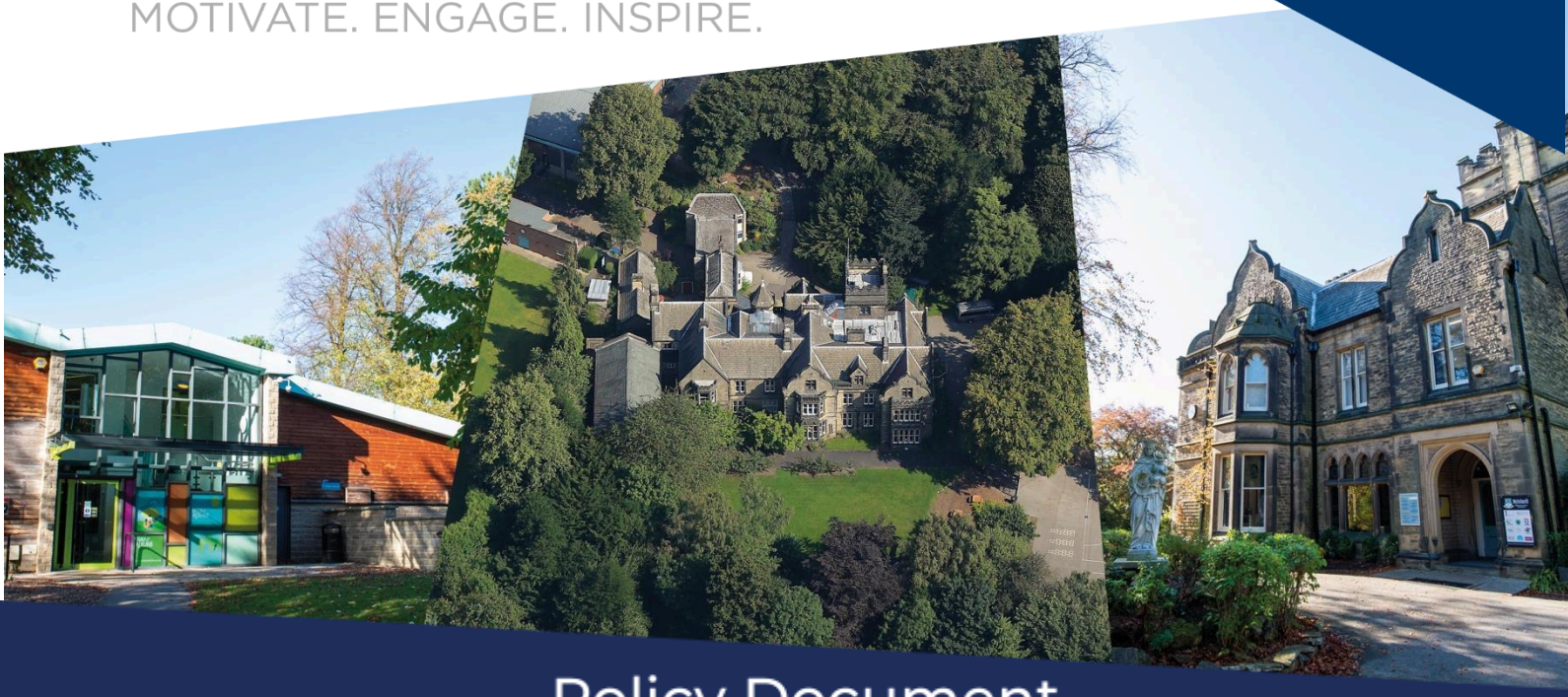
Mylnhurst
Preparatory School and Nursery

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Policy Document

Mylnhurst School & EYFS

Safer Recruitment Policy

Publication Date: November 2026

Review Date: November 2027

Safer Recruitment Policy

The school recognises the importance of following recruitment and selection procedures on the appointment of employees and volunteers which help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. Recruitment procedures are carried out in accordance with guidance given in 'Keeping Children Safe in Education 2025 (KCSIE)'.

The guidance has due regard for the government guidance on handling DBS certificate information (https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information)

To ensure safer recruitment, the procedures are designed to:

- Scrutinise applicants
- Verify identity
- Verify academic or vocational qualifications, as required by the job specification
- Verify applicant's right to work in the UK and take and retain on file a copy of the appointed person's passport.
- Obtain professional and character references, as appropriate for the position
- Include, for the intended successful candidate, a phone call or face to face conversation with the first referee
- Check previous employment history, including for any unexplained gaps
- Incorporate a face to face interview
- Include a Disclosure and Barring Services (DBS) check (for further guidance, refer to flowchart on page 3)
- Include a separate barred list check, whenever this is required. This is an absolute requirement should the school accept a DBS check from another employer/organisation or should the employee start work before the DBS certificate has been seen (see below). A separate barred list check is recommended if an appointment is made using the DBS Update Service. (for further guidance, refer to flowchart on page 3). Refer also to the school policy on the secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) certificates and certificate information (below).
- Include an overseas check equivalent to the DBS check for staff appointed directly from overseas, for each country they have lived or worked in since last working in the UK

- Include a prohibition order check (for those who undertake 'teaching work'*). This is obtained through the Secure Access Portal via the Teacher Services' web page.
- Include an EEA prohibition order check for those appointed to do teaching work who have worked in countries in the EEA other than England (obtained through the same Secure Access Portal).
- Include a prohibition from management check, including, from May 2018 for internal promotions to management (for members of governance, the Headteacher, those who are on the school's leadership team and for teaching heads of department). This is obtained either through the DBS check (provided that "children's workforce independent schools" is specified in the parameters for the barred list check) or via the Secure Access Portal
- Include, when required, a self-declaration in respect of the Childcare Disqualification Regulations (see below).
- Ensure that a candidate has the health and physical capacity for the job, as described in the job specification. This will be confirmed after the appointment has been made.
- Ensure that all required checks are completed before a person begins work. The only possible exception to this requirement is the DBS check. This is reliant on the following criteria being fulfilled:
    - The DBS application form must have been submitted
    - All other required checks must have been completed. This includes the Barred List check, which must, therefore, be obtained separately, rather than with the DBS. It is obtained through the Teachers Pensions Online website. The school is registered with this website to obtain a separate barred list check when required.
    - A risk assessment must be completed with the prime purpose of determining the extent to which supervision of the new member of staff is required.
    - There must be a supervision agreement, signed by both the new member of staff and the person(s) appointed as supervisor
    - There must be a timescale for review of the arrangements. Ideally this will be weekly and must not exceed 14 days.
    - The "DBS-Risk-Assessment-Checklist" has been prepared for this purpose and addresses the three points immediately above.

* 'Teaching work': a definition is provided in The Teachers' Disciplinary (England) Regulations 2012 and cited in the ISI Commentary on the Regulations. Note that 'each' of the listed criteria means that the appointed person is involved in teaching work. It is not a case of needing to meet them all in order to qualify. The school will judge each appointment on a case-by-case basis to determine whether the role includes 'teaching work'.

These procedures apply to all adults who may undertake a regulated activity (unsupervised) with the children in either a paid or voluntary capacity and any other staff where KCSIE, independent schools standards regulations (ISSRs), Early Years Foundation Stage requirements or National Minimum Standards for Boarding (NMS) require checks to be undertaken.

The school will use the template letter to verify that child protection checks and procedures listed above have been successfully undertaken for all staff employed by another organisation and who work with the school's pupils either at the school or on another site. In addition to staff such as agency supply staff, contract caterers and cleaners, this applies, for example, to staff at a swimming pool or an outward bound activity centre and to visiting staff running activities or undertaking sports coaching, even where such staff are paid directly by the parents. Some organisations, such as supply agencies, provide their own documentation to list which recruitment checks have been undertaken. However, these documents do not always refer to all the required checks and they must not be accepted unless they include all the required checks. If there is a discrepancy, the school will obtain additional written confirmation of any missing checks, or insist that the organisation provides its confirmation using the template letter.

In cases where the school obtains confirmation from another employer that all the required appointment checks have been undertaken, the school must still undertake its own identity check on or before the person's first day of work.

When the school has a contract with someone who is self-employed, he/she cannot make a DBS application directly and the normal route is for the school to undertake the DBS check and other appointment requirements. In some situations, the self-employed person may have a DBS check from his/her professional association.

It is the responsibility of those who work or volunteer at the school, or with the school's pupils at a different venue, to inform the Headteacher immediately if, during the time of their engagement with the school, their circumstances change in such a way that they become disqualified from working in childcare, prohibited from teaching or in any other way barred from working with children.

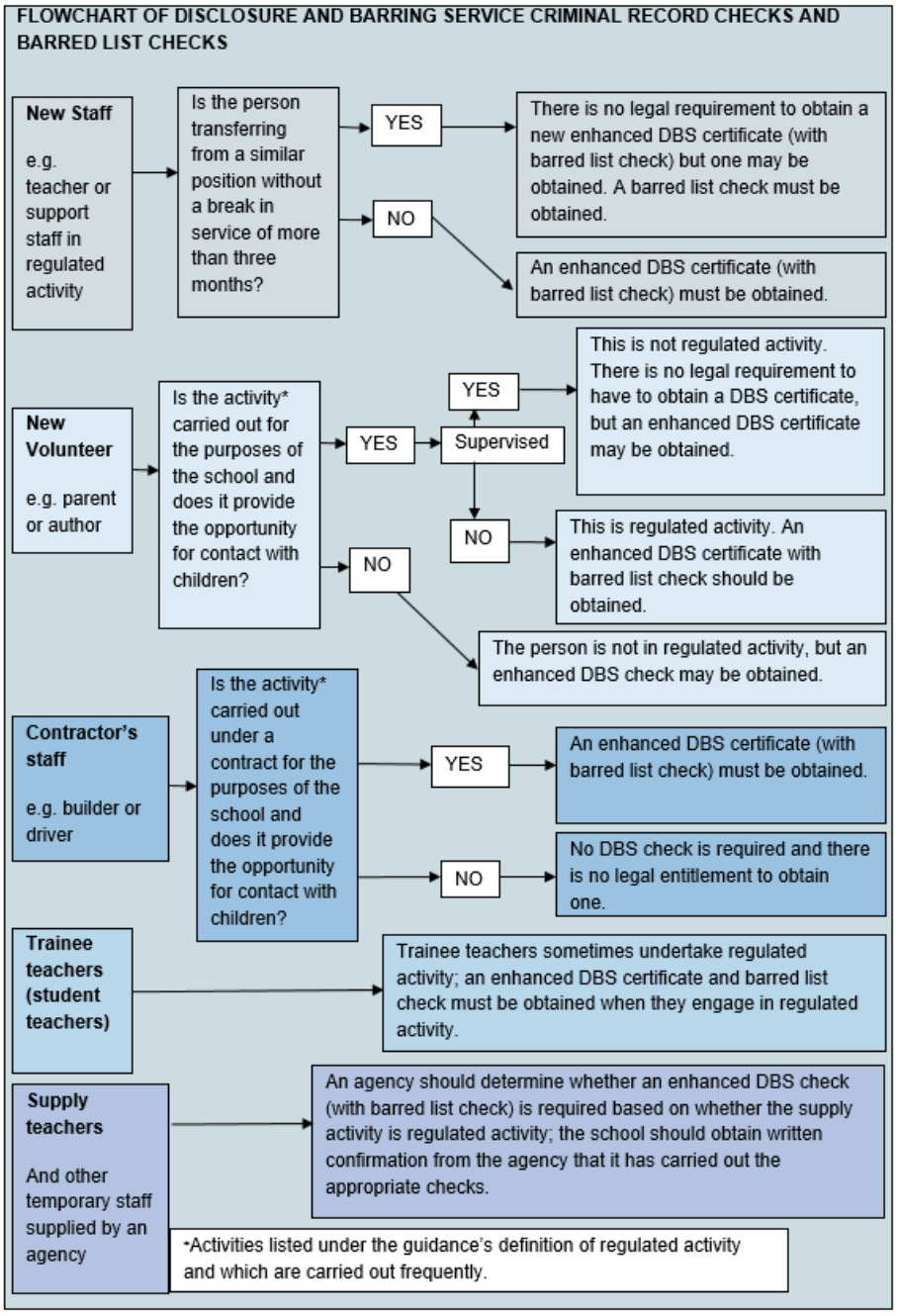
Childcare Disqualification Regulations Guidance, available separately, has been published in relation to these requirements, covering disqualification from working in childcare. The school will;
a) use the current template to obtain a self-declaration on appointment from staff for whom this is a requirement
b) use the current annual reconfirmation form at the start of each academic year.
c) inform relevant staff and volunteers about the legislation,
d) gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified, and;
e) keep a record on the Single Central Register, including the date disqualification checks were completed. If a person is found to be disqualified, he or she will not be able to continue working in a role covered by the regulations. If appropriate, the school will consider a transfer to other duties.
The school will inform Ofsted (and copy to ISI) if satisfied that a person working in a relevant setting falls within one of the disqualification criteria.

DBS and Barred List Flowchart

The flowchart on the next page, taken from KCSIE 2025, provides additional guidance on undertaking DBS and barred list checks.

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FLOWCHART OF DISCLOSURE AND BARRING SERVICE CRIMINAL RECORD CHECKS AND BARRED LIST CHECKS
New Staff
e.g. teacher or support staff in regulated activity
Is the person transferring from a similar position without a break in service of more than three months?
YES
There is no legal requirement to obtain a new enhanced DBS certificate (with barred list check) but one may be obtained. A barred list check must be obtained.
NO
An enhanced DBS certificate (with barred list check) must be obtained.
New Volunteer
e.g. parent or author
Is the activity* carried out for the purposes of the school and does it provide the opportunity for contact with children?
YES
Supervised
YES
This is not regulated activity. There is no legal requirement to have to obtain a DBS certificate, but an enhanced DBS certificate may be obtained.
NO
This is regulated activity. An enhanced DBS certificate with barred list check should be obtained.
NO
The person is not in regulated activity, but an enhanced DBS check may be obtained.
Contractor's staff
e.g. builder or driver
Is the activity* carried out under a contract for the purposes of the school and does it provide the opportunity for contact with children?
YES
An enhanced DBS certificate (with barred list check) must be obtained.
NO
No DBS check is required and there is no legal entitlement to obtain one.
Trainee teachers (student teachers)
Trainee teachers sometimes undertake regulated activity; an enhanced DBS certificate and barred list check must be obtained when they engage in regulated activity.
Supply teachers
And other temporary staff supplied by an agency
An agency should determine whether an enhanced DBS check (with barred list check) is required based on whether the supply activity is regulated activity; the school should obtain written confirmation from the agency that it has carried out the appropriate checks.
*Activities listed under the guidance's definition of regulated activity and which are carried out frequently.

School Policy on the secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) certificates and certificate information.

1.1 General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Mylnhurst Prep School complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

1.2 Storage and access

Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

1.3 Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. It should be noted that inspection bodies may be legally entitled to retain the certificate for the purposes of inspection.

Standard practice is that the school does not retain DBS certificates or copies for more than six months (the retention period). If any requirement should arise to retain certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits, there may be a legal entitlement to retain the certificate. However, such practice must be compliant with the Data Protection Act, Human Rights Act and General Data Protection Regulation (GDPR).

1.4 Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

1.5 Retention

Once a recruitment (or other relevant) decision has been made, other than recording the information noted in the second paragraph of 1.6, below, the school does not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

1.6 Disposal

Once the retention period has elapsed, the school will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

The school will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate beyond the 6-month period noted above. However, notwithstanding the above, the school will keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

2. DBS logo

The DBS logo is protected by crown copyright, the copying and use of the DBS logo is not permitted without prior approval of the DBS.

Mylnhurst Preparatory School and Nursery

Mylnhurst Campus Group

Recruitment and Selection Checklist

This checklist, once completed, should be retained in the applicant's personnel file

The school should **not** retain copies of (or original) DBS certificates for longer than 6 months. The DBS number and the date the certificate was seen by the school should be recorded on the SCR. Otherwise, evidence of checks, consistent with this checklist and the SCR, should be retained in the appointed person's personnel file. For clarity, every check in this checklist which should be supported by an evidence document in the personnel file is marked with an asterisk *. It may not always be possible to produce written evidence of a prohibition from teaching check if the appointed person is not a UK qualified teacher.

Name of applicant:		
Pre-interview:	**Initials**	**Date**
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.		
***Applications on receipt** - Scrutinised - any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing.		
Short-list prepared		
***References (professional and character) – seeking** Sought directly from referee on short-listed candidates, preferably prior to interview*; References should always be obtained from the current employer; if there is no current employer, verification of the most recent period of employment and reasons for leaving should be obtained. Where the proposed employment involves working with children, if the current employment does not involve working with children, a reference should be sought from the candidates previous employment with children. References should be from a senior person with 'appropriate authority'. Information provided directly by the candidate should be verified. The school should verify that electronic references originate from a legitimate source. The request for a reference should seek confirmation of dates of employment and ask the recommended specific questions, including on suitability and include statement about liability for accuracy. Further advice on references can be found on the ACAS website here: http://www.acas.org.uk/index.aspx?articleid=5072 * If a candidate requests that a referee is not contacted prior to interview, the school should give consideration to accepting this request and also evaluate whether the reasons for such a request are positive.		
***References - on receipt** - Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible). References must have been obtained before work starts. However, if a reference is delayed, a telephone reference can bridge the gap. The school must obtain the name	1. 2.	1. 2.

and position of the person giving the reference, make notes on the call and follow it up by receiving written confirmation.		
Invitation to interview - Includes all relevant information and instructions		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards At least one person involved in the interviews holds a current safer recruitment qualification.		
Face to Face Interview - Explores applicants' suitability for work with children as well as for the post.		
Online Checks including social media.		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure.		
***Conditional offer of appointment:** pre-appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks pre-appointment checks and, if relevant, a probationary period.		
***References (professional and character):** (if not obtained and scrutinised previously)		
***Identity** (if that could not be verified at interview)		
***Qualifications** (if not verified on the day of interview) The qualifications to be verified are: ● all qualifications required by the post (eg in the job spec) ● all relevant qualifications declared by the candidate.		
***Right to work in UK** Obtain a copy of the applicant's passport (or birth/adoption certificate if the applicant does not have a passport) and add to personnel file.		
DBS certificate - where appropriate satisfactory DBS certificate received		
***DBS Barred list** - person is not prohibited from taking up the post. See guidance notes relating to circumstances when this check needs to be obtained separately from the DBS check. Note: The school is entitled to undertake a barred list check only if the appointed person will be engaged in regulated activity.		
***Overseas Check** - see note above and Home Office website for more information		
***Prohibition** - (for posts involving teaching work) the teacher has not been included in the prohibition list or interim prohibition list		
***EEA Prohibition Check –** for teaching work where the applicant has lived or worked outside England, but within the EEA. This check is for appointments from 5th September 2016.		
***Prohibition from Management Check** - (applicable for SLT and teaching heads of department roles and, at Head Office level, those involved in school governance) Since May 2018 this is also required for internal promotions to management.		
***Childcare Disqualification Regulations Self Declaration -** to obtain for those required.		

***Qualified Teacher Status (QTS)** - (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
***Statutory NQT induction** (for teachers who obtained QTS after 7 May 1999)		
***School Induction** (refer to the Induction Policy and Checklist and annotate here when the induction checklist is complete). To cover all induction requirements stipulated by ISSRs, EYFS requirements, NMS and KCSIE, including **Child Protection training**, Health and Safety, first aid and fire procedures, Safe Working Practice, staff code of conduct, whistleblowing, the role of the DSL, evacuation routines and the reading and understanding of required policies etc.		
***Health** - the candidate is physically and medically fit for the post as described in the specification. There is provision for candidates to make this declaration on the template for a job application form.		
FINAL CONFIRMATIONS **I confirm that all the required appointment checks have been completed and have been entered in the single central register.** **Signed _____ Headteacher**		
I confirm that the initial stage of induction (prior to starting work) has been completed and this member of staff has signed to confirm that he/she has read and understands all the policies, as required at induction. **Signed _____ Headteacher**		
No person may start work or volunteering with the school until the Headteacher has signed this form to confirm that all the required recruitment checks and procedures have been successfully completed.		