TRURO SCHOOL

PREP AND SENIOR SCHOOL

Recruitment and Selection Policy

A copy of this policy is published in the following areas:
The school's website
Reviewed: September 2026
Date of next review: September 2027
Created by: Director of HR
Reviewed by: Director of HR

Recruitment and Selection Policy.

A copy of this policy is published in the following areas: The school's website

Last updated: September 2026
Date for review: September 2027
Created by: Director of HR

A. Introduction

Truro School is committed to providing the best possible care and education to its pupils and students and a supportive and balanced working environment to its staff. The School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and governors to share this commitment.

The School recognises the importance of attracting, recruiting and retaining excellent staff who share our vision to be a beacon of inclusive excellence, producing confident, tolerant and enthusiastic young people who enjoy working with others and are ready to influence the world. We are also committed to ensuring the best possible environment for the children and young people in our care. Safeguarding and promoting the welfare of children and young people is our highest priority.

This policy is designed to ensure that people who are unsuitable to work with children, young people and their families, are deterred and prevented from working within the school environment. This policy directly endorses and supports the mandatory guidance in Keeping Children Safe in Education (as published by the Department for Education). The recruitment and selection processes at Truro School will focus on safeguarding children by reducing the risk of harm through the employment of suitable, appropriately screened, vetted and checked individuals. This policy provides a consistent approach to recruitment and selection of all staff (permanent, temporary, casual and voluntary, and governors) in the School (and including our Boarding community) and is in line with the MIST guidance to schools on Safer Recruitment. Further details can be found at: MIST-Outline-Safer-Recruitment-Procedures-2023.pdf The School's Child Protection and Safeguarding Policy is available on the School's website.

B. Aims

Our recruitment strategy aims to:

- Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the role;
- Ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- Adopt a safer recruitment process, which helps to promote a safe culture;
- Attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people;

- Ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- Ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age;
- Ensure compliance with all relevant recommendations and guidance including Department for Education's "Keeping Children Safe in Education" guidance, the Code of Practice published by the Disclosure and Barring Service and the latest Prevent Duty Guidance (a separate policy exists for External Visiting Speakers);
- Ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect and may be amended at any time.

C. Equality, Diversity and Inclusion

"Truro School is committed to creating a welcoming and safe school environment. We strive to foster an inclusive community where everyone's uniqueness is celebrated and where we respect and value both our differences and the similarities that we share. We want to encourage each other to be curious and creative in our learning, have confidence to be who we are, and be compassionate in our language towards others. We will continue to remove barriers to learning and nurture a culture where we have the courage to stand up for those whose voice might otherwise be unheard or ignored.

Truro School's Statement of intent, endorsed by Governors, April 2023

In line with our EDI Statement of Intent, Truro School is an equal opportunities employer. There will be no discrimination in appointments on grounds of race, gender, age or sexual orientation. Truro School believes in equality of opportunity for promotion, regardless of race, gender, age or sexual orientation.

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within Truro School is considered against criteria, which relate only to the requirements of the role. External applications are anonymised by HR prior to being submitted to the selection panel for review.

D. Roles and Responsibilities

The Head has overall responsibility for recruitment and selection across the School, except where

responsibility is reserved to the Governing Body. The Head will be involved in the recruitment of all Senior Leadership positions, normally on the selection panel, to ensure the recruitment decisions support the school's strategic and operational priorities. They will sign off all teaching Middle Leadership offers, however, this authority may be delegated to the Head of Prep or a Deputy Head (Senior School).

The Chief Operating Officer (COO) has responsibility for the recruitment and selection of Operations, Professional and Support (OPS) staff and may delegate this authority to an OPS Middle Leader where appropriate.

The Governing Body will be directly involved in the recruitment and selection process for the appointment of the Head, Chief Operating Officer (COO), Head of Prep, Deputy Head(s), the Chaplain and the Clerk to the Governors. This will normally include representation on the selection panel to ensure appointments align with the School's strategic direction and statutory responsibilities.

The recruitment of the Head, COO and Chaplain, should follow MIST recruitment guidance for these roles.

The HR team will provide professional advice to ensure recruitment and selection processes are fair, consistent and compliant with employment legislation and safer recruitment requirements. HR will support advertising, shortlisting, appointment and pre-employment checking processes – including maintaining the Single Central Register (SCR).

E. Recruitment Planning

The recruitment panel

Prior to the selection process beginning, a selection panel of at least two people and ideally three will be identified. The same people should conduct the whole recruitment and selection process.

At least one of the members of the selection panel will have successfully completed Safer Recruitment training within the last three years.

Where the interview is for a teaching post, usually the Head, Deputy Head (Academic) (or Assistant Head - Teaching and Learning) or Deputy Head (Pastoral) or Deputy Head (Cocurricular and Partnerships) or Prep Deputy Head, will form part of the selection panel. Where the interview is for an Operations, Professional or Support (OPS) post, the line manager and a member of the HR team will form part of the selection panel.

Note: Selection panels for the appointment of the Head, Chief Operating Officer, Head of Prep, a Deputy Head (Senior School), Chaplain or the Clerk to the Governors, will include representation from the Governing Body.

Workforce planning and analysis of need

When a post becomes vacant, analysis will be undertaken to establish whether the vacancy needs

to be filled and if so, the requirements of the post will be reviewed. The line manager will complete and submit a Recruitment Authorisation Form. This document will include the working hours of the post, aspects of the role and how they relate to the overall objectives of the School. The Head and Chief Operating Officer will consider the financial implications of creating a new post or increasing the working hours of an existing post. All new posts require Governor sign off.

For volunteers, a similar recruitment process will take place. The school will set out its requirements and there will be an initial meeting with the prospective volunteer to understand whether they have any previous relevant experience, and the expectations and requirements of both the individual and the School will be discussed.

F. Advertising the Vacancy

Consideration will be given to the most appropriate place to advertise the vacant post which may include online recruitment websites, professional journals and newspapers. Vacancies will also be advertised on the School website.

Adverts for vacancies will demonstrate Truro School's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will usually be included within the text of the advert:

- Post title
- Hours of work
- Salary (including actual salary for part-time roles)
- Permanent or Fixed term (stating duration if fixed term)
- Brief details about what the job entails, and type of skills and experience required, including responsibility for safeguarding children
- Confirmation that the post is exempt from the Rehabilitation of Offenders Act 1974 and an Enhanced DBS Disclosure will be required
- Whether the post will require a children's barred list check
- Closing date
- Contact details

The advert will normally include the following: Standard Application form, Job description (including Person specification) and for teaching roles, further information about the department.

Job descriptions will define the purpose, duties and responsibilities of the post, as well as the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups where relevant. The Job description will include the Person specification and will make reference to the School's commitment to the safeguarding of students. the level of DBS check required will depend on the nature of the role and whether it constitutes regulated activity.

G. Assessment and Selection

To be considered for the vacancy, all applicants are required to fully complete a Truro School application form - CVs will not be accepted. Names will be removed from external application forms by the HR team, prior to the selection panel short-listing candidates for interview. At least two people will be involved in shortlisting; the same two people will also be involved at the interview / selection stage.

Once the shortlist has been agreed, shortlisted candidates will be provided with a criminal and suitability self-disclosure which must be returned to the School's Director of HR prior to the day of interview. Shortlisted candidates will be provided with information about the process of disclosing criminal history, and the contact details of organisations who can provide independent advice.

Any anomalies or gaps in employment will be noted and taken up at interview. Where possible, references will be obtained prior to interview. The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. At least one face-to-face interview will always be carried out as part of the recruitment process.

Appropriate and effective selection tools and processes will be used. A range of selection methods will be considered in order to test candidates' suitability for the role. For example, teachers will be observed teaching as well as attending at least one panel interview. Children will be involved in the recruitment process wherever possible; for example, student panel interview, pupil led tours, meeting pupils at lunch, teaching observation tasks. All candidates will be notified in advance of the nature of the activities they will be asked to undertake. During interview, all candidates' suitability to work with children as well as their suitability for the post will be explored. Any discrepancies or anomalies in the information provided by candidates will be queried and satisfactorily resolved. The School will also use online searches (including social media checks) on short-listed candidates, as part of our due diligence in accordance with KCSiE. Any concerns identified from information publicly available online, will be explored with the candidate at interview. The School is mindful of its obligations under the UK GDPR and Data Protection Act 2018.

Appointments will be based on merit and the suitability of each candidate for the job, as evidenced against the Job description (including Person specification), and demonstrated by the selection methods.

If a candidate has disclosed relevant criminal history that would not be filtered or any other information relevant to their suitability in their self-declaration, the candidate will have a second interview with the Director of HR. The information from this meeting will help inform the panel's decision-making process.

H. Conditional Offer

All candidates will be notified of the outcome of the interview as soon as possible. The initial offer to the successful candidate will normally be made verbally and confirmed in writing. Any offer of employment is conditional upon the satisfactory completion of all relevant pre-employment checks.

These checks may include:

- a satisfactory enhanced DBS Disclosure and Barring application;
- where the role constitutes regulated activity, a children's barred list check;

- where the appointee has lived or worked outside the United Kingdom for a period of three months or more, within the past five years, a certificate of good conduct or equivalent (e.g. overseas criminal records check) where available. Where a member of staff has worked in a school in the UK since moving from overseas, without subsequently returning overseas, it will not normally be necessary to repeat overseas checks for future appointments;
- verification of identity and eligibility to work in the UK;
- an original birth certificate (where available) and evidence of any name changes since birth;
- verification of qualifications and professional status, where required for the role;
- verification that the candidate has not been prohibited from teaching or carrying out teaching work, where applicable;
- verification that the candidate has not been prohibited from carrying out management work, where applicable;
- a letter of professional standing issued by the teaching regulatory authority in the country worked in or recruited from, where required;
- medical fitness to undertake the duties of the role;
- confirmation, where applicable, that the candidate is not disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)", and
- a minimum of two satisfactory references.

Original documents must be produced. A record will be kept of all checks undertaken, including those used to verify identity, right to work in the UK and qualifications, and these records will be retained on the successful candidate's personnel file.

I. Pre-employment checks

All appointments are subject to the satisfactory completion of relevant pre-employment checks in accordance with Keeping Children Safe in Education (KCSiE) and employment legislation. The checks required will depend on the nature of the role and whether it constitutes regulated activity.

The purpose of the checks is to support safer recruitment decisions by ensuring that applicants do not have a history that would make them unsuitable to work with children or to undertake the responsibilities of the role for which they have applied.

1. Verification of Identity, Right to Work and Qualifications

All applicants invited to interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications. The documents required will be set out in the invitation to interview and will comply with DBS identity checking guidelines. All documents must be originals.

Where a candidate has changed their name, documentary evidence of all name changes must be provided.

Candidates must provide original qualification certificates where these are required for the role. The School reserves the right to verify professional and academic qualifications with awarding bodies.

2. References

The purpose of obtaining references is to ensure that the School has objective and factual information to support appointment decisions.

Where possible, references will be sought before interview. All offers of employment will be subject to the receipt of two satisfactory references, one of which must be from the applicant's current or most recent employer or line manager.

Where the applicant's current or most recent employment did not involve work with children, the second reference should be obtained from the employer with whom the applicant most recently worked with children.

Referees should have sufficient seniority within their organisation. Where the referee is a school, the reference must be provided by, or verified with, the Head. References must not be relatives or individuals known to the applicant solely as friends.

The School reserves the right to seek additional references where previous roles are particularly relevant to the vacancy. All references will be verified with the referee.

Referees will be asked whether they believe the applicant is suitable for the role and whether they know of any reason why the applicant should not work with children. Referees will be provided with a copy of the Job description (including Person specification) and, where appropriate, asked to confirm:

- dates of employment
- salary
- job title and duties
- reason for leaving
- performance
- disciplinary history, including any matters relating to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised relating to the safety and welfare of children or behaviour towards children.

The School will only accept references obtained directly from referees. References or testimonials supplied by applicants will not be accepted. References received electronically will be verified. Any discrepancies, inconsistencies or concerns will be explored with the applicant before any appointment is confirmed.

3. Disclosure and Barring Service (DBS) checks

The School will obtain the level of Disclosure and Barring Service (DBS) check appropriate to the role. This may include an enhanced DBS check, an enhanced DBS check with children's barred list information, or any other check required by KCSiE, UK legislation or statutory guidance.

Where a role constitutes regulated activity, an enhanced DBS check with children's barred list

information will be required.

For safeguarding and recruitment purposes, regulated activity includes:

- teaching, training, instructing, caring for or supervising children on a regular basis;
- undertaking these activities on more than three days in any 30-day period;
- overnight activities with children; and/or
- providing personal or intimate care to a child.

All DBS applications are processed through Atlantic Data. In exceptional cases, a separate children's barred list check may also be completed via the GOV.UK website.

A DBS check may contain details of convictions, cautions and other info permitted by law. Employment will remain conditional until the original DBS certificate has been received, reviewed and deemed satisfactory by the School.

Positive Criminal Disclosures

The School will not unfairly discriminate against any applicant on the basis of a criminal record. Appointment decisions are made on merit, suitability and ability.

All applicants must disclose convictions and cautions that are not protected (as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020). Failure to disclose relevant information may result in an application being withdrawn, dismissal for gross misconduct or, where applicable, criminal proceedings.

All short-listed candidates will be required to complete a self-disclosure form before interview. Any information disclosed will be reviewed by the Director of HR and discussed with the candidate where appropriate.

Where a positive DBS disclosure is received, the Director of HR will consider the information provided though self-disclosure, the DBS certificate and any contextual information obtained through the recruitment process. The School will assess each case individually, taking account of:

- the nature of the role;
- the nature and seriousness of the offence;
- the age of the offence;
- the circumstances in which it occurred, and whether these have changed;
- whether it forms part of a pattern of behaviour;
- any explanation provided by the applicant, and
- any evidence of rehabilitation.

Where the information does not match, an individual's suitability for the post will be considered by the Director of HR, Head, Head of Prep or Deputy Head (Pastoral).

The School will not employ an individual in regulated activity where they are barred from working with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other

serious acts of violence.

An enhanced check may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

It is a criminal offence for any person who is barred from working in regulated activity with children to attempt to apply for a relevant position within the School. If:

- the School receives an application from a barred person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children,

it will report the matter to the Local Authority Designated Officer (LADO), Police, DBS and/or relevant regulatory bodies.

The successful candidate is required to bring their DBS certificate to the school for verification. If a candidate fails to produce their certificate within 28 days of the date of issue and does not provide a satisfactory explanation, the School will withdraw the offer of employment.

If an applicant wishes to dispute any information contained in a Disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

Appointment pending receipt of DBS Certificate

In exceptional circumstances, where there is an urgent operational need, the Head, Head of Prep, or Deputy Head (Pastoral) may authorise an individual to commence work before the DBS certificate has been received, following completion of a written risk assessment.

This will only be permitted where:

- all other required pre-appointment checks have been completed satisfactorily;
- an appropriate children's barred list check has been completed satisfactorily where required;
- suitable supervision arrangements are in place;
- the individual has been informed of any restrictions applying to their role, and
- the risk assessment has been approved by both the line manager and the Head, Head of Prep, or Deputy Head (Pastoral).

Risk assessments and supervision arrangements will be reviewed regularly and at least every two weeks until the DBS certificate has been received and deemed satisfactory.

4. Overseas checks

The process for obtaining overseas criminal record information varies between countries. The

School will follow current government guidance when determining what evidence should be obtained from applicants who have lived or worked overseas via www.gov.uk.

Teachers from Overseas

Teachers who have worked overseas, or who have been recruited from overseas, should provide evidence of their professional standing and past conduct as a teacher, where available. This will normally take the form of a letter of professional standing issued by the relevant professional regulating authority in the country in which they worked.

Such evidence will be considered alongside all other pre-employment checks when assessing suitability for appointment.

5. Medical fitness

The School is required to satisfy itself that individuals appointed to posts have the health and physical capacity to carry out the duties of the role.

Following a conditional offer of employment, successful candidates will be required to complete a medical declaration questionnaire. Applicants will be asked to confirm whether they are fit to undertake the duties of the role, or to identify any health condition, disability or workplace adjustments that may be relevant to the role.

The School is committed to meeting its obligations under the Equality Act 2010 and will consider any reasonable adjustments that may enable an individual to undertake the role effectively. Where appropriate, the School may seek further information, clarification or Occupational Health advice before confirming an appointment. No offer of employment will be withdrawn solely on medical grounds without appropriate consideration of the available medical evidence, any reasonable adjustments and the requirements of the role.

6. Prohibition from teaching

Checks for teacher prohibition orders will be undertaken where appointments involve teaching work. The School applies the definition of teaching work contained within the Teachers' Disciplinary (England) Regulations 2012, including:

- Planning and preparing lessons;
- Delivering lessons;
- Assessing pupils' progress and attainment; and
- Reporting on pupils' progress and attainment.

Where there is any doubt, the prohibition check will be completed. These checks are all completed via "Check a teacher's record" via the secure access of the DfE portal.

7. Prohibition from management

Checks will be undertaken for directions made under Section 128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school, this includes SLT members, Head of Departments and Governors.

8. Recording of pre-employment checks

The School maintains a Single Central Record (SCR) in accordance with Department for Education Safer Recruitment guidance and the Education (Independent School Standards) Regulations 2014.

The outcome of all required recruitment and vetting checks will be recorded on the SCR. The School will ensure that its obligations under the UK GDPR and Data Protection Act 2018 are complied with regarding the storage of paper and electronic storage of all pre-employment check information.

9. Agency Staff

Where agency or supply staff are engaged, the School will obtain written confirmation from the relevant agency that all required vetting checks have been completed and that the individual is suitable to work in the role. The School may request evidence sufficient to demonstrate that those checks have been undertaken appropriately.

The agency should make clear to the supply staff member that they should not bring their DBS certificate to the School. The agency should ensure that the individual is aware that they must bring proof of qualifications (e.g. a QTS certificate, where applicable) and identification documents confirming their name, date of birth and address, on the first day of their assignment at the School.

The School reserves the right to reject a proposed worker, terminate arrangements with the agency and/or require an agency staff member to leave the site immediately where safer recruitment requirements have not been met or where the School considers that safeguarding standards have been compromised.

J. Recruitment of Volunteers

The role of volunteers at the School is varied and broad, and it is important that volunteers share and understand the School's commitment to safeguarding and promoting the welfare of children and young people.

Volunteers bring with them a range of skills and experience that can enhance the learning opportunities of pupils and students. The Board of Governors welcomes and encourages volunteers from the local community to assist in the day-to-day life of the School. Activities may include hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual students, as an additional tutor or coach, or accompanying educational visits.

The School will undertake appropriate safeguarding checks on all volunteers in accordance with Keeping Children Safe in Education and relevant legislation. The level of checks required will depend on the nature of the role, the frequency of the activity and the level of contact with children.

Volunteers should complete a Volunteer's Application Form and the position will be subject to a satisfactory enhanced DBS Disclosure and Barring application, where the individual will be undertaking regulated activity. This must be done utilising the update service and the School will

reimburse the cost of this. Satisfactory references will also be required.

Further checks on volunteers will be carried out (where relevant), such as:

i. that the volunteer has not been disqualified from participating in the management of independent schools
ii. a declaration that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009

Depending on the nature of the role, volunteers may also be asked to sign a confidentiality statement.

In accordance with the current statutory definition of regulated activity, volunteers who teach, train, instruct, care for or supervise children on a frequent basis, on more than three days in a 30-day period, or overnight, will be deemed as undertaking regulated activity and must undergo an enhanced DBS check with children's barred list information. The School will ensure that no barred person is permitted to engage in regulated activity with children.

All volunteers will receive appropriate safeguarding information, including details of how to report any concerns about a child or member of staff.

The School will undertake a written risk assessment on all volunteers who do not undertake regulated activity in order to determine the correct level of vetting checks; for example, whether an enhanced DBS disclosure without children's barred list information is both lawful and proportionate. The risk assessment will take into account the nature of the activity, the ages of the children, what is already known about the volunteer, whether they are employed or volunteer in a similar environment. We have a statutory responsibility to ensure that volunteers who are not in regulated activity are subject to regular, day to day supervision by a fully checked member of staff or by a fully checked volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils or students in their care (see KCSiE 2026 annex C for more information on supervision).

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils or students. No volunteer may assist with personal care of a pupil – for example taking them to the toilet or assisting with dressing unless fully checked. Likewise, no volunteer may assist with overnight trips unless fully checked.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

All queries regarding the recruitment of volunteers should be directed to the HR team.

K. Records and Data retention

The School has a responsibility to retain records for the complete recruitment process for a minimum of 12 months. The following should be recorded:

- assessment and selection criteria used (including job description with person specification)
- application of assessment and selection criteria (eg. application form)
- interview and other selection method notes (eg. question proformas, test results)
- the criminal and suitability self-disclosure and, where relevant information was disclosed, notes of the meeting with Director of HR
- reasons for decisions made
- any additional information such as copies of qualifications

All recruitment paperwork relating to the successful candidate, including their criminal and suitability self-disclosure, will be retained and placed on their confidential personnel file. The recruitment paperwork relating to unsuccessful candidates will be retained for 12 months and then securely disposed of.

Retention and Security of Disclosure Information

The School's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information. In particular, the School will:

- store Disclosure certificates and other confidential documents issued by the DBS securely, access to which will be restricted to the Head and the HR team;
- not retain Disclosure certificates or any associated correspondence for longer than is necessary, although the School will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the date on which the original DBS certificate was seen in school and who by, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any copy of a Disclosure certificate is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any Disclosure certificate except where there is good reason for doing so in which case the copy will be retained for the minimum period of time necessary.

Truro School complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

L. Induction and Ongoing training

Regardless of prior experience, an induction programme will be given to each new member of staff (including volunteers) that will, as a minimum:

- Provide training and guidance on school specific policy and procedures including the Child Protection policy and arrangements, online safety, whistleblowing, staff and volunteers code of conduct, low-level concern reporting and health and safety policies and procedures.

- Support new members of staff (and volunteers) to ensure their best possible preparation for the role to which they have been appointed.
- Provide opportunities for new staff to discuss any issues of concern and seek clarification of any matter requiring fuller explanation
- Enable the line manager to assess the need for and focus of a bespoke induction and support programme for the new starter
- Set out agreed procedures for mentoring and evaluation of progress required before any confirmation of a new employee's probationary period.

After the probationary period is complete, all staff will receive regular updates on safeguarding and child protection, reminders about protocol and procedures for early help, cause for concern, supporting children's mental health and wellbeing, online safety and whistleblowing.

Appendix A

During the Covid-19 pandemic, some recruitment checks were completed online and occasionally still, in exceptional circumstances, first round selection events may include virtual platforms such as Teams to complete interviews. However, these will always be followed up by a second-round recruitment event onsite, and when an individual comes onto site, original documents must be produced and verified.