, take a scanned copy (PDF), date and sign the copy electronically or complete template if contractor does not wish photo data to be held.	Date:
	Company ID (e.g. photo badge / photo lanyard. NB if lanyard does not have photo use ID as well.		Date:
ID of company is legitimate	Company address (not contact form) on the company's website, check it exists on google maps, Tel (landline best, call the no. if an employee answers it's more likely to be legit than family member), website and professional registrations	Ltd: Confirmed on Gov.uk / Companies House as registered company, save page as PDF, date sign. If not Ltd, check FCA https://www.fca.org.uk/firms/financial-services-register register enter name and postcode (might not be registered on here though).	Date:
		If self-employed, check FCA register, or companycheck.co.uk, or ask for their proof of HMRC submission / tax return request or receipt, download as PDF, date, sign. Check the FSE prohibitions list.	Date:
Right to work in the UK	UK Passport or Birth certificate see gov.uk for guidance.	If employed, get email confirmation that employer has completed this check – SEE QUESTION WORDING ON WORD DOCUMENT IN POLICY FOLDER	Date:
		Name, surname, DOB, address match other ID documents and in date, and ID provided is for the UK. Use Government Right to Work code where necessary, download authorisation, save, sign and date PDF.	Date:

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Have they lived / worked outside the UK **for more than 1 year since age 10?**	Work summary / CV / on application form. Confirmation in writing by contractor of their employer.	Ask for written confirmation from their employer.	Date:
		Ask for written confirmation from them directly. Check their work summary / CV for any variations from the narrative if applicable.	Date:
Person doing work is qualified and not prohibited from teaching if applicable (if teaching work is undertaken)	Certificates of qualifications	Ask employer to confirm in writing that they have checked the person's qualifications are valid and suitable for the role	Date:
		Take a scanned copy of original certificates, date and sign the PDF copy and save to file	Date:
	Accreditation certificates relevant to profession e.g Boiler safe, electrical safety, MHC if medical staff etc. QTS / induction (curriculum) and prohibition from teaching via DfE login, if teaching activity is taking place in any way.	Ask employer to confirm in writing that they have checked the person's accredited qualifications are valid and suitable for the role	Date:
		Take a scanned copy of accredited qualifications, date and sign the PDF copy.	Date:
Person doing work is insured	For working outside their place of work: Public liability insurance certificate	If employed, employer to supply written confirmation they have current insurance in place.	Date:
		Check it is in date scan a PDF copy, date, sign.	Date:
	To give advice, teaching / training and/or diagnoses: Professional indemnity insurance	If employed, employer to supply written confirmation they have current insurance in place.	Date:
		Check it is in date scan a PDF copy, date, sign.	Date:
	As an employee of that company rather than owner/director: Employers' liability insurance	If employed, employer to supply written confirmation they have current insurance in place.	Date:
		Check it is in date scan a PDF copy, date, sign	Date:
Is experienced, has good feedback	References sought from previous schools if possible / from a professional website they are registered to. (Try Trustpilot, Trust a trader etc.)	(References from staff members who know the person well, if personally recommended, are permissible)	Date:
Safe to work near children, DBS and barred list	**KCSIE 26 page 79:** Regulated activity (provides regular contact with children, see below for exact definition) requires an enhanced DBS with barred list check. Regular contact with children but **not** regulated activity (see below) requires an Enhanced DBS without a barred list check. No contact with children = does **not** require a DBS to be undertaken.	Ask employer / agency for written confirmation that they have sought an enhanced DBS check with barred list, and seen the original, and that it is clear. **THEY MUST ALSO SEND DH A COPY OF THIS CETIFICATE BEFOREHAND AND BRING THE ORIGINAL GREEN PAPER COPY WITH THEM ON THE FIRST DAY BEFORE WE CAN LET THEM WORK WITH CHILDREN.** Ask them to confirm that they will update the school if there are any changes.	Date:
		Produces green paper original DBS by email prior to visit **and brings the original on the day** for office to take a PDF copy, sign, date and file upon arrival.	Date:

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Further Actions 2-3 days prior:	
Send the Specialists and Visitors 'Before visiting our school' document (Safer Recruitment Policy)	Date:
Please notify them of the following if employed: Employing company may be contacted to determine whether the professional is working within their company code of practice.	Date:
In case of contact with children, ask them to email their photo beforehand so we can use it to prepare the children for their arrival. Sent request (date):	Arrived (date):

Notes regarding which insurance to check:

- Professional indemnity (PI) insurance is a commercial policy designed to protect business owners, freelancers and the self-employed if clients claim a service is inadequate. Any organisation which provides a professional service or gives advice could be sued if the recipient is unhappy with their work. A customer might say you were negligent, delivered the wrong training or made a mistake which cost them money. Indemnity cover, also known as professional liability insurance, is designed to safeguard service-based enterprises, come what may. As a professional, you take pride in doing great work, but if disagreements occur, this cover handles the cost of putting things right – including legal fees
- Public liability insurance is a type of insurance for businesses of all sizes, across a variety of industries. It covers you if a client or member of the public claims they have been injured, or their property damaged, because of your business activities.
  This type of insurance is designed to protect business owners against claims that result in legal proceedings. If a claim does become a legal matter, a policy will cover the cost of these expenses, including any compensation you are required to pay.
- Employers' liability insurance safeguards businesses against legal and compensation expenses from employee claims. It's a key type of insurance, because if one of your employees falls ill or sustains an injury in the context of the work they do for you, you could be held liable.

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Notes regarding regulated activity:

KCSIE 26 page 81:

It is considered 'regular' work if carried out more than 3 days in any 30.

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and The Crime and Policing Act 2026.

Regulated activity includes:

a) paid and unpaid work that involves teaching, training, instructing, caring for or supervising children, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;

b) any other type of paid work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children.

Work under (a) or (b) is regulated activity only if done frequently, on more than 3 days in a 30-day period or overnight.[83] Some activities are always regulated activities, regardless of frequency. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve any of the activities in (a) above.

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Appendix 2:

I have read the following, signed ……
Name: **Date:**

Procedures for visiting Clarity Independent School – Visitors and Specialists

To be emailed prior to, and viewed on the day of arrival

Pls do not come to work at the school if you have had symptoms of an infectious disease within the last 10 days. Thank you for helping to keep our school community safe.

Thank you for completing the following upon visiting our school:

- ⇒ Show your photo ID at the gate.
- ⇒ Confirm your name, the name of the person you are seeing.
- ⇒ Confirm that you are well and state any allergies you have and their severity, if relevant.
- ⇒ A member of the Office Staff will greet you either at the gate or buzz you into the reception area.
- ⇒ Sign in and receive a red / green / yellow lanyard. Please hand your lanyard back to reception before leaving.

Safeguarding

Upon arrival, you will receive a summary of our safeguarding procedures within the school. Please ensure you read this carefully and know who to contact if you have any concerns about anyone in the school community.

For safeguarding reasons, if you have been given a **RED** lanyard, you will be assigned to a specific work area and work with a member of staff alongside you. You must **not** leave this area unless supervised by a member of staff.

If you have a **GREEN** or **YELLOW** lanyard, you may access the usual areas of the school including the staff room and staff toilets.

Photo – You will be asked to email a photo of yourself prior to your visit, so we can prepare the children of your arrival.

Health and Safety

Please bring a travel flask-mug with a lid if you will be enjoying hot drinks during the day to prevent the possibility of scalds around the children.

As a school, we are supporting our healthy community by keeping our school extra clean and asking all visitors to follow good respiratory hygiene and do the following:

- If you sneeze, please use a tissue, if not available, sneeze into your elbow.
- Please do not sneeze out into our school air.
- Wash your hands upon entry to the school and following blowing your nose / sneezing.
- Your desk / touch points in your work area will have been sanitised for you prior to arrival.
- Thank you.

Pls note, you will be challenged by any member of staff re not doing the above - we are all in this together but sometimes it's easy to forget! 😃

Please note, for the safety and security of all our visitors and for operational purposes, CCTV is operated on these premises and may include audio monitoring.

Your contact for the day:

Name: …… (Name of member of staff arranging the visit)

Telephone: …… (Their work contact number)

This is the person who will be your first point of call if you have any needs / questions. They will manage the visit re the above.

Thank you for reading, we hope you enjoy visiting our school. 😃

Updated 18th September 26. Safer recruitment policy folder.

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Appendix 3:

I have read the following, signed ……
Name: **Date:**

Procedures for visiting Clarity Independent School – Contractors

To be emailed prior to, and reviewed on the day of arrival

Pls do not come to work at the school if you have had symptoms of an infectious disease within the last 10 days. Thank you for helping to keep our school community safe.

Thank you for completing the following upon visiting our school:

⇒ Show your photo ID at the gate.
⇒ Confirm your name, the name of the person you are seeing.
⇒ Confirm that you are well and state any allergies you have and their severity, if relevant.
⇒ A member of the Office Staff will greet you either at the gate or buzz you into the reception area.
⇒ Sign in and receive a red / green / yellow lanyard. Please hand your lanyard back to reception before leaving.

Safeguarding
Upon arrival, you will receive a summary of our safeguarding procedures within the school*. Please ensure you read this carefully and know who to contact if you have any concerns about anyone in the school community.

For safeguarding reasons, if you have been given a **RED** lanyard, you will be assigned to a specific work area and work with a member of staff alongside you. You must **not** leave this area unless supervised by a member of staff.

If you have a **GREEN** or **YELLOW** lanyard, you may access usual areas of the school including staff room and staff toilets.

*If you are working purely outside the gate, or round the back of school with no access to the building or children at all, no lanyard or safeguarding summary is needed, but you will need to be escorted by a member of staff if entering the building to use the toilets etc.

Health and Safety
If you are working **inside the building**, please bring a travel flask-mug with a lid if you will be enjoying hot drinks during the day to prevent the possibility of scalds around the children.

Respiratory hygiene: As a school, we are supporting our healthy community by keeping our school extra clean and asking all visitors to follow good respiratory hygiene and do the following:

- If you sneeze, please use a tissue, if not available, sneeze into your elbow.
- Please do not sneeze out into our school air.
- Wash your hands upon entry to the school and following blowing your nose / sneezing.
- Any touch points in your work area will have been sanitised for you prior to arrival.
- Thank you.

Sharp items / offcuts
For pupil health and safety reasons, you must be very careful not to leave any sharp items in your work-space or nearby, as the pupils could get hold of them. This includes (but is not limited to) tools, screws, sharp pieces of metal / plastic resulting from your work activity e.g. drilling / sawing / reshaping etc. Whilst you are conducting your work, it is your responsibility to ensure that any tools / sharp pieces are kept securely out of reach of pupils as they can be intrigued with such items and grab them / hurt themselves on the way past. Once you have finished your work, you must clear any sharp pieces away from the site – this includes the driveway and areas you may have used outside the gate. This will need to be checked by a supervising member of staff prior to you leaving the site.

Pls note, you will be challenged by any member of staff re not doing the above - we are all in this together but sometimes it's easy to forget 😃

Please note, for the safety and security of all our visitors and for operational purposes, CCTV is operated on these premises and may include audio monitoring.

Your contact for the day: This is the person who will be your first point of call if you have any needs / questions. They will manage the visit re the above.

Name: …… (Name of member of staff arranging the visit)

Telephone: …… (Their work contact number)

Thank you for reading, we hope you enjoy visiting our school. 😃

Updated 18.9.26

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Appendix 4: Central Record of Checks Taken Out and/or Certificates Obtained

*****Please give the date and name of person carrying out the relevant check**

Family (replaced identity)				(Optional) Post Title	(Optional) Start date	Social Media Checks	Qualifications		Prohibited from Teaching by Sec of State (DfE portal)	Prohibition from teaching by GTCE (if still current from before March 2012)	DBS including barred list: CBL (childrens' barred list), ABL (adult barred list)		DBS Stand Alone Children's Barred List 'List 99 Check' (Section 142 of Children's Act)	Section 128 Direction (a check for leadership positions that they haven't been given a direction)	(Optional) Childcare Disqualification Regulations 2018	Overseas (replaced EEA / right to work in the UK)	Checks on individuals who have lived or worked outside the UK for more than 1 yr since age 10 (passport / birth cert. / VISA / permit)		NB Home Office Guidance provides detailed informatio how to obtain criminal records information from diffe countries. You can also contact the Embassy or Hi Commission of the country they were working / living i Foreign Commonwealth and Development Office Resp Centre helpline 020 7008 1500
Name	Address	DOB	Date photo ID and address evidence seen and Initials			Check Instagram, Facebook, TicTok, Snapchat, for inappropriate information	Qualification required YES/NO	Date evidence seen and Initials	Date of check and Initials (or N/A where not applicable)	Date of check and initials or N/A where not applicable	Date evidence seen and Initials	DBS Certificate Number	Date evidence seen and Initials	Date evidence seen and Initials	Date evidence seen and Initials	Date evidence seen and Initials	Checks required? YES/NO	Date evidence seen & Initials or N/A	

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Appendix 5:

Wording to use on email asking an employer of a contractor / specialist to confirm all safer recruitment checks have been carried out for their employee:

Please can you confirm **you have completed** each of the following checks separately, in the right-hand column, regarding
*any employee you might send to complete work at our setting:
*[named employee]:

Type of check	Completed in line with KCSIE 26 Y / N	Please confirm the results are clear of concerns and that you will notify the school should anything change
1. ID checks have been completed such as photo ID, proof of name, date of birth and address		
2. Appropriate training for the role has been conducted prior to, or as part of working in the role		
3. Right to work in the UK checks have been completed		
4. That you have checked whether the person has lived or worked abroad for more than 1 year since the age of 10 years. (If so, please see 5.)		
5. If the person has lived or worked abroad, further safer recruitment checks have been conducted to ensure the worker is safe to work within a school.		
6. That you have seen the original paper copy of: -An enhanced DBS check (for those in contact with Clarity pupils more than 3 days per 30), that contains: -A children's barred list which has: -'None received' as the result in each section of the DBS.		

Please supply us with a copy of the employee's DBS for our records, and the original is to be brought on the day by the employee.

I ……(employer's name) confirm that the following checks have been completed by the relevant person in my company and that we will let you know if anything should change.

Signed…… Name…… Dated……

Note for Clarity Business Manager - Then remember you may also need to ask for relevant insurances too.

Vs [4] Sept 26

In Safer Recruitment Policy → Documents to append to policy → Template wording to ask re safer recruitment checks

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Appendix 6:

Authorisation request for visitors to school

**NB: Authorisation requests must be submitted to the Office for completion of the Suppliers' Checklist before any arrangements are made and at least two weeks prior to the proposed visit.*

Date of proposed visit:		**Time from:**		**Time to:**	
Name of person intending to visit:					
Who will they be visiting? (staff) (pupil)					
Agency/ Relationship to pupil (if applicable):					
Purpose of visit:					
Visit Requested by (staff):					

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