



THE BRITISH RACING SCHOOL

Safer Recruitment Policy

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This Policy links to:

- **Keeping Children Safe in Education 2022 (1 September 2023)**

BRITISH RACING SCHOOL SAFER RECRUITMENT POLICY

The aim of this Safer Recruitment policy is to create a culture of safer recruitment whereby The British Racing School (BRS) (including Newmarket Pony Academy) adopts recruitment procedures that deter, reject or identify people who might abuse trainees and young people, or who might otherwise be unsuited to working with trainees and young people at the BRS.

The BRS will ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2021.

BRS employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with, the provisions of this policy.

PRE-EMPLOYMENT/PRE-VOLUNTEERING CHECKS:

Pre-employment/volunteering checks are a key part of due diligence carried out by the BRS to ensure the candidate will not bring the organisation into disrepute, or cause difficulties for colleagues and trainees.

The BRS will ensure that the School meets its commitment to safeguarding and promoting the welfare of trainees and young people by carrying out all necessary pre-employment and pre-volunteer checks.

Checks will be for the following positions:

- Employees
- Self-employed positions
- Volunteers
- Senior Manager
- Chief Executive
- Trustee

ADVERTISEMENTS for all the above positions must clearly state:

- BRS is committed to safeguarding
- BRS will undertake a DBS check

Example advertisement text: *Safeguarding our young people is a priority, the successful applicant will be required to undergo an enhanced DBS check and provide the names of two contacts who can be approached to provide a professional reference.*

OFFER LETTERS:

The checks below must be outlined in any offer letter to a successful applicant with the understanding that any offer (paid or voluntary) is only on the basis of a satisfactory outcome of all pre-employment/volunteering checks. If, at any time, any of these checks reveal unsatisfactory outcomes, the offer is likely to be withdrawn by the BRS.

SUMMARY OF CHECKS (information about each of these checks is given later in this document).

- **Employee:**
 - Application form completed
 - Online search
 - Interview completed
 - References taken up
 - Identity check completed
 - Disclosure and Barring Service (DBS) check (Enhanced, children's barred list)
 - Right to Work check
 - Check of qualifications
 - Teacher prohibition check (if the applicant has Qualified Teacher Status or will be involved with delivery of functional skills)

- **Self-employed:**
 - Application form completed
 - Online search
 - Interview completed
 - References taken up
 - Identity check completed
 - Disclosure and Barring Service (DBS) check (Enhanced, children's barred list)
 - Right to Work check
 - Check of qualifications
 - Teacher prohibition check (if the applicant has Qualified Teacher Status or will be involved with delivery of functional skills)

- **Volunteer:**
 - Application form completed
 - Online search
 - Interview completed
 - References taken up
 - Identity check completed
 - Disclosure and Barring Service (DBS) check (Enhanced, children's barred list)
 - Right to Work check
 - Check of qualifications relevant to volunteer role
 - Teacher prohibition check (if the applicant has Qualified Teacher Status or will be involved with delivery of functional skills)

- **Senior Manager:**
 - Application form completed

- Online search
 - Interview completed
 - References taken up
 - Identity check completed
 - Disclosure and Barring Service (DBS) check (Enhanced, children's barred list)
 - Right to Work check
 - Check of qualifications
 - Teacher prohibition check (if the applicant has Qualified Teacher Status or will be involved with delivery of functional skills)
 - Section 128 check
- **Chief Executive & Trustee:**
Checks for Trustees as well as the appointment of a Chief Executive, are normally carried out by the BRS Board of Trustees, but can also be carried out on behalf of the Board of Trustees by BRS HR.

For the appointment of a Chief Executive and/or Trustee, the following checks should be completed in addition to the disqualification checks listed below:

- Application form completed
- Online search
- Interview completed by an appropriate panel
- References taken up
- Identity check completed
- Disclosure and Barring Service (DBS) check (Enhanced)
- Right to Work check
- Check of qualifications
- Teacher prohibition check – when the applicant has Qualified Teacher Status
- Section 128 check

The Chair of Trustees and co-trustees will ensure that they have procedures in place to check whether the person they are considering appointing as a Trustee or Chief Executive has been disqualified by law from acting in that role. The reasons for disqualification are outlined here:

Reasons for disqualification for Trustees and Chief Executives include:

- disqualified as a company director;
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with creditors;
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement;
- are on the sex offenders' register.

Full details can be found in the Charity Commission booklet *Guidance: The essential trustee: what you need to know, what you need to do*

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

Advertisements for appointment of Chief Executive and/or Trustee. All trustee positions and those for Chief Executive, will be advertised on sites such as Careers in Racing <https://www.careersinracing.com/> Do It <https://doit.life/> NCVO <https://www.ncvo.org.uk/> . This is to ensure the vacancy attracts as wide a range of applications as possible. If a trustee is required to have a particular specialism, such as finance, horseracing or equality and diversity, the vacancy will be advertised on sites relevant to the vacancy as well as on the more general sites already mentioned.

Declaration. Before appointing a Trustee or Chief Executive, the BRS Board of Trustees will obtain a declaration from the prospective Trustee or Chief Executive, that they are not disqualified from acting as a charity trustee. The BRS uses the Charity Commission's Trustee Declaration form for this purpose. BRS HR has a copy of this form.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/960027/Trustee Declaration Form Fields December 2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/960027/Trustee_Declaration_Form_Fields_December_2020.pdf)

Official Registers. The BRS Board of Trustees will consult official registers which record the names of people who are disqualified from acting as charity trustees. These include:

- (1) The [Individual Insolvency Register](#) maintained by the Insolvency Service, which contains details of:
 - bankruptcies that are either current or have ended in the last three months;
 - current individual voluntary arrangements and fast track voluntary arrangements;
 - current bankruptcy restriction orders and undertakings.
- (2) The register of disqualified directors maintained by Companies House. Searches of the register can be made on the [Companies House website](#).
- (3) The register of all persons who have been removed as a charity trustee either by the Charity Commission or by an Order of the High Court since 1 January 1993.

DETAILS OF HOW TO COMPLETE CHECKS (for employees, volunteers, self-employed, senior managers, chief executive, trustee)

- **Application form.** All applicants must complete a BRS application form. An applicant's c.v. will only be accepted alongside a BRS application form. The BRS

application form is available in Word format and pdf format. The form gives clear instructions to applicants to explain any gaps in their employment (e.g. illness, gap year etc).

- **Online search during the recruitment process.** Guidance now states that education settings should consider conducting online searches as part of their due diligence during the recruitment process. The stated aim of this is that it “may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at the interview.
- **Interview.** At interview, the panel will discuss the applicant’s application form and will question employment gaps as well as periods when the applicant has worked abroad. At least one member of the interview panel must have completed Safer Recruitment training.
- **References.** At least two satisfactory references must be taken up and provided. One must be current employer or most recent employer, and the second should be previous employer. No personal references will be accepted or references that use a personal email address (unless the reference is for a volunteer – see paragraph below). This check applies to all appointments, including the appointment of a Chief Executive, Trustee and senior manager.

References for volunteers. References from recent employers are preferred, but references for volunteers can be accepted that use a personal email address. References must still be satisfactory references, even though the role will be volunteering.

In all cases, where there is felt to be a need to take up further references, BRS should do so.

- **Identity Checks.** Identity checks will be completed and this will begin the application for their Disclosure and Barring Service (DBS) check. Applicants must provide documentation in line with government guidelines:
<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

Photocopies must be taken of all ID provided and all copies must be signed and dated by the ID checker. Photocopies will be kept on individual’s HR file.

Applicants can use the Post Office Certification Service and post the certified documents to the BRS if they prefer. [Document Certification Service | Post Office](#)

- **Disclosure and Barring Service (DBS) check.** All applicants must have an Enhanced DBS check completed, with the children-barred list checked. This is because the applicant will be engaged in regulated activity. The only exception to this is a

Trustee appointment. For Trustee appointments, only an Enhanced DBS check is required.

The DBS check is for all new staff and volunteers – even those who already have an Enhanced DBS certificate from another organisation.

Where a someone has registered for the DBS Update Service, they must provide their DBS number and full name so that BRS HR can use this information to access the Update service. The prospective employee, volunteer or trustee must also show BRS HR the original DBS certificate that is registered on the DBS Update service in their name. This is so that any previous convictions and/or cautions, that occurred before the prospective employee joined the DBS Update Service, can be noted and considered. [DBS Update Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-update-service)

Where a DBS check is returned showing a criminal record and/or caution, BRS will request to see the original DBS certificate. The BRS Operations Director and safeguarding team will consider whether the offence is relevant to the person's work within the School and a decision will be made as to whether the individual's employment or volunteering can proceed.

All DBS certificates must be entered on the BRS Single Central Record that is kept by HR. To comply with data protection, copies of DBS certificates are not kept on file.

The BRS uses GB Recruitment for its DBS checks <https://gbrs.onlinedisclosures.co.uk/>

Disclosure and Barring Service (DBS) checks will be updated every 5 years by HR. A risk assessment will be carried out (or new DBS check) when there has been a break in employment.

- **Right to Work.** Right to work in the UK checks will be completed in line with government guidance. It is the responsibility of the BRS to ensure that an applicant has the Right to Work before they are appointed. Acceptable documents will be in line with Home Office advice (December 2021): [An employer's guide to right to work checks \(publishing.service.gov.uk\)](https://www.gov.uk/guidance/right-to-work-checks)

If a volunteer is not a UK national or Irish citizen, they are permitted to volunteer for a registered charity, for a maximum of 30 days, but volunteering cannot be the main purpose of their visit (see Home Office advice on volunteering on p54 of the link in the previous paragraph).

- **Qualifications** will be checked by HR as part of the pre-employment checks. These include all qualifications listed on the applicant's BRS application form. This check will be outlined in the offer letter. Prospective employees must provide original

certificates and copies will be made and held on the individual's HR file. Where membership of a professional body is declared, this should be checked.

Where a volunteer has declared a qualification that is considered relevant to their volunteering position, they will be asked to provide the original certificate and a copy will be made and held on the volunteer's HR file.

- **Teacher Prohibition check.** A teacher prohibition check is done when the applicant has Qualified Teacher Status (QTS) and will be delivering functional skills to trainees and young people. The individual's consent must be gained before doing this. HR will be able to complete this check. [DfE Sign-in \(education.gov.uk\)](https://www.gov.uk/sign-in-to-education) Email requests for QTS checks: Employer.ACCESS@education.gov.uk

STARTING EMPLOYED, SELF-EMPLOYED WORK, OR VOLUNTEERING AT THE BRS:

- **Induction plan.** Every BRS new employee and volunteer will have an induction plan drawn up by HR which will introduce them to the School, the staff, its objectives and goals. NPA volunteers have a tailor-made induction organised by the NPA Manager.

New Trustees/Chief Executive will also have an induction that is compiled in conjunction with the Board of Trustees and Chief Executive.

- **Safeguarding.** In addition to an induction plan, every new BRS employee and volunteer will be given a Safeguarding Induction Plan booklet which they are required to work through and sign when complete. The Designated Safeguarding Lead (DSL) will ensure this done.

New employees and volunteers will also undertake Safeguarding and Prevent training. The Designated Safeguarding Lead (DSL) will organise this. This training should be completed within the first six weeks of employment/volunteering.

- **Code of Conduct.** All new staff and volunteers must read the BRS Code of Conduct as well as the relevant sections of the current *Keeping Children Safe in Education* document. This will be included in the induction programme for new staff and volunteers. They must sign to say they have read and understood the importance of the Code of Conduct. The Designated Safeguarding Lead (DSL) will ensure this done.
- **Staff Handbook.** All new employees (not volunteers) must read the BRS Staff Handbook and sign the front sheet when read. This will be included in the induction programme for new staff.

The BRS Staff Handbook states that *it is a gross misconduct for an employee **NOT** to inform BRS senior management if they are cautioned or charged by the police for any criminal offence.* If any member of staff is unsure of how to proceed, they must talk

to a member of the Senior Management Team, the Designated Safeguarding Lead or their Line Manager. All conversations of this nature will be treated with the utmost confidentiality.

- **New starter checklist.** HR will create a personnel file for all new employees, self-employed positions, Trustees and volunteers. On the front of each file will be a Safer Recruitment checklist which will prompt all of the above actions to be completed.
- **Section 128 check.** A Section 128 check will be completed by HR for all new Trustee and Senior Management appointments.

A Section 128 check is a check (in addition to a Disclosure and Barring Service check) for those in management roles at independent schools, academies and free schools, to ensure they are not prohibited under Section 128 provisions. The Section 128 check, checks the names of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education. This check can only be carried out if the individual gives his/her consent.

In order for a Section 128 check to be requested, the individual concerned must provide their consent, National Insurance number, date of birth, full name, including any previous names.

SUMMARY

Anyone involved in the recruitment of people to work or volunteer at the BRS should understand that the aim of this Safer Recruitment policy is to create a safe culture whereby the BRS and Newmarket Pony Academy, adopt recruitment procedures that deter, reject or identify people who might abuse trainees and young people, or who might otherwise be unsuited to working with trainees and young people at the BRS.

Those involved in recruitment are welcome to speak to HR for further advice and guidance on any aspect of this Safer Recruitment policy.