



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

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

Safer Recruitment Policy

1. Policy Aims and Statutory Framework

The welfare, health (including mental health), and safety of our pupils are our highest priorities. The White House Preparatory School and Woodentops Day Nursery maintain an open, safe, caring, and supportive environment by enforcing rigorous, secure, and consistent safer recruitment practices.

This policy complies with:

- **The Independent School Standards Regulations (ISSRs)** (Part 4: Suitability of staff, supply staff, and proprietors)
- **Early Years Foundation Stage (EYFS) Statutory Framework**
- **DfE Statutory Guidance: *Keeping Children Safe in Education* (KCSIE) and *Working Together to Safeguard Children***
- **Childcare Disqualification Regulations 2018** (Childcare Act 2006)

2. Recruitment & Selection Procedure

At every stage of recruitment, at least two senior staff members are involved (typically the Headteacher, Deputy Head, Vice Principal, or Principal). At least one panel member holds valid, accredited Safer Recruitment training.

Advertising & Literature

- Vacancies are advertised via reputable channels (e.g., TES, school website).
- All literature explicitly states the setting's commitment to safeguarding and notes that successful candidates must undergo enhanced DBS, prohibition, reference, and identity checks.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

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Shortlisting & Online Searches

- Applications must be submitted using the formal School Application Form. CVs are not accepted on their own.
- **Employment History:** Candidates must account for all gaps in employment. Any unexplained gap of 3 months or more is scrutinised.
- **Online Searches:** In line with KCSIE recommendations, the School conducts online searches (including public social media profiles and general internet searches) on shortlisted candidates prior to interview to identify any potential safeguarding or reputational risks.

Interview Process

- **Stage 1 (Initial Interview):** Explores values, safeguarding awareness, educational ethos, and alignment with school culture. Includes a guided tour of the setting.
- **Stage 2 (Practical Assessment & Panel Interview):** Includes an observed practical exercise involving pupils (e.g., a taught lesson or EYFS activity) alongside an in-depth interview exploring job specifics, legal frameworks, and child protection scenarios.

3. Pre-Employment Vetting Checks

All checks are completed and recorded on the **Single Central Register (SCR)** prior to the individual commencing work.

Vetting Check	Requirement & Legal Standard
Identity & Address	Verification of original photo ID (Passport/Driving Licence), birth certificate, and proof of address.
Right to Work (UK)	Verification of eligibility to work in the UK via Home Office online check or original documentation.



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Vetting Check	Requirement & Legal Standard
DBS & Barred List	Enhanced DBS certificate with Barred List check for all staff in regulated activity. Update Service checks conducted where permitted.
Teacher Status & TRA	Checks via the Teaching Regulation Agency (TRA) portal for teacher status, induction completion, and prohibition orders.
Section 128 Direction	Management prohibition check for all governors/proprietors, senior leadership, and department heads.
Overseas Checks	Criminal record checks / Certificates of Good Conduct for candidates who have lived or worked outside the UK.
References	Two professional references (one from the current/most recent employer). Verified directly with the referee via professional contact details.
Qualifications	Verification of original certificates for all required academic and professional qualifications.
Childcare Disqualification	Self-declaration and checks ensuring staff working in early/late years provision are not disqualified under 2018 Regulations.
Medical Fitness	Self-declaration of physical and mental fitness to fulfil the specific duties of the role.



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4. Contractors, Agency Staff, Volunteers & Supply

- **Agency & Third-Party Staff:** Written confirmation (Letter of Assurance) must be obtained from the agency verifying that all statutory vetting checks have been completed to the school's standard. Photo ID is verified upon arrival.
- **Contractors:** Unvetted contractors are never permitted to work unsupervised or engage in regulated activity. Emergency contractors without checks must be escorted by DBS-cleared staff at all times.
- **Volunteers:** Regular/unsupervised volunteers undergo full safer recruitment checks (including Enhanced DBS with Barred List). Occasional/supervised volunteers (e.g., on field trips) are supervised at all times and restricted from regulated activity.

5. Risk Assessments & Delayed DBS Procedures

- Candidates may only commence work prior to receiving a full DBS disclosure under exceptional circumstances where the Headteacher/Proprietor conducts a formal risk assessment.
- **Prerequisites for Early Start:** A full Barred List check must be completed, all other vetting checks (references, TRA, identity, RTW) must be satisfied, and continuous 1-on-1 supervision must be maintained. Risk assessments are formally reviewed every two weeks.

6. Induction, Governance & Ongoing Duty to Disclose

- **Induction:** New staff complete mandatory training on Child Protection, KCSIE (Part 1 and Annex 2), Prevent/Channel, and Health & Safety, alongside assignment to a senior mentor.
- **Governance & SCR Audit:** The Headteacher and Proprietor conduct regular audits of staff files and the Single Central Register.
- **Ongoing Duty to Disclose:** Staff must immediately inform the Headteacher of any changes to their circumstances, police cautions, convictions, or safeguarding investigations outside of school.



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- **DBS Referrals:** The School fulfils its statutory duty to make a referral to the DBS and TRA if an employee is dismissed, resigns, or is removed from regulated activity due to safeguarding concerns or harm to a child.

Policy will be reviewed every 2 years			
Policy reviewed:	Sept 26	By:	Principal & Headteacher
To be reviewed:	Sept 28	By:	Principal & Headteacher



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