



CATS
GLOBAL SCHOOLS

Stafford House Recruitment Policy

Review: October 2027

Going further than others

Contents

Aims.....	2
Training	2
Recruitment Systems	3
Responsibility.....	3
The Recruitment Process.....	3
Advertising:	4
Pre-Application Information	4
Scrutinising and Short-Listing.....	5
References.....	5
Invitation to Interview	6
Interview Panel	7
Offer of Appointment.....	8
DBS checks.....	10
Annual Safeguarding Declaration	11
Processing the DBS.....	11
Recruiting remote CELTA trainers.....	12
Additional Pre-Employment Checks.....	12
Returning Staff.....	13
Returning after 3-months:.....	13
Returning within 3-months:	14
Overseas Police Checks	14
Agency staff, contractors, volunteer and staff from the wider organisation	15
Agency staff	15
Contractors.....	16
Volunteers.....	17
Staff from the wider organisation	17
Arrangements for Monitoring and Evaluation.....	18
Teaching Standards.....	19

Aims

To ensure the safeguarding and promotion of the welfare of children and young people. Stafford House expects all staff and volunteers to share this commitment:

- To ensure that we select the best possible person-to-job fit, therefore contributing significantly towards the organisation's effectiveness.
- To ensure all statutory requirements when it comes to Recruitment & Employment. To that end, this policy should ensure that all laws and regulations are met.
- To ensure that our staff work in accordance with British Values and the values of the school. This is not only restricted to those who present as 'a risk of harm' to children. Applying safer recruitment principles, practice and checks, including our Countering Extremism & Terrorism ('Prevent') procedures based on Government guidance, will help deter and/or identify people who are possibly unsuitable for appointment for a wide variety of reasons.
- To be non-discriminatory on the grounds of sex, race, age, religion and belief, sexual orientation, pregnancy and maternity, gender reassignment, marriage and civil partnership or disability

This policy is a combination of elements that are statutory, recommended by the Department for Education and the British Council, or considered as good practice.

To ensure that these policy aims are achieved, all appointing managers should receive training in effective recruitment and selection.

Relationship to other policies: This policy is in line with, and should be read alongside Keeping Children Safe in Education (KCSIE, September 2026), Safeguarding Policy Teacher Misconduct: The Prohibition of Teachers and the Equality and Diversity Policy.

Training

It is a requirement that all appointing/hiring managers receive training in effective recruitment and selection before leading on any hiring practices.

The aim of the training is to ensure you are equipped to recruit on behalf of Stafford House and that you do not put yourself, the students, and/or the group at risk of inappropriate hiring.

The Central Talent Team will schedule and arrange Jobtrain Training and Safer Recruitment Training which is hosted by the team. This is complemented with online third-party Safer

Recruitment Training via iHasco or National College training platforms. Refresher training may be required periodically to ensure knowledge remains current and aligned with statutory guidance and organisational procedures.

Recruitment Systems

Jobtrain is the current Applicant Tracking System (ATS). Implemented in October 2021. All recruitment internal and external must be processed through Jobtrain. The system has an embedded approval process, automated new starter form and online candidate portal for contract and onboarding documents. Safer Recruitment is built into the online process and items within this policy are captured and evidenced within the system

Responsibility

Ultimate responsibility for this policy and procedure lies with the Principal for each centre and Head of Young Learners for Stafford House Study Holidays.

All staff responsible for selection and recruitment of staff into the organisation will be responsible for adhering to this policy.

The Recruitment Process

Due to the fact that most employees will have the potential for significant access to young people and children, Stafford House will adopt the procedures set out below. This will apply regardless of the employment status of the post, i.e., permanent or casual.

It will be the responsibility of all staff involved in the recruitment and selection of individuals who will work in any capacity for Stafford House to ensure that they have familiarised themselves with the document Keeping Children Safe in Education 2026 and read Part One of Keeping Children Safe in Education.

In addition, the immediate line manager who is responsible for recruitment and selection will be responsible for the following:

Advertising:

Any form of advertising used to recruit staff to a role with access to young people or children will include or reflect:

- The skills, abilities, experience, attitude, and behaviours required for the post.
- A statement about the employer's commitment to safeguarding and promoting the welfare of children. To confirm shortlisted candidates will be required to complete a criminal declaration form and may be subject to online checks which could include online social media checks:

"CATS Global Schools (Stafford House) are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines. All shortlisted candidates will be required to complete a criminal declaration form prior to interview and be subject to online checks which may include social media checks in addition to an enhanced DBS check (DBS process paid for by CATS Global Schools), references and if applicable, an overseas police check."

- The school's commitment to our policy on equal opportunities:
"We are committed to diversity, inclusion and belonging. Building on our core values - Pioneering, Persevering, People - we pledge to deliver a series of events, guest speakers and focus groups to ensure we offer respect and understanding to all communities"

Pre-Application Information

Pre-application information (that meets the Department for Education KCSIE, September 2026 statutory regulations and British Council requirements) available to potential applicants will contain:

- A job description and person specification that states the level of checks that are required for a role that meets the Department for Education statutory regulations. (Reference to Department for Education KCSIE, September 2026). Job Descriptions must be attached to the vacancy when created in Jobtrain. Vacancy requests will not be approved unless job descriptions are attached to the approval form.

- An application form that must be completed for all vacancies within the school. The application form must contain all relevant information, in accordance with KCSIE, September 2026.

We will not accept curriculum vitae drawn up by applicants in place of an application form as the application form allows for checking all employment history. Interviews may be conducted prior to applications being completed; however, this does not waive the requirement for the application form to be completed as part of the pre-employment check process.

Scrutinising and Short-Listing

- The candidate's suitability for the role will be assessed against the person specification and role requirements using fair, objective and evidence-based selection criteria. Recruitment decisions will be based on merit, relevant skills, qualifications, experience and the ability to undertake the duties of the role.
- All application forms and accompanying documentation should be scrutinised to ensure that they are fully and properly completed. Incomplete applications should not be accepted and should be returned for completion.
- Gaps in employment should be identified in accordance with KCSIE, September 2026¹.
- Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children². The declaration will include a statement confirming the information they have provided is true.
- Shortlisted candidates may be required to undergo online checks which may include social media³.

References

- Open testimonials should never be accepted as references.
- At least two written references are required. Where possible, these must include:
 - A reference from the applicant's current or most recent employer, or if not currently employed, the most recent relevant employer.
 - If the applicant has previously worked with children but is not currently doing so, a reference must be obtained from their most recent employer in a child-related role.

¹ Keeping Children Safe in Education 2026; Sections 218 (Application), 224 (Shortlisting), 230 (Selection)

² Keeping Children Safe in Education 2026; Section 220 (Shortlisting)

³ Keeping Children Safe in Education 2026; Section 225 (Shortlisting)

All reference request letters must:

- Specifically ask referees to confirm whether they know of any reason the applicant should not be employed to work with Stafford House, CATS Global Schools and children.
- Emphasise that there must be no material misstatements or omissions that could affect the applicant's suitability for the role.
- Where an applicant is coming straight from education and no professional references can be provided, references from a suitable member of staff from their school, university or college will be acceptable.
- Suitability references should also be sought for internal candidates. Internal references are permissible where appropriate. For internal and external appointments references should ideally be from a senior person with appropriate authority (in a position to be aware of issues), not usually just a colleague.
- Oral references are acceptable if a suitable checklist is followed, and a record is kept of responses.
- On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. Where a reference contains information that is unclear, inconsistent or raises a potential safeguarding concern, reasonable steps will be taken to seek clarification from the referee and/or candidate as appropriate. References will also be compared for consistency with the information provided by the candidate during their recruitment process. Any discrepancies, omissions or concerns will be explored and recorded prior to a recruitment decision being made.
- Electronic references should be verified as originating from a legitimate source.
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children, young people, and vulnerable adults will be considered and discussed with the candidate, with further clarification sought from the relevant employer as needed.
- It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before they start work. Referees will always be asked specific questions regarding:
 - The applicant's suitability to work with children and young people
 - Whether the applicant has ever been the subject of any child protection allegations or concerns and if the answer is yes, what was the outcome of the enquiry.

Invitation to Interview

Wherever possible, the invitation to interview should contain time and place, directions to the venue and membership of the interview panel.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly. All candidates should be instructed to bring with them relevant documentary evidence to satisfy DBS and UKVI requirements.

Original documents are required. Photocopies are not sufficient.

Invite to interview confirmations must include a criminal declaration form (KCSIE 2022026) which should be returned to the Talent Team prior to the interview taking place. Declarations should be discussed.

Candidates wishing to do so can access the Policy on the Recruitment of Ex-Offenders via the CATS Global Schools website.

Interviews wherever possible should be booked into Jobtrain⁴.

Interview Panel

Best practice suggests that it is better to have a minimum of two interviewers, although it is reasonable for interviews to be conducted by a single person, particularly for short term positions and returning staff.

Interviewers should:

- Have the necessary authority to make decisions about appointment.
- Be appropriately trained, (one member of interview panel must hold a current Safer Recruitment certificate)
- Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing.
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those; and agree their assessment criteria in accordance with the person specification.
- The interviewer/panel should agree a set of questions they will ask all candidates relating to the requirements of the role and applied consistently to all candidates. Interviews will explore issues with each candidate, based on the information provided in the candidate's application and references (if available) Stafford House is committed to equality of opportunity and promoting an inclusive recruitment process.

Interviewers should also explore:

⁴ Jobtrain; Company Applicant Tracking System (ATS)

- The candidate's attitude toward children and young people, commitment to safeguarding and promoting the welfare of children, and ability to contribute positively to a safe, respectful and inclusive environment.
- Any gaps in the candidate's employment history that have not been explained to a satisfactory level and concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- Whether the candidate wishes to declare anything in light of the requirement for an enhanced DBS Disclosure
- Whether the candidate wishes to declare anything in light of questions that have been (or will be) put to their referees, if references are not obtained prior to the interview.
- Details of disclosures made within the criminal declaration form (if applicable)
- Any concerns resulting from online checks (if applicable)

Offer of Appointment

All offers of employment should be conditional based upon satisfactory checks including the receipt of at least two satisfactory references; verification of the candidate's identity; a satisfactory Enhanced DBS Disclosure; a barred list check; an overseas check; (if applicable), a prohibition order check (if applicable); prohibition from management (s.128) (if applicable); verification of the candidate's medical fitness, completion of a criminal declaration, verification of qualifications (where required, and not verified at Interview), an explanation of gaps in education/employment as required, verification of professional status where required and ensuring the candidate meets the relevant right to work criteria in line with DBS and UKVI legislation.

- All checks should be confirmed in writing; documented and retained on the personnel file (subject to relevant advice contained in the DBS Disclosure Code of Practice and the School's data protection arrangements located in the Den (intranet site); and followed up where they are unsatisfactory or there are discrepancies in the information provided.
- Staff hired into, or promoted internally to a management position are subject to a prohibition from management check (section 128).
- Where a candidate is found to be on the Barred List, or the DBS Disclosure shows they have been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, his or her application; or there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the police and/or the Disclosure & Barring Service and/or The Department for Education Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team)
- Staff in regulated activity may, as an exception not a rule, commence employment in advance of receipt of their DBS certificate where the organisation is satisfied that any identified safeguarding risks can be appropriately mitigated and all of the following conditions are met:

- that a separate Children's Barred list check has been completed and is satisfactory,
 - that no declarations of concern have been made on the individual's criminal record self-declaration that would raise safeguarding concerns following initial review.
 - the individual's Enhanced DBS application is cleared⁵
 - that all other required pre-employment checks have been completed satisfactorily
- A written risk assessment will be completed before employment commences with arrangements for monitoring/supervision to be in place and reviewed every two weeks until all necessary checks are completed. Any risk assessment must be signed off by the Principal and General Manager before the person starts work. Guidance from the Department for Education and Disclosure and Barring Service to be followed at all times.
 - The organisation will not rely solely on supervision arrangements when determining whether a role constitutes regulated activity with children. All roles will be assessed based on the duties undertaken and the frequency with which those duties are carried out. Individuals whose duties include teaching, training, instructing, caring for or supervising children may be deemed to be undertaking regulated activity, even where those activities are carried out under supervision. Recruitment, vetting and safeguarding arrangements will be applied in accordance with current DBS and DfE guidance.
 - In exceptional circumstances, and only to prevent disruption to operational delivery, an individual appointed to a role that does not involve regulated activity may commence employment once a DBS application has been submitted, prior to receipt of the DBS certificate, provided that a separate barred list check has been completed and is satisfactory, that no declarations of concern have been made on the individual's criminal record self-declaration that would raise safeguarding concerns following initial review and that all other pre-employment checks have been satisfactorily completed. This exception will only be used where it is not possible to delay the start date and does not reduce or bypass the organisation's safeguarding or safer recruitment requirements.

A written risk assessment must be completed prior to the individual commencing work, confirming that appropriate safeguarding controls, monitoring/supervision and accompaniment arrangements are in place and that the line manager is satisfied the individual can be adequately supported and supervised until all pre-employment checks are completed. These arrangements will be formally reviewed every two weeks until the DBS certificate and all other required checks have been received.

The risk assessment must be approved and signed by both the Principal and the General Manager before the individual starts work. All decisions will be made in

⁵Cleared: A visible account via UKcrb's application portal that the Enhanced DBS certificate has been completed and contains no information for investigation. A screenshot/PDF of that status will be added to the recruitment file

accordance with current guidance issued by the Department for Education (DfE), including *Keeping Children Safe in Education*, and the Disclosure and Barring Service (DBS).

- Residential staff will not generally be permitted to commence employment whilst any required pre-employment checks remain outstanding. In exceptional circumstances, a residential member of staff may be permitted to commence employment under an approved written risk assessment, provided that the organisation is satisfied that appropriate safeguarding measures are in place, including ensuring that the individual has no unsupervised access to students under the age of 18 and is accommodated separately from residential accommodation used by students under the age of 18. Guidance from the Department for Education, Disclosure & Barring Service, Accreditation UK, and British Council Standards is to be followed at all times.
- Where a member of staff has been employed from overseas, a police certificate of good conduct should be requested from that country. Where this is not possible, further checks should be carried out such as additional references from the respective overseas country. Further information can be found in the Overseas Police check section.
- Members of staff transferring between schools are permitted to transfer checks within the Stafford House group, providing appropriate additional checks are completed as required, to ensure policy is adhered to for the relevant position. Checks may include additional barred, prohibition and reference checks, online checks and Principals checklist.
- Principals (or their nominated manager) will complete a checklist prior to appointment, confirming that they have sighted all necessary pre-employment checks and are satisfied that the requirements under this policy have been met.
- Where employees, contractors, agency workers or representatives of Stafford House International, Stafford House Study Holidays or another Stafford House location undertake duties at a different Stafford House site, the organisation will determine safeguarding and Single Central Record (SCR) requirements based on the nature of the activity being undertaken. Managers must follow the [Cross-School Working & SCR Decision Framework](#) to ensure that appropriate safeguarding checks, SCR entries and visitor arrangements are applied proportionately and consistently.

DBS checks

In accordance with British Council requirements, Stafford House staff will have a new enhanced DBS check run every 3 years. This will be done at set times throughout the year for those with a DBS due to expire. If staff have joined the DBS update service, then an update check will be run annually instead. In addition, we will conduct a separate barred list check.

In the instance of a candidate joining us with a pre-existing enhanced DBS registered to the DBS update service, we will obtain permission to and conduct an update check. In addition, we will conduct a separate barred list check. Stafford House staff will conduct a check of the update subscription annually.

Annual Safeguarding Declaration

As part of our ongoing safeguarding responsibilities, all staff are required to read and acknowledge Part 1 (or Annex A, where applicable) of the current edition of Keeping Children Safe in Education (KCSIE) annually and complete an annual safeguarding declaration.

The declaration requires staff to confirm whether there have been any changes to their circumstances that may affect their suitability to work with children and that personal details held by the organisation remain accurate and up to date.

Staff must immediately notify their line manager or Principal of any matter that may affect their suitability to work with children and should not wait until the annual declaration process to do so

Processing the DBS

The ID check should be done in person, allowing the ID checker to view the physical documents, or eVisa, or digital PASS card, in the presence of the individual. Ideally, this will be completed at interview. Where this is not possible⁶ and the applicant is unwilling to post their ID documents, the ID check can be completed via video link without the ID checker being in physical possession of the ID documents. The details of the documents must be recorded and stored at the time of the video link ID check. The documents must be presented to a representative from the group⁷ at the earliest opportunity and no later than the first day of employment.

The only group of staff that do not require a DBS check are remote CELTA trainers who do not engage in regulated activity, and therefore do not meet the requirements for an enhanced DBS check.

⁶ Stafford House recruit from overseas and from across the country, particularly during the summer to support the business operation

⁷ Stafford House Study Holidays, Stafford House International or CATS Global School network

Recruiting remote CELTA trainers

In the case of recruiting remote CELTA trainers, Stafford House will complete a qualification, reference and right to work check only.

To ensure that those who have previously been engaged on a remote CELTA trainer contract do not inadvertently transfer into a face-to-face CELTA trainer (and therefore require a DBS and additional checks), the principal will sign a declaration on the Principals Checklist which will be saved on that individual's file stating that they understand this person may not come into the school premises unless supervised at all times.

CELTA Trainers working remotely from overseas must provide copies of their ID and right to work documents from their country of residence. In addition, they require qualifications, and reference checks. Documents must be seen, verified and recorded via a remote online call with the Talent Team prior to Starting work before DBS is received work.

Where a remote CELTA trainer is subsequently required to undertake work on Stafford House premises, or their role changes such that they will have direct contact with students, the organisation will review the role and complete any additional safeguarding and pre-employment checks required before such duties are undertaken.

Where a remote CELTA trainer has not undertaken any work for Stafford House for a period of three months or more and is subsequently engaged to undertake in-person duties, the organisation will determine whether further pre-employment checks are required in accordance with the Recruitment and Safeguarding Procedures in force at that time.

Additional Pre-Employment Checks

While this recruitment policy outlines the standard procedures applicable to most roles within the organisation, certain positions within our schools, particularly those with shared facilities may require additional pre-employment checks. These checks are required to meet the compliance standards set by the Independent Schools Inspectorate (ISI) within the schools supported by shared facilities.

In this instance, Stafford House will act as an Agency to CGS schools. Additional checks required within CGS policy may include, Enhanced DBS certificate run by Stafford House, Online social media checks, full and complete education/employment continuity, additional

qualifications, additional references, overseas police checks, Birth Certificate and Teacher registration check. Full information on CATS Global Schools recruitment policy can be accessed via the Den (intranet site).

Where applicable, these additional requirements will be clearly communicated to candidates during the recruitment process.

Employees may begin work for Stafford House without access to CGS shared facilities, pending full compliance with ISI standards. It is expected that all required ISI checks are completed within a reasonable timeframe after employment commences, to ensure staff can carry out their full duties without disruption.

All ISI pre-employment checks must be completed and confirmed via an Agency Checklist, which Stafford House will submit to the CGS Recruitment Team. Access to a specific school site (CSVPA, Cambridge, Guildhouse School, or Worthgate School) will only be granted once written confirmation has been received from the CGS Recruitment Team that all checks have been satisfactorily completed and signed off.

Returning Staff

Returning after 3-months:

Staff who work on a sessional basis may be considered returners where their period of inactivity of work with Stafford House exceeds 3 calendar months + 5 calendar days. In this instance, staff must complete the pre-employment checks process as a new starter, with the exception of reference and qualification requirements.

References: should there have been only 1 employer between the period of leaving/returning with Stafford House, we will obtain that reference. Should staff have worked for 2 or more employers within the leave/return period, we will obtain 2 new, satisfactory references.

Qualifications:

Where a returning member of staff has previously undergone pre-employment checks with Stafford House and their qualifications have been sighted and verified, Stafford House may rely on those previously verified qualifications for subsequent engagements, provided there is no reason to question their authenticity, and the original verification record remains available. The original verification record must be retained on the individual's personnel file and appropriately recorded on the Single Central Register.

Prior to re-engagement, the individual must confirm whether they have obtained any new qualifications relevant to the role since their previous period of employment with Stafford House. Any new relevant qualifications must be provided and verified in accordance with the organisation's pre-employment checking procedures before employment commences.

In all such cases, a new Prohibition from Teaching Check, Prohibition from Management Check (where applicable), and Children's Barred List Check (where required) will be completed in accordance with current safeguarding and recruitment requirements and a suitable note will be made on the Single Central Register.

Returning within 3-months:

This section applies to individuals whose employment with Stafford House has ended and who subsequently return within a period of no more than three calendar months.

Employees returning following a ⁸break in service of no more than three calendar months will be subject to a Prohibition from Teaching check (where applicable) and a Children's Barred List check. All other pre-employment checks completed prior to the break in service will normally be honoured.

The Talent Team will verify that the individual did not undertake any additional employment during their time away from Stafford House. If the employee engaged in work with another organisation during this period, a reference must be obtained from that employer before the employee can recommence duties. Employees returning after changes to pre-employment check requirements⁹, and who require access to CGS shared facilities, must comply with the updated requirements outlined in the Additional Pre-Employment section, above.

Overseas Police Checks

In line with British Council requirements, Stafford House policy states that any staff member recruited from overseas, either directly arriving from residence abroad or whose most recent employment or place of study was based overseas, must obtain an Overseas Police Check.

Where an Overseas Police Check cannot be obtained, a total of 4 satisfactory references, including 2 obtained from that country may be acceptable.

Where we have satisfactory evidence that an Overseas Police Check is in process, staff may, as an exception not a rule, commence employment in advance of receipt of their Overseas Police Check. A risk assessment will be undertaken and monitoring/supervision to be in place and reviewed every two weeks until all necessary checks are completed. An additional

⁸ A period without work will not, by itself, constitute a break in service where an employment relationship remains in place

reference from that country will be obtained and remain on file. Any risk assessment must be signed off by the Principal, Head of Student Experience or General Manager before the person starts work and all other satisfactory checks must be in place.

¹⁰ With the exception of summer hires, Stafford House roles involving the supervision of students within CATS Shared facilities, or any individuals requiring access to shared facilities, may be subject to additional overseas police checks. This requirement applies to anyone who has resided in another country for more than three months within the past five years, in line with ISI regulations. Where it is not possible to obtain such checks, additional references from that country may be requested to verify suitability.

Agency staff, contractors, volunteer and staff from the wider organisation

Agency staff

Where a candidate is introduced by a recruitment agency but is employed directly by Stafford House on a permanent, fixed-term or sessional contract, the organisation will complete the same recruitment, safeguarding and pre-employment checks as it would for any directly recruited employee. Reliance will not be placed solely on checks undertaken by the agency unless permitted by law and supported by appropriate documentary evidence.

When using an employment agency to provide staff on a supply basis, a signed 'Letter of Assurance' letter must be received to ensure that the agency understands their responsibilities in relation to safeguarding and recruitment.

For each member of staff, the agency must provide written confirmation that the following checks have been undertaken and documents sighted:

- Identity check
- A check to establish whether the individual is barred from regulated activity relating to young people; or is not subject to any disqualification, prohibition, or restriction.
- Qualification checks have been made.
- A minimum of 2 satisfactory references have been obtained.
- A current Enhanced DBS disclosure was obtained and the candidate is in receipt of the original copy of the certificate.
- Right to work in the UK check was made.
- CV Checked against Vetting and Screening Standard and Documents (Continuity of employment, and any gaps explained).

¹⁰ Summer hires are typically engaged from mid-June, with all work to be completed by 31 August.

- Overseas checks undertaken if appropriate.
- Teacher Prohibition Check if appropriate.
- Management Prohibition Check if appropriate.
- Medical fitness for post
- Criminal Declaration is completed.

In addition to the above checks being undertaken the supply staff member must also provide original proof of identity and original DBS on arrival at the school.

Contractors

Any contractor, or any employee of a contractor, who is to work at the school must have had the appropriate suitability checks. These checks will be confirmed in writing by the employer and will include full names and details of checks undertaken.

Prior to engagement, Stafford House will determine whether a role constitutes regulated activity in accordance with current Department for Education (DfE), Disclosure and Barring Service (DBS) guidance and relevant legislation. Roles will be assessed based on the duties undertaken. In accordance with the Crime and Policing Act 2026, contractors who teach, train, instruct, care for or supervise children will normally be deemed to be undertaking regulated activity and will be subject to the appropriate DBS checks, including Children's Barred List checks where required by law.

The appropriate level of DBS check is as follows:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- A DBS check, not including barred list information, for all other contractors who are not in regulated activity.
- Where a contractor is subscribed to the DBS Update Service, Stafford House may, at its discretion, undertake a status check and determine whether a new DBS application is required.

We will obtain the DBS check and any required safeguarding checks for self-employed contractors.

Regular taxi drivers arranged by the school are considered to be contractors in regulated activity and will require an enhanced DBS check (generally done by the taxi company and confirmed by letter).

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

undertaken, contractors must also provide original proof of identity and original DBS on arrival at the school.

Volunteers

We will never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.

Prior to engagement, Stafford House will assess the duties of the volunteer role to determine whether it constitutes regulated activity in accordance with current Department for Education (DfE) and Disclosure and Barring Service (DBS) guidance. The organisation will assess regulated activity based on the duties undertaken.

In accordance with the Crime and Policing Act 2026, contractors who teach, train, instruct, care for or supervise children will normally be deemed to be undertaking regulated activity and will be subject to the appropriate DBS checks, including Children's Barred List checks where required by law.

We will obtain an Enhanced DBS check with Children's Barred List information for volunteers undertaking regulated activity where this is required by law. Where a volunteer is subscribed to the DBS Update Service, Stafford House may, at its discretion, undertake a status check and determine whether a new DBS application is required.

We will obtain an Enhanced DBS check without Children's Barred List information for volunteers who are not undertaking regulated activity but who have an opportunity to come into contact with students on a regular basis, for example supervised volunteers.

We will carry out a risk assessment when deciding whether to seek a DBS check for any volunteer not engaging in regulated activity.

Staff from the wider organisation

Staff employed by the wider organisation may, on occasion, be required to access the school site to undertake their professional duties.

These individuals are subject to pre-employment and safeguarding checks that meet the standards required by applicable legislation, Keeping Children Safe in Education (KCSIE), and Independent Schools Inspectorate (ISI) requirements. Appropriate records of these checks will be maintained on the relevant Single Central Record (SCR).

Accordingly, they are authorised to enter the school premises adjacent to their respective schools. While on site, such staff must comply with all applicable Stafford House policies and procedures, including those relating to safeguarding, conduct, and health and safety.

Arrangements for Monitoring and Evaluation

Stafford House will keep and maintain a Single Central Record (SCR). The SCR will list all staff who are employed at the school, including casual staff, agency staff and volunteers. The SCR will confirm that the required pre-employment checks have been completed, what documents have been checked, when and by whom. Leavers will be removed at appropriate stages throughout the year to ensure this document is up to date.

The principal, along with the HR Team is responsible for monitoring and evaluating the effectiveness of this policy. This is achieved by monitoring the SCR and reviewing personnel files.

Where safeguarding concerns arise during the recruitment process, or where information is identified that may require notification to a regulatory body, the school will consider whether a referral to the Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA) or any other relevant authority is required.

Where a member of staff is dismissed, or would have been dismissed had they not resigned, and there are concerns relating to harm, risk of harm, misconduct, or suitability to work with children, the school will consider its statutory duty to make a referral to the Disclosure and Barring Service (DBS).

Where the individual is a teacher, the school will also consider whether a referral should be made to the Teaching Regulation Agency (TRA) for consideration of a prohibition order.

This policy has regard to guidance from the Secretary of State for Education and also:

- ISSRs Part 4, paragraphs 18-21
- Department for Education guidance Keeping Children Safe in Education (KCSIE, September 2026)
- Teaching Regulation Agency (TRA) guidance relating to teacher misconduct and prohibition orders;
- The Prevent Duty Guidance: for England and Wales;
- Disclosure and Barring Service (DBS) guidance and legislation relating to criminal record checks, barred list checks, regulated activity, the DBS Update Service and referrals to the DBS
- Accreditation UK Accreditation Criteria (where applicable)
- British Council Accreditation UK standards (where applicable)

Teaching Standards

Stafford House is committed to ensuring consistency in teaching quality and provide a framework for professional development, evaluation, and accountability. More information on our commitment to Teaching Standards is available upon request or via the Den (intranet site).



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Going further than others
