



THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

**The White House Preparatory School  
and  
Woodentops Day Nursery**

**Safer Recruitment Policy**

**Our aims and responsibilities**

The welfare, health (including mental health) and safety of our pupils is our first priority and we aim to ensure this is always the case by creating and maintaining an open, safe, caring and supportive atmosphere. This includes:

- Proactively teaching pupils about safeguarding
- Ensuring that systems and procedures are in place to protect pupils
- Acting in the best interests of the child

These aims are supported fundamentally by appropriate, secure and consistent safer recruitment procedures which aim to ensure all people working with our children are suitable to do so.

The White House Preparatory School and Woodentops Nursery follow the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Independent School Standards Regulations.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (2020), the proprietor prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised. Organisations providing contractors or consultants working on site are asked for assurances that where relevant and required, their staff have been suitably vetted in line with legal requirements.

The School works with external agencies where appropriate including inter-agency working on the part of the Designated Safeguarding Lead and attendance at strategy meetings when appropriate and called to do so.



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As part of carrying out safe recruitment procedures under KCSIE (2020), members of the teaching and non-teaching staff at the School including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to and gives permission, the School may undertake an online update check through the DBS Update Service.

Further to the DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching by order of the Secretary of State. Further checks will also include a check for information about any teacher sanction or restrictions that an EEA professional regulating authority has imposed. Those undertaking management posts will be subject to prohibition from management of independent schools checks.

All principals, volunteers and contractors working regularly during term-time (such as contract catering staff) are also subject to the statutory DBS checks. Confirmation is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the School's pupils at School or on another site.

Should the School develop concerns about an existing staff member's suitability to work with children, it will carry out all relevant checks as if the individual were a new member of staff.

This policy is reviewed annually by the Proprietors and Head teacher.

### **Recruitment Procedure**

We follow this procedure each and every time we recruit a new member to join our team. At every stage of the process at least 2 senior members of staff will be involved, most usually the Headteacher and a Vice Principal or Principal, at least one of whom will have been Safer Recruitment Trained and whose training is still valid.



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### **Advertising**

- The School uses reputable recruitment avenues (e.g. TES online) and/or the school website to advertise any vacancies. The School may use other methods to access potential applicants as appropriate to the role (e.g. peripatetic music teacher).
- We ensure all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures including the requirement for an enhanced Disclosure and Barring Service (DBS) check, references for every new employee, overseas checks etc.

### **Applications**

Those interested in applying will be sent an application pack to include an application form, details of the safer recruitment process (e.g. documents required), a Job Description and any other information of relevance e.g. suitable candidates may be called for a first stage interview in advance of the final deadline for applications.

### **Short Listing for a First Stage Interview**

The School reviews all applicants against the specification and requirements of the role and invites appropriate applicants for a first stage interview. First stage interviews may take place over a period of 1 to 2 weeks and may be in advance of the final deadline for applications.

### **Interview: First Stage**

At the first stage interview the interview panel will explore with the candidate their educational values and culture also their experience and perception of what they might bring to the role and the school. A tour of the school will be included in the visit. The aim is to assess whether they align and are likely to make a positive contribution to the aims, ethos and culture of the school as well as to explore their potential to fulfil or further the demands of the role advertised. The focus will be on their training and experience also awareness and understanding of safeguarding.



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Frequently questions will be value based and will ensure the candidate shares the values of the School with regards to the safety and welfare of the children

This first (and potentially second) stage is intended also to enable candidates to assess if the White House School is a place they would feel able to develop professionally and that the role meets their own aspirations.

**Interview: Second Stage**

Consequent to the first stage interview, applicants may be invited back for a second stage interview which will include an experience involving pupils appropriate to their role (e.g. teaching an observed lesson for a class or subject teacher) as well as a further and more formal interview which will cover all relevant areas in greater depth including any legal frameworks, specifics of planning and managing children and their development.

**Offer of position**

Before any offer is made, the Headteacher or Vice Principals will ensure they receive feedback from any colleague who has met with the candidates.

Any offer is usually made by the Headteacher by phone and supported by a formal offer by email which will include details of salary. Those offered will need to respond formally by email accepting or otherwise the offer. Once agreement has been reached other safer recruitment procedures take place.

**Unsuccessful applicants**

All applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not. This may be by telephone, email or letter. This will include an offer of feedback should applicants wish to receive this.



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### **Safer Recruitment Procedures**

The school holds a Single Central Register which will be updated on the day the successful candidate commences their employment. The SCR records all legislative requirements as set by the DfE and ISSRs. Copies of all relevant and appropriate documentation are held in discrete individual staff files.

#### **Application Form:**

Application forms may be submitted by email or in hard copy. All candidates are required to provide a full education and employment history and account for/explain any gaps in employment of 3 months or longer.

From September 2019, they are also required to identify any countries in which they have spent 3 months or longer in the last 10 years (previously this was 3 months in the last 5 years in line with NSPCC guidelines). Any gaps in employment or time spent in other countries will be explored in interview also any other aspects which require further clarification, we will check that information is not contradictory or incomplete and if appropriate applicants will be asked to revise their application form.

In certain circumstances a CV providing a full employment history may be acceptable. However these will be reviewed thoroughly, gaps filled and all relevant checks completed.

#### **References:**

1. An attempt will be made to access 2 references in advance of any second stage interview. This is not always possible.
2. However, 2 references will be required, at least one of which (from the most recent employer) must have been received before employment can commence. References received by email should originate from a recognised and professional source/email address e.g. from a school or company. Where this is not possible (e.g. references from families for staff involved in nannying/au pair work) and where possible further efforts will be made to verify the source.
3. Where possible, 1 reference will be followed by further scrutiny most usually by telephone.



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**Identification and proof of address:**

1. Photo Id (Passport, Driving Licence or/and Identity Card) will be required on arrival at interview.
2. Further proof of address, in line with requirements for a DBS application, is also required.

**Qualifications:**

As far as possible all qualifications entered onto the application form require proof therefore original certificates must be provided.

**Eligibility to work in the UK:**

At interview candidates will be required to prove they are eligible to work in the UK most usually by their passport or right of residency documentation. As required we will check all aspects of this from time to time or as advised by the DfE or/and Home Office (no less than every 6 months).

Any employee who is found to have an expired right to work following these regular checks will be suspended without pay until written notice is received from the relevant authorities that the employee has the right to work. Where confirmation is received that the employee does not have the right to work, the employment of the employee will be terminated in a hearing to be held as soon as is reasonably practicable after notice is received, but no later than 5 days.

**NB. The school is aware of the potential implications of leaving the EU, is following all advice and will amend policy and procedures as appropriate and necessary in due course.**

**DBS application:**

A DBS application is made by the Headteacher with the candidate whilst they are on school site. The candidate must bring hard copy of the certificate to the School before work with children can commence so that it can be verified and entries checked. Details are recorded in the Staff File and on the SCR. If the successful candidate has a previous DBS and has subscribed to the update/transfer service then this route is pursued and checks are made immediately with the appropriate certificate saved, printed and stored in the candidates staff file.



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**NB. The School DBS provider is Atlantic who do not provide a facility to apply for a separate or stand alone Barred Check ahead of the issuing of a DBS Certificate.**

**Teacher Regulation Agency checks**

Given the proximity of the Day Nursery, Kindergarten and EYS provision on the site it is impossible for staff to avoid encountering EYS children therefore TRA checks are processed for all staff. This includes admin/office staff who have regular contact with the children. There are 5 lists on the TRA site therefore:

1. All staff and potential employees are checked against the first 3 lists
2. For those staff who have travelled or worked abroad and in the EU/EEA a further check is made against the 4<sup>th</sup> list for the EEA.
3. For those staff appointed to management positions a further check is made against the barred from management list (Section 128).

All checks are made by the Headteacher and are recorded on a single form which is held in their staff file.

**Suitability Declaration**

In addition to the application form successful candidates will be required to confirm their eligibility and that they are in no way disqualified from working in a school or with children. Any anomalies or issues will be explored directly with the candidate.

**Medical Declaration**

All successful candidates are required to confirm their mental and physical fitness appropriate to performing their role.

**Agency and third-party staff**

All agencies or third-party organisations are required to confirm they have carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made. They will be required to provide the original copy of their DBS certificate.



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**Contractors**

We will ensure any contractor, or any employee of the contractor, who is to work at the school and has contact with children has had the appropriate level of DBS check NB. this is not required of contractors working when there are no children on site e.g. during school holidays. Should a contractor be required to attend during school hours (e.g. a plumbing or similar emergency) they will be supervised by a member of staff who has a DBS via the school.

DBS checks are required of all self-employed contractors.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 via the Teacher Regulation Agency as detailed above for staff directly employed by the school.

**Trainee/student teachers**

By agreement the school supports appropriately staff who wish to pursue a PGCE and NQT process. All such are directly employed by the school and therefore all processes are followed as for all staff which includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

**Volunteers**

Most often volunteers are needed when running a school trip, this is occasional and not regular. Volunteers are supervised by school staff and never left alone with children unsupervised.

However, should we perceive the need to invite volunteers for other activities which are regular and regulated we will follow the same safer recruitment procedures as for employed staff.



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### **Proprietor and Vice Principals**

The Proprietor and Vice Principals will have an enhanced DBS check with barred list information given all work in regulated activity.

The Proprietor will have their DBS check countersigned by the secretary of state.

Additionally the proprietor have the following checks:

- A section 128 check (to check prohibition on participation in management under Section 128 of the Education and Skills Act 2008).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

### **Risk Assessments**

Where there are concerns or issues in regard of the safer recruitment process but it is assessed employment should commence then a risk assessment will be initiated and reviewed every 2 weeks.

If all other aspects of safer recruitment have been completed satisfactorily a risk assessment form will be completed by the setting lead (e.g. Headteacher or Day Nursery Manager) with the employee and their supervisor. The nature of the issue/concern will be identified together with perceived risk(s), appropriate measures including supervision will be put into place and recorded. The form will be signed by the setting lead, the employee and their supervisor and will be reviewed every 2 weeks and re-signed by all 3 parties. This will continue until such time as the issue or concern is resolved or determined that it will not be resolved with rationale provided for the latter.

Examples of potential issues/concerns:

- a DBS application has been made but has unwarranted length of time to complete e.g. all checks made upto the police element – these can be checked on line with our provider (Atlantic).



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- An overseas police check/certificate of good conduct is required/appropriate. The candidate can prove the application has been made but the time for it to return may be substantial or from some countries no response will be received.
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:
  - seriousness of the offence or other information
  - accuracy of the person's self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children

### **Starting work: Induction and Probation Period**

All new members of staff will undergo an intensive induction period during which time they will read and discuss the school policies and procedures and be assigned a mentor who will introduce them to the way in which the school operates.

Ahead of commencing employment all new staff are required to complete online training in Safeguarding, Channel and Prevent as provided by Lambeth. During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding and Child Protection Policy and Procedure, emergency evacuation procedures, equality and health and safety issues

All new staff will have regular meetings during their induction and probation period to discuss their progress. This will be aligned with the annual staff appraisal process.

### **Annual Declarations**

All staff will be required to sign an annual declaration in which they state they have, read, know and understand the implications and any actions demanded/required of various government legislation and school policies.



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### **Checking/Audit of Staff Employment Files**

The Headteacher reviews staff files regularly, usually a selection each year and may require employees to refresh elements of their safer recruitment documentation (e.g. DBS, TRA checks). Staff will be advised in advance if this is required. There is a further Governance review of the files of all new starters.

### **Concerns and Issues Arising After Employment Commences**

All staff are responsible for notifying the Principal or Headteacher in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the school. Staff will face disciplinary action should they fail to notify the manager within a reasonable timescale.

The School will revisit any or all safer recruitment processes for any member of staff should there be the need. This may require staff to renew applications.

Every member of staff will meet with the setting lead or member of SLT, as appropriate, on a regular basis, usually at least twice a year. This will provide an opportunity to discuss training needs and evaluate and discuss their performance

### **Disqualification**

If the school becomes aware of any relevant information which may lead to an employee become disqualified, the school will take appropriate actions to ensure the safety of the children. In the event of a staff member becoming disqualified the school will no longer continue employment. The school will provide OFSTED/DfE/Teacher Regulation Agency with the relevant information, details of the disqualification or where they would have been dismissed had he/she not resigned first.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in “relevant conduct” as Published 4 March 2016 Last updated 20 November 2017; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the



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Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

<b>Policy will be reviewed annually</b>			
Policy reviewed:	Sept 16	By:	Principal & Headteacher
Policy reviewed:	Sept 17	By:	Principal & Headteacher
Policy reviewed:	Sept 18	By:	Principal & Headteacher
Policy reviewed:	Sept 19	By:	Principal & Headteacher
Policy reviewed:	Sept 20	By:	Principal & Headteacher
To be reviewed:	Sept 21	By:	Principal & Headteacher



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