

L'École Française de Bristol



L'École Française de Bristol

Pour faire vivre ton français

Safeguarding Recruitment Vetting and Barring Policy and Procedure

Last review date:	July 2026
Next review date:	Juy 2027
Last update by:	Claire Vallorge and Hortense Dournel-Fauvet

Approved by: Board of Trustees
Responsible officer: Headteacher

L'École Française de Bristol is committed to safeguarding children and expects all staff and volunteers to share this commitment. Safer recruitment is not a single event but an ongoing process. The school maintains a culture of vigilance, professional curiosity, and shared responsibility to ensure that only suitable individuals work with the children attending our school.

The Board of Trustees has overall responsibility for ensuring that safer recruitment procedures comply with statutory safeguarding requirements.

Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education (KCSIE) 2025.

The Early Years Foundation Stage statutory framework contains its own requirements for safer recruitment (pages 24 to 27).

The École Française de Bristol operates safe recruitment procedures (including DBS checks) and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.

To make sure we recruit suitable people, we ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. This includes our Headteacher (Hortense Dournel-Fauvet), our DSL (Claire Vallorge), our Business Manager, our Nominated Director for Safeguarding (Wade Nottingham). At least one member of any interview panel will have completed safer recruitment training.

We put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a link to our child protection and safeguarding policy.

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we may ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
 - Whether they are known to the police and children's local authority social care services
 - If they have been disqualified from providing childcare
 - Sign a declaration confirming the information they have provided is true

Online checks

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

We will obtain two references before the interview wherever possible. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references (e.g. 'to whom it may concern')
- Not rely on applicants to obtain their reference
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the Headteacher as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed

- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children. If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify where information is vague or insufficient information is provided
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed.

Interview and selection

When interviewing candidates, we will:

- Assess candidates' understanding of safeguarding, attitudes towards professional boundaries, ability to recognise and respond to concerns along with motivation to work with children.
- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Record all information considered and decisions made.

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's Single Central Record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.
- Ensure the candidate has the health and physical capacity to carry out the role, in line with relevant employment and equality legislation along with our duty of care.
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
- Verify their professional qualifications, as appropriate.

- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include criminal records checks for overseas applicants, for all staff and where available.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at L'École Française de Bristol has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

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

We will check the identity of all contractors and their staff on arrival at the school.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Obtain references for volunteers before they are recruited
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

Trustees

All trustees will have a DBS check.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All trustees' identity will also be checked.

Being a supplementary school / Relationship with Partner Schools

As a supplementary provision provider, we commit to provide written confirmation to all our Day Release partner schools that we have carried out the appropriate safeguarding checks on individuals working at L'Ecole Française de Bristol. This includes emailing partner schools when a new member of staff joins L'Ecole Française de Bristol as well as sharing this policy.

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm. This will include a Health and Safety as well as Safeguarding induction and supervision from a named member of staff.

Single Central Record

A single Central Record will hold information relating to employees (newly appointed, well-established, part-timers, peripatetic teachers, supply teachers, regular volunteers).

- Name of the employee, address and date of birth
- Evidence and date of ID checks
- Evidence of qualification (if required or applicable) / external QTS check
- Date of the last DBS update when relevant
- DBS certificate number and date when it was obtained / by whom
- Date of self-declaration regarding disqualification
- Evidence of right to work in the UK
- Overseas check as required
- Confirmation that references have been obtained

The DBS certificate is only a snapshot at a point in time therefore **continued monitoring** of staff behaviour must take place.

The Single Central Record will be managed by the School Business Manager and the Headteacher as well as the Designated Safeguarding Lead.

Training following employment

All new staff employed at L'École Française de Bristol are expected to read, understand and adhere to all safeguarding policies and procedures. All staff will receive a safeguarding induction before, or as soon as reasonably practicable after commencing their role. This induction will include:

- Child Protection policy
- Staff Code of Conduct
- Behaviour Policy
- Safeguarding procedures and reporting routes
- Part 1 of KCSIE

Regular meetings will be held to communicate updates, and all safeguarding policies and practices will be accessible to all staff and trustees.

Information will be circulated to volunteers (e.g. Welfare notes for outings, Missing Child policy...).

Ongoing suitability checks

The school promotes a culture where low-level concerns can be shared and addressed appropriately as part of ongoing safeguarding vigilance. The leadership team maintains ongoing vigilance regarding staff suitability, including supervision, observation of practice, and prompt action where concerns arise.

NB. Also refers to:

- ***Child Protection and Safeguarding Policy and Procedures***
- ***Appraisal and Supervision Policy***