



MARLBOROUGH COLLEGE

Recruitment, Selection and Disclosure Policy and Procedure

Michaelmas Term 2023



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Contents

1.	Introduction	3
2.	Data Protection	4
3.	Recruitment and Selection Procedure.....	4
4.	Artificial Intelligence.....	9
5.	Pre-employment Checks	9
6.	References	10
7.	Disclosure and Barring Service (previously called a Criminal Records Bureau).....	11
8.	Prohibition from Teaching Check.....	14
9.	Prohibition from Management Check	15
10.	Medical Fitness	16
11.	File Sign Off.....	16
12.	Other Checks That May be Necessary for Staff, Volunteers and Others	16
13.	Policy on Recruitment of Ex-offenders	18
14.	Induction	19
15.	Disqualification from Acting as a Charity Trustee or Senior Manager.....	20
16.	Visiting Speakers and the Prevent Duty	21
17.	Referrals to the DBS and Teaching Regulation Agency	22
18.	Version Control.....	22
Appendix 1	List of Valid Identity Documents.....	23
Appendix 2	DBS Filtering Rules	25
Appendix 3	Suitability to Work with Children: Self-Declaration Form.....	26
Appendix 4	Marlborough College Guidance for Using Volunteers	30
Appendix 5	Adults and children residing in the private accommodation of a boarding house	34

1. Introduction

- 1.1 Marlborough College is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The College is also committed to providing a supportive and flexible working environment to all its employees and others who work here. The College recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain individuals of the highest calibre who share this commitment.
- 1.2 The College is wholly committed to recruitment and selection procedures that help deter, reject or identify people who might abuse or cause harm to children or young people, or are otherwise unsuited to work with them.
- 1.3 The aims of the College's recruitment policy are:
 - 1.3.1 to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
 - 1.3.2 to ensure that all job applicants are considered equally and consistently
 - 1.3.3 to ensure that no job applicant is treated unfairly on grounds including age, gender, race, disability, religion or belief, gender reassignment, sexual orientation, marital or civil partnerships
 - 1.3.4 to 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 2023) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Education (Independent School Standards) Regulations 2014 (ISSRs), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and the College are also required to comply with the Education (Independent School Standards) Regulations 2014 and the National Minimum Standards for Boarding Schools (2022)
 - 1.3.5 to ensure that the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks
- 1.4 This is not an exhaustive list and the Director of Safeguarding ensures that the current safer recruitment practice is in line with any regulatory changes.
- 1.5 All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- 1.6 Line managers are responsible for identifying and considering any conflicts of interest and safeguarding risk as a result of existing personal relationships between anyone currently employed and applicants.
- 1.7 Steps must be taken by the hiring manager to ensure an objective and transparent recruitment process is conducted. The hiring manager should seek advice from HR if there is any concern about a conflict of interest, safeguarding risks and/or a lack of transparency in the recruitment process.

2. Data Protection

- 2.1 The College is legally required to carry out the pre-appointment checks detailed in this procedure. Employees and prospective employees will be required to provide certain information to the College to enable the College to carry out the checks that are applicable to their role. The College will also be required to provide certain information to third parties, such as the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA). Failure to provide requested information may result in the College not being able to meet its employment, safeguarding or legal obligations. The College will process personal information in accordance with the College's Privacy Notice.

3. Recruitment and Selection Procedure

3.1 Approval to recruit

- 3.1.1 All vacancies must be submitted for approval using the current Approval to Recruit (ATR) form (available from HR). Roles will not be advertised until this is signed off by the Bursar, Director of Finance and Director of HR.

3.2 Job descriptions

- 3.2.1 The hiring manager will carefully consider the skills, knowledge and experience the successful applicant will need to demonstrate and whether there are any particular elements that need to be included in the job description and job advertisement for the post in order to attract suitable applicants. The information for applicants will clearly state the extent of the relationship/contact with children and young people that the appointed person will have. The College's safeguarding statement (as below) must be added to the bottom of both the advert and job description.
- 3.2.2 Marlborough College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

3.3 Advertising

- 3.3.1 Roles will be advertised on the College website and on external sites as appropriate to the role as identified between the hiring manager and HR. Some roles, which are generally those which attract an allowance, are only advertised internally and require those interested to submit an Internal Application Form. Recruitment agencies will only be used if agreed in advance on the ATR form, the cost is approved, and the recruitment agency has submitted a letter of compliance. The job description and person specification for the role will be attached to the advert, along with the Safeguarding and Child Protection Policy and procedures and this policy.

3.4 Application forms

3.4.1 All applicants for employment will be required to complete an application form containing questions about their academic, employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completion has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. All applicants need to provide full employment history since mandatory school leaving age. Any gaps must be discussed during the interview process and recorded on the notes signed by the hiring manager. A curriculum vitae will not be accepted in place of the completed application form, but may accompany it if indicated in the details for the role.

3.5 Shortlisting

3.5.1 The College will shortlist applicants according to the relevance of their professional skills and personal qualities for the role, as detailed on the job description and the applicant's application form. Shortlisting decisions should be robust and up to future scrutiny. Shortlisting should be conducted individually by two managers who will ideally be those involved in the interview process.

3.5.2 All shortlisted applicants will be required to complete a self-declaration form (see Suitability to Work with Children: Self-declaration Form in Appendix 3) prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. If, on receipt, this form contains any details indicating a risk to the College, the form will be passed to the Director of Safeguarding to review. This information will be considered and discussed with applicants at interview. It is the responsibility of the hiring manager to review the form for any answers to these questions and question further either at interview or after the interview. If there are any issues with the completion of the form, the College reserves the right not to invite the applicant on site. Any information needs to be flagged to both the HR Department and the Director of Safeguarding. If any relevant information is contained on this form a risk assessment must be completed and fully signed off before the applicant is formally offered the role.

3.6 Online searches

3.6.1 In addition to the checks set out below, the College reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the College. In accordance with KCSIE this will include online searches on shortlisted candidates. The online searches the College carries out may include searches of internet search engines, websites and social media platforms. Applicants are asked in the application form to provide details of their online profile, including account names, social media and professional networking site handles and details of websites on which the applicant is featured or named. This information will be used to carry out online searches. Applicants are not required to provide account passwords or to grant the College access to social media or professional networking account content that is not publicly available. However, if information (such as profile pictures and/or account bios) is publicly available when a social media or professional networking site account is locked and can therefore be viewed by the College it may be taken into account as part of the online search.

- 3.6.2 Online searches may be carried out at the shortlisting stage or after an offer of employment has been made (but prior to work commencing). The College will not carry out online searches as part of its initial sift of applications.
- 3.6.3 The College will determine how it approaches online searches on a case-by-case basis. However, all applicants for a role at the College will be treated consistently with regard to online searches.
- 3.6.4 Wherever possible, online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the College is looking for any publicly available information about an applicant that:
 - 3.6.4.1 may be relevant to their suitability to carry out the role for which they have applied
 - 3.6.4.2 may be relevant to their suitability to work at the College or in an education setting
 - 3.6.4.3 is of a safeguarding nature
 - 3.6.4.4 may have an impact on the College's reputation (whether positive or negative)
- 3.6.5 Any information generated from online searches will be entered in an online search results record. Where online searches are undertaken on shortlisted applicants, any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at interview. Where online searches are undertaken on the successful applicant only any relevant information generated will be discussed prior to employment commencing. All offers of employment will be conditional upon the College being satisfied that the successful applicant is suitable to work at the College in light of any information generated from online searches.
- 3.6.6 In evaluating any online information for relevance the College will use the following criteria:
 - 3.6.6.1 whether the information is relevant to the position applied for
 - 3.6.6.2 whether the information is relevant to the applicant's suitability to work at the College or in an education setting
 - 3.6.6.3 whether the information could have an impact on the College's reputation (whether positive or negative)
 - 3.6.6.4 whether the information calls into doubt the applicant's willingness or ability to uphold the College's commitment to safeguarding and promoting the welfare of children
 - 3.6.6.5 the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published
 - 3.6.6.6 whether the information reveals a pattern of concerning behaviour
 - 3.6.6.7 the relevant circumstances and the explanation(s) offered by the applicant

- 3.6.7 For successful candidates, the College will retain information generated through online searches for the duration of the individual's employment and in accordance with its Information and Records Retention Policy after employment ends.
- 3.6.8 For unsuccessful candidates, the College retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.
- 3.7 References (teaching posts)
 - 3.7.1 For teaching posts references will be sought prior to interview.
- 3.8 The interview
 - 3.8.1 Shortlisted applicants will be invited to attend a formal interview during which their skills and experience will be discussed in more detail. Interviewees are required to bring with them evidence of identification and qualifications as detailed in section 5.1 and Appendix 1. Depending on the role, they may be required to demonstrate specific skills by undertaking skills tests. All shortlisted applicants will be tested at interview about their suitability to work with children, including any involvement with child protection, referrals to regulatory bodies etc.
 - 3.8.2 All shortlisted applicants must be interviewed in person at least once. The interview assesses the applicant's suitability to work with children. The interview panel should consist of at least two people, one of whom must have been trained in Safer Recruitment.
 - 3.8.3 To ensure fairness and objectivity, all applicants will be assessed at interview against the required skills, attributes, behaviours and experience set out in the job description.
 - 3.8.4 Interview questions should be prepared in advance of the interview. Questions should be well structured and the same questions applied for each applicant throughout the interviewing process. Interview notes must be signed and returned to the HR Department for retention.
 - 3.8.5 Interview questions should test an applicant's values, attitudes, motives and suitability for the role. At least three questions in the interview must be relevant to safeguarding children and must be asked by a Safer Recruitment-trained member of staff.
 - 3.8.6 The interview panel must agree on scores or outcomes for all applicants interviewed. All applicants should be informed of the result of the interview and applicant feedback will be provided by a member of the interview panel upon request. Interview forms for all assessed applicants must be returned to the HR Department and kept for six months in a secure filing cabinet. Successful applicant interview notes should be stored in their personnel file. Interview notes for internal applicants, whether successful or not, must be kept in their personnel file.
- 3.9 Conditional offers of employment
 - 3.9.1 If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- 3.9.1.1 the agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment
- 3.9.1.2 verification of the applicant's identity (where this has not previously been verified)
- 3.9.1.3 verification of qualifications, whether professional or otherwise, which the College takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not
- 3.9.1.4 verification of the applicant's employment history
- 3.9.1.5 the receipt and verification of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory
- 3.9.1.6 for positions which involve 'teaching work', information about whether the applicant has ever been referred to or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at the College
- 3.9.1.7 for applicants who have carried out 'teaching work' outside the UK, information about whether the applicant has ever been referred to or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the College
- 3.9.1.8 where the position amounts to 'regulated activity' (see section 7.6.1) the receipt of an enhanced disclosure from the DBS which the College considers to be satisfactory
- 3.9.1.9 where the position amounts to 'regulated activity' (see section 7.6.1) confirmation that the applicant is not named on the Children's Barred List
- 3.9.1.10 information about whether the applicant has ever been subject to a direction under Section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the College
- 3.9.1.11 for management positions, information about whether the applicant has ever been referred to the Department for Education or is the subject of a direction under Section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at the College
- 3.9.1.12 confirmation that the applicant is not disqualified from acting as a trustee/governor or senior manager of a charity under the Charities Act 2011 (if applicable);
- 3.9.1.13 verification of the applicant's medical fitness for the role
- 3.9.1.14 verification of the applicant's right to work in the UK
- 3.9.1.15 any further checks which the College decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references

- 3.9.2 The College is not permitted to check the Children's Barred List unless an individual will be engaging in 'regulated activity'. The College is required to carry out an Enhanced DBS check for all employees, supply employees and Members of Council who will be engaging in 'regulated activity'. However, the College can also carry out an Enhanced DBS check on a person who would be carrying out 'regulated activity' but for the fact that they do not carry out their duties frequently enough, i.e. roles which would amount to 'regulated activity' if carried out more frequently.
- 3.9.3 Whether a position amounts to 'regulated activity' must therefore be considered by the College in order to decide which checks are appropriate. It is, however, likely that, in nearly all cases, the College will be able to carry out an Enhanced DBS check and a Children's Barred List check.

4. Artificial Intelligence

- 4.1 The College does not use artificial intelligence software as a decision-making tool at any stage of the recruitment process, including in respect of external and internal applications and promotion proposals.

5. Pre-employment Checks

- 5.1 Pre-employment checks are conducted in accordance with the recommendations and guidance set out in:
- 5.1.1 Keeping Children Safe in Education 2023
 - 5.1.2 Disqualification under the Childcare Act 2006
 - 5.1.3 Independent School Standards- Guidance 2019
- 5.2 The College carries out a number of pre-employment checks in respect of all prospective employees. This includes temporary workers and contractors.
- 5.3 In addition to the checks set out below, the College reserves the right to obtain such formal or informal background information about an applicant, as is reasonable in the circumstances, to determine whether they are suitable to work at the College. This will include internet and social media searches.
- 5.4 In fulfilling its obligations to carry out pre-employment checks, the College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age.
- 5.5 Any offer of employment made to a successful applicant must be conditional on satisfactory completion of the necessary pre-employment checks. It is unacceptable for any applicant to start without all pre-employment checks completed (see following paragraphs for further detail and clarification).
- 5.6 All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications.
- 5.7 The College asks for this information at interview to ensure that the person attending the interview is who they claim to be, that they are permitted to work for the College if appointed, and that they hold appropriate qualifications.

- 5.8 The College will check this evidence in accordance with the Home Office 'Code of Practice', effective from 6th April 2022.
- 5.9 Applicants should bring evidence of a current DBS (only DBS Certificates registered on the DBS Update Service will be acceptable) along with three identification documents, plus any change of name documentation (if applicable) for their application. Applicants must always provide their birth certificate as one form of identity.
- 5.10 Proof of identity must include at least one form of photo ID and at least one document with their current home address from the document guidance in Appendix 1.
- 5.11 Where an applicant's name has changed by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they are required to provide proof of the change (e.g. marriage certificate or deed poll certificate).
- 5.12 The HR Department must verify and sign copies of the documents, ensuring the photo ID looks like the applicant.
- 5.13 Applicants must provide original documents confirming any educational and professional qualifications referred to in their application form.
- 5.14 The College will check to confirm current registration of professional bodies where this is relevant e.g. Health Care Professionals, Social Workers etc.
- 5.15 All employees whose roles involve driving will be subject to a driving licence check before they commence employment. The Transport Manager will be responsible for undertaking any further checks and keeping a register.
- 5.16 Where an applicant has previously held a post where they would have been the lead person in an inspection (e.g. Headteacher), it is good practice to check any inspection reports undertaken under their leadership.
- 5.17 The College asks for the date of birth of all applicants to assist with the vetting of the applicants. Proof of date of birth is necessary so that the College may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The College does not discriminate on the grounds of age.

6. References

- 6.1 At least two references will be taken up on shortlisted applicants for teaching posts prior to interview. For non-teaching posts at least two references will be taken up and received as satisfactory references before employment commences.
- 6.2 All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the College. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. Where an applicant has provided a current Marlborough College employee as a referee, in most circumstances two further references should be sought.
- 6.3 All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable

to work with children. Referees for those applying for a teaching role will also be asked to confirm that the applicant, as far as they know, has not been radicalised and that they do not support terrorism or any form of ‘extremism’ (see the definition of ‘extremism’ in section 16.5). All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- 6.3.1 The applicant’s dates of employment, salary, job title/duties, reason for leaving, performance, absence (including parental leave) and disciplinary record (questions regarding absence will not be asked before a job offer has been made)
 - 6.3.2 Whether the applicant has ever been the subject of disciplinary procedures involving issues relating to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious
 - 6.3.3 Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious
 - 6.3.4 Whether the applicant could be considered to be involved in ‘extremism’ (see the definition of ‘extremism’ in section 16.5)
- 6.4 The College will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
 - 6.5 The College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. In some cases, references may be taken prior to an invite to interview.
 - 6.6 Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the College. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.
 - 6.7 If factual references are received, i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.
 - 6.8 All references must be verified by phone to the referee on a landline phone number (where possible), confirming the name of the person with whom it was verified, the name of the verifier, date and time of verification. This must always be recorded on the reference form.
 - 6.9 All references received from a school must be countersigned by the Head of that school.

7. Disclosure and Barring Service (previously called Criminal Records Bureau)

- 7.1 The College will adhere to its mandatory responsibility to secure a certificate from DBS for all new employees before their appointment. It is College policy that these checks will be renewed every three years. The College requires all new casual workers who are undertaking

a new DBS check to sign up to the DBS Update Service. <https://www.gov.uk/dbs-update-service>. The College will reimburse the cost of subscription.

- 7.2 A subscription to the Update Service is valid for one year. The subscription can be renewed through the Update Service, either when first registering, or by choosing automatic renewal up to 30 days before the current subscription ends. Renewal is not allowed on the last day of the subscription.
- 7.3 If there are any concerns raised regarding an employee during the three year period, a new DBS check may be sought sooner.
- 7.4 It is the responsibility of the employee to inform the HR Department if there are any changes with the status of their DBS.
- 7.5 An Enhanced DBS check, which includes barred list information, will be required for those engaging in 'regulated activity'. The barred list check must be carried out using the correct category (children).
- 7.6 This covers the majority of employees, as outlined in the following definition of 'regulated activity'.
 - 7.6.1 Regulated activity. The College applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the College which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the College, will amount to 'regulated activity' if it is carried out:
 - 7.6.1.1 frequently, meaning once a week or more; or overnight, meaning between 2.00 am and 6.00 am
 - 7.6.1.2 satisfies the 'period condition', meaning four times or more in a 30 day period
 - 7.6.1.3 provides the opportunity for contact with children
- 7.7 Roles which are carried out on an unpaid/voluntary basis will only amount to 'regulated activity' if, in addition to the above, they are carried out on an unsupervised basis.
- 7.8 It is for the College to decide whether a role amounts to 'regulated activity', taking into account all the relevant circumstances. However, nearly all posts at the College amount to 'regulated activity'. Limited exceptions could include an administrative post undertaken on a temporary basis in a College office outside of term time or voluntary posts which are supervised.
 - 7.8.1 The DBS disclosure certificate. The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the College. It is a condition of employment with the College that the original disclosure certificate is provided to the College in person within two weeks of it being received by the applicant and, in any case, before the employee starts work. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the College should be

arranged with the HR Department as soon as it has been received. Applicants who are unable to visit the College to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the HR Department. Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work or on the first working day.

- 7.8.2 Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the College.
- 7.8.3 On receipt of the criminal record check, HR will record the outcome; state if there has been any name change; record who has seen the original certificate and if there was any risk assessment required. This document will be held in the individual's personnel file.
- 7.8.4 If the applicant is on the DBS Update Service, then the original certificate must be seen and documented. This must include but not be limited to: name of applicant; name of person completing the check; date criminal check was completed; issue date; details of disclosures that are present; type of criminal check (i.e. standard, enhanced) and the workforce this was checked against (i.e. Child, Child & Adult and the College cannot accept Adult only checks), all of which should be documented in the employee's personal file and in the Single Central Record.
- 7.8.5 Starting work pending receipt of the DBS disclosure. If there is a delay in receiving a DBS disclosure, in exceptional circumstances the Master has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to 'regulated activity') and two satisfactory references have been completed and once appropriate supervision has been put in place. A risk assessment must be completed and signed off by the Director of HR, Director of Safeguarding, Line Manager and Master/Second Master to ensure that all precautions are taken during this period and the member of staff must be accompanied by a DBS checked member of staff at all times.
- 7.8.6 A DBS check will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The College will take into account the 'DBS Unusual Addresses Guide'.
- 7.8.7 For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the College. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The applicant will be responsible for applying for a Certificate of Good Conduct for all overseas countries where they have been resident or worked for periods of six months or more in the previous five years.
- 7.8.8 The home office has published guidance on criminal record checks for overseas applicants. Information on who to contact and how to contact them for every country can be found here:
 - 7.8.8.1 Criminal records checks for overseas applicants
- 7.8.9 The College recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In

such circumstances, the College will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

- 7.8.10 Where an applicant has taught overseas, it is the applicant's responsibility to provide a letter from the professional regulating authority in the country (or countries) in which the applicant has worked or lived, confirming that they have not imposed any sanctions or restrictions, and/or that they are not aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body. Applicants must be able to demonstrate all their efforts to obtain this evidence and share this with the College in the event that the letter above is not provided. If appropriate evidence of attempts to obtain this document are provided, this should be considered along with all other evidence and would not necessarily prevent the individual being appointed.
- 7.8.11 The College will take proportionate risk-based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file. On occasions where it is not possible to obtain an overseas check, the College must verify the reasons why and record the evidence in the applicant's file; for example, if they spent less than 12 months in the country and they are required to be there for 12 months to complete an overseas check. In these circumstances, a risk assessment must be completed and saved in the personnel file.
- 7.8.12 If the formal check is delayed and the College is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.
- 7.8.13 Sanctions and restrictions issued by the regulating authority in another country will not automatically prevent a person from working at the College. However, the College will take all relevant information into account in determining whether an applicant is suitable to work at the College.
- 7.9 Applicants with refugee status
- 7.9.1 For applicants with refugee status, attempts should be made to contact the relevant police force to confirm that gaining a police check from the country is not possible. This must be then saved in the personnel file. If no overseas police check is available, then additional references should be sought above and beyond the required two. The Master, along with the line manager, should be given sight of the complete file of pre-employment checks. If they are satisfied there is no risk to recruiting the applicant, then the file should be signed off and the College can proceed to hire the applicant. If the College is unable to seek and verify references, the appointment will not be confirmed.

8. Prohibition from Teaching Check

- 8.1 The College is required to check whether staff who carry out 'teaching work' are prohibited from doing so. The College uses the Teaching Regulation Agency Teacher Services system <https://teacherservices.education.gov.uk/> to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

- 8.2 In addition, the College asks all applicants for roles which involve ‘teaching work’ (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency or other equivalent body in the UK.
- 8.3 Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the College will consider whether the facts of the case render the applicant unsuitable to work at the College.
- 8.4 The College carries out this check, and requires associated information, for roles which involve ‘teaching work’. In doing so, the College applies the definition of ‘teaching work’ set out in the Teachers’ Disciplinary (England) Regulations 2012 which state that the following activities amount to ‘teaching work’:
- 8.4.1 planning and preparing lessons and courses for pupils
 - 8.4.2 delivering lessons to pupils
 - 8.4.3 assessing the development, progress and attainment of pupils
 - 8.4.4 reporting on the development, progress and attainment of pupils
- 8.5 The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Master. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

9. Prohibition from Management Check

- 9.1 The College is required to check whether any applicant for a management position is subject to a direction under Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school.
- 9.2 The College will carry out checks for Section 128 Directions when appointing applicants into management positions for both internal and external applicants.
- 9.3 This check applies to appointments to the following positions made on or after 12 August 2015:
- 9.3.1 Head
 - 9.3.2 teaching posts on the senior management team
 - 9.3.3 teaching posts which carry a departmental head role
 - 9.3.4 support staff posts on the senior management team
 - 9.3.5 appointments to the governing body
- 9.4 The relevant information is contained in the Enhanced DBS disclosure certificate (which the College obtains for all posts at the College that amount to ‘regulated activity’). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The College will use either, or both, methods to obtain this information.

- 9.5 In addition, the College asks all shortlisted applicants to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a Section 128 Direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.
- 9.6 It is the College's position that in order to assess fully the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a Section 128 Direction or other sanction, or where a Section 128 Direction or other sanction has lapsed or been lifted, the College will consider whether the facts of the case render the applicant unsuitable to work at the College.

10. Medical Fitness

- 10.1 The College is legally required to verify the medical fitness of anyone to be appointed to a post at the College, after an offer of employment has been made but before the appointment can be confirmed.
- 10.2 It is the College's practice that all applicants to whom an offer of employment is made must complete either a Medical Health Questionnaire, or will be required to ask their GP to sign a Fitness to Work Declaration. For those appointed to a teaching post/role, the College will arrange for the information contained in the Medical Health Questionnaire to be reviewed by the College's Occupational Health provider. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role, i.e. proposed timetable, extra-curricular activities, layout of the College etc. If the College's Occupational Health provider has any doubts about an applicant's fitness, the College will consider reasonable adjustments in consultation with the applicant. The College may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.
- 10.3 The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

11. File Sign Off

- 11.1 Once all pre-employment checks have been completed and before the individual starts work, the HR department will sign the personnel file to confirm that they are approved to start. The HR Department will inform the hiring manager that the individual may start. If anything is disclosed, a risk assessment must be completed by the hiring manager and the Director of Safeguarding to determine whether to appoint or withdraw the offer.

12. Other Checks That May be Necessary for Staff, Volunteers and Others

- 12.1 Checks for contractors, supply staff, agency workers and the self-employed. People can work for the College under other arrangements; however, there is a duty to ensure that these individuals are suitable to work within a school environment. In particular, the requirement in KCSIE (2023) regarding rechecking to be completed if an individual has had a break of more than 12 weeks is particularly relevant here.
- 12.2 If individuals are not applying for a direct position with the College, they may be engaged in one of the following ways:

- 12.2.1 Supply staff: The College defines supply staff as persons supplied to the College by a business, on a long-term basis as a de-facto member of staff. Supply staff can perform any function, for any department, not just teaching. The checks above apply to supply staff as they would for direct employees. The supply company is required to provide the College with written confirmation that the checks have been completed before an individual is allowed to start work. The College will also need to see the original DBS certificate and photo ID on arrival.
- 12.2.2 Agency staff: The College defines agency staff as persons supplied by a temping agency, on a short-term basis (30 days or less) as a de-facto member of staff. Agency staff can perform any function, for any department. The checks above apply to agency staff as they would for direct employees. The agency is required to provide the College with written confirmation that the checks have been completed before an individual is allowed to start work. The College will also need to see the original DBS certificate and photo ID on arrival.
- 12.2.3 Self-employed contractor: The College defines a self-employed contractor as an individual who works for themselves whether through a personal services company (or otherwise) and is engaged under a contract to supply a service. The service they provide includes no element of instruction or guidance to pupils. They are required to undergo an Enhanced DBS check (including a barred list check if the activity is regulated) and bring the original DBS certificate and their photo ID on arrival.
- 12.2.4 Contractors: A contractor is a person or company engaged under a contract to supply services. The service they provide includes no element of instruction or guidance to pupils. As contractors may, at times, be unsupervised, they are required to undergo an Enhanced DBS check (including a barred list check if the activity is regulated) and bring the original DBS certificate and their photo ID on arrival.
- 12.2.5 Occasional contractors: The College defines an occasional contractor as a person or company engaged under a contract to supply services. An occasional contractor will be working at the College for less than three days in a 30 day period and will not be working overnight. Occasional contractors are supervised at all times, therefore a risk assessment must be carried out by the College manager they are engaged by prior to the individual commencing work to decide if a DBS check is necessary.
- 12.2.6 Armed Forces: For anyone who has ever lived on a British Armed Forces base overseas an employment reference should be requested from the Armed Forces directly. It is unlikely an overseas criminal records check will be available in all cases. If the College has not been successful in obtaining the overseas criminal record check, it is sufficient to get proof of employment of the individual, along with an employment reference from the Armed Forces. If the applicant was the spouse in these situations living at the base, it is necessary to see proof of the marriage certificate, and if the spouse worked outside the base it is required to gain an employment reference from that employer.
- 12.2.7 Employment of Marlborough College Pupils: Pupils are not able to take up employed or volunteering roles at the College until two years after their departure as a pupil. The only exception is if the employment activity takes place off site and they have no contact with pupils or anyone under 18 in the course of their employment.

12.3 Internal applicants

12.3.1 All internal applicants who apply for a new role at the College will have their application assessed in accordance with this procedure. References will be taken up on all internal applicants as part of the application process but can be provided by colleagues as the College will be the most recent employer. References must be obtained following a file audit to account for any changes in the policy or specific requirements for the role.

12.4 See Appendix 4 for guidance for using volunteers.

12.5 Adults and children residing in the private accommodation of a boarding house, refer to Appendix 5.

13. Policy on Recruitment of Ex-offenders

13.1 The College will not unfairly discriminate against any applicant on the basis of conviction or other details disclosed. The College makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the College. Each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 13.5. All applicants should be signposted to obtain impartial advice from National Association for the Care and Resettlement of Offenders (NACRO) or <https://unlock.org.uk/> if they are unclear about what should or should not be declared on an application form.

13.2 All positions within the College are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

13.3 A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

13.4 It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the College. The College will make a report to the Police and/or the DBS if we:

13.4.1 receive an application from a barred person

13.4.2 are provided with false information in, or in support of an applicant's application

13.4.3 have serious concerns about an applicant's suitability to work with children

13.5 Assessment criteria. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the College will undertake a DBS content risk assessment which will be stored on the personnel file. This risk assessment will be carried out by the Director of Safeguarding in consultation with the line manager and Director of HR. The DBS content risk assessment will consider the following factors before reaching a recruitment decision:

13.5.1 whether the conviction or other matter revealed is relevant to the position in question

- 13.5.2 the seriousness of any offence or other matter revealed
 - 13.5.3 the length of time since the offence or other matter occurred
 - 13.5.4 whether the applicant has a pattern of offending behaviour or other relevant matters
 - 13.5.5 whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
 - 13.5.6 the circumstances surrounding the offence and the explanation(s) offered by the applicant
- 13.6 If the post involves regular contact with children, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:
- 13.6.1 murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence
 - 13.6.2 serious class A drug-related offences, robbery, burglary, theft, deception or fraud
 - 13.6.3 If the post involves access to money or budget responsibility, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
 - 13.6.4 If the post involves some driving responsibilities, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

13.7 Assessment procedure

In the event that relevant information (whether in relation to previous conviction or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the College will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Master and the Director of Safeguarding before an offer is confirmed.

13.7.1 Disputing information contained within a disclosure

If an applicant wishes to dispute any information contained in a disclosure, they may 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 College may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

13.7.2 Retention and security of disclosure information

The College's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

14. Induction

- 14.1 An induction programme will be undertaken by all new colleagues and the hiring manager is responsible for arranging this. Certain elements of the induction will also be applicable to those who are changing roles within the College. The content and nature of the induction

process will vary according to the role and previous experience of the new colleagues. As far as safeguarding the individual and promoting the welfare of children is concerned, all staff and Council members are required to undertake safeguarding training and attend a safeguarding induction which is in line with advice from SVPP (Safeguarding Vulnerable People Partnership) and covers the following:

- 14.1.1 Safeguarding and Child Protection Policy and procedures
 - 14.1.2 KCSIE (2023) update
 - 14.1.3 Child-on-child abuse
 - 14.1.4 Whistleblowing Policy
 - 14.1.5 Behaviour Management Policy
 - 14.1.6 Staff Code of Conduct
 - 14.1.7 Role and identities of the DSL and DDSL
 - 14.1.8 The College's response to children missing education
 - 14.1.9 Procedure to follow in case of an allegation being raised against an adult
- 14.2 Whistleblowing. All employees are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of colleagues or other matters, during the course of their employment in accordance with the College's policies (including the Whistleblowing Policy and the Staff Code of Conduct).

15. Disqualification From Acting as a Charity Trustee or Senior Manager

- 15.1 Under the Charities Act 2011, it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.
- 15.2 A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the Chairperson and Members of Council.
- 15.3 Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At Marlborough College, the disqualification rules will be applicable to all Members of Council, the Master, Bursar and potentially other senior staff who report directly to the Council.
- 15.4 All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.
- 15.5 A failure to disclose relevant information, or the provision of false information, which subsequently comes to the College's attention, may result in the termination of an appointment as a Member of Council or senior manager or the withdrawal of an offer of employment, and may also amount to a criminal offence.

- 15.6 All those who are required to complete a self-declaration form are also under an ongoing duty to inform the College if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a Member of Council or senior manager.
- 15.7 To ensure that it has accurate and up to date information, the College will also check the following registers in respect of each Member of Council and senior manager who is already in post or is appointed in future:
- 15.7.1 the Bankruptcy and Insolvency Register;
 - 15.7.2 the Register of disqualified directors maintained by Companies House
 - 15.7.3 the Register of persons who have been removed as a charity trustee
- 15.8 A person who discloses that one or more of the disqualification criteria is/are applicable to them may apply to the Charity Commission for a waiver of the disqualification. The College may, at its absolute discretion, withdraw an offer of employment for a senior manager or cease or terminate an appointment to the Council if a waiver application becomes necessary or is rejected by the Charity Commission. The College is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

16. Visiting Speakers and the Prevent Duty

- 16.1 The Prevent Duty Guidance requires the College to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.
- 16.2 The College is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in 'regulated activity' at the College or perform any other regular duties for or on behalf of the College.
- 16.3 All visiting speakers will be subject to the College's Visiting Speaker Protocol. This will include signing in and out at Reception, the wearing of a visitor's badge (red lanyard) at all times and being escorted by a fully vetted member of staff between appointments.
- 16.4 The College will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the College. In doing so the College will always have regard to the Visiting Speaker Protocol, the Prevent Duty Guidance and the definition of 'extremism' set out in KCSIE (2023) which states:
- 16.4.1 'Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our Armed Forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.'
- 16.5 The College is an equal opportunities employer and, in fulfilling its Prevent Duty obligations, the College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age.

17. Referrals to the DBS and Teaching Regulation Agency

17.1 This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks, the College also has a legal duty to make a referral to the DBS in circumstances where an individual:

17.1.1 has applied for a position at the College despite being barred from working with children

17.1.2 has been removed by the College from working in 'regulated activity' (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child

17.2 If the individual referred to the DBS is a teacher, the College may also decide to make a referral to the Teaching Regulation Agency.

17.3 If an applicant has any queries on how to complete the application form or any other matter, they should contact the HR Department.

18. Version Control

Author:	HR Compliance Manager
Approved by:	The Master
Date:	Michaelmas 2023
Review Date:	Michaelmas 2024
Circulation:	College Website, A-Z Policies, Firefly

Appendix 1 List of Valid Identity Documents

Group 1: Primary Identity Documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard - full or provisional (UK / Isle of Man / Channel Islands and EEA))
- birth certificate - issued within 12 months of birth (UK / Isle of Man / Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: Trusted Government Documents

- current driving licence (photocard - full or provisional (all countries outside the EEA excluding Isle of Man and Channel Islands))
- current driving licence (paper version; UK / Isle of Man / Channel Islands and EEA; full or provisional)
- birth certificate - issued after time of birth (UK / Isle of Man / Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (issued by a country outside the EEA. Valid only HM Forces ID card (UK))
- fire arms licence (UK / Isle of Man / Channel Islands)

NOTE : All driving licences must be in date and care must be paid to check the home address is correct.

Group 2b: Financial and Social History Documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society statement (countries outside the EEA)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- financial statement - e.g. pension, endowment, ISA (UK)**
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands)**
- letter of sponsorship from future employment provider (non UK / non EEA only; valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK; not mobile telephone bill)*
- benefit statement - e.g. child benefit, pension (UK)*
- a document from central or local government / government agency / local council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs, Jobcentre, Jobcentre Plus, Social Security (UK and Channel Islands)*
- EEA national ID card (must be valid at time of application)
- Irish passport card (cannot be used with an Irish passport; must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of application)
- letter from Head or College Principal (for 16-19 year olds in full-time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application).

Note

If a document in the list of valid identity documents is:

denoted with * - it should be less than three months old

denoted with ** - it should be less than 12 months old

Appendix 2 DBS Filtering Rules

1. Introduction

- 1.1 In 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as 'protected'. 'Protected' convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the College during the recruitment process it must be disregarded when making a recruitment decision.
- 1.2 A conviction will always be disclosable if it was imposed for a 'specified offence' committed at any age. A caution issued for a 'specified offence' committed over the age of 18 will always be disclosable. However, a caution issued for a 'specified offence' committed under the age of 18 is never disclosable. 'Specified offences' are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. The list of 'specified offences' can be found at:
 - 1.2.1 List of offences that will never be filtered from a DBS certificate.

2. For Those Aged 18 or Over at the Time of an Offence

- 2.1 A spent criminal conviction for an offence committed in the United Kingdom when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:
 - 2.1.1 11 years have elapsed since the date of the conviction
 - 2.1.2 it did not result in a custodial sentence
 - 2.1.3 it was not imposed for a 'specified offence'
 - 2.1.4 six years have elapsed since the date it was issued
 - 2.1.5 it was not issued for a 'specified offence'

3. For Those Aged Under 18 at the Time of an Offence

- 3.1 A spent criminal conviction for an offence committed when a person was under the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:
 - 3.1.1 five and a half years have elapsed since the date of the conviction
 - 3.1.2 it did not result in a custodial sentence
 - 3.1.3 it was not imposed for a 'specified offence'

Appendix 3 Suitability to Work with Children: Self-Declaration Form



MARLBOROUGH COLLEGE

Shortlisted Applicants - Suitability to Work with Children: Self-Declaration Form

The College is legally required to carry out a number of pre-appointment checks which are detailed in the College's Recruitment, Selection and Disclosure Policy and Procedure. This includes a requirement to ask shortlisted applicants to provide certain information that is relevant to their suitability to work with children. As a shortlisted applicant you are required to complete this self-declaration form and to return it to the College prior to interview. Your interview will not take place if you have not completed, signed and returned this form.

It is a condition of your application that you answer all of the questions below. Any information you provide may be considered and discussed with you at interview.

Position applied for:

Section 1: Personal Details

Title: Mr/Mrs/Miss/Ms/Other	Forenames:	Surname:
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Section 2: Criminal Records

Please be aware that the College applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's Recruitment, Selection and Disclosure Policy and Procedure'.

Have you been prosecuted for, received a caution for, or been convicted of, any criminal offence whether in the United Kingdom or in another country? You must disclose all spent and unspent convictions. However, you are not required to disclose a spent caution or conviction for an offence committed in the United Kingdom which is protected under the DBS filtering rules.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered "Yes" to any of the questions in Section 2 please provide further details.

Section 3: Sanctions, Restrictions and Prohibitions

Are you barred from working with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you prohibited from teaching?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you, or have you ever been the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a referral to the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you ever attended a hearing before a professional conduct panel where consideration was given to imposing on you a sanction, prohibition or restriction which would restrict or prevent you from carrying out teaching work, whether in England or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you or have you ever been the subject of a direction under Section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent College (Section 128 direction)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a referral to the Department for Education, or any predecessor body, so that consideration could be given to imposing a Section 128 direction on you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a direction under Section 142 of the Education Act 2002 which prohibits you from teaching, working regularly with children or from being involved in the management of an independent college?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you known to the police and / or children's social care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you or have you ever been disqualified from providing childcare?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered "Yes" to any of the questions in Section 3 please provide further details

Section 4: Declaration

- I confirm that the information I have given on this form is correct to the best of my knowledge.
- I understand that providing false information could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

Signed:

.....

Date:

.....

Where this form is submitted electronically and without signature, electronic receipt of this form by the College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration in Section 4. You will also be asked to physically sign a hard copy of this declaration at the point of interview.



MARLBOROUGH COLLEGE

Appendix 4 Marlborough College Guidance for Using Volunteers

1. Recruitment and Selection of Volunteers

- 1.1 All prospective volunteers will follow the below process:
 - 1.1.1 complete a Volunteer Application Form
 - 1.1.2 provide details of two referees (referees should not be relatives and one must be external to the College)
 - 1.1.3 complete a DBS check if necessary (see paragraph 2) or a risk assessment where a DBS check is not required
 - 1.1.4 the manager of the volunteer will complete an assessment
 - 1.1.5 the volunteer will sign a Volunteer Agreement and the Staff Code of Conduct
 - 1.1.6 once the references and DBS are in place the volunteer will be issued with a volunteer ID and lanyard and can start volunteering at Marlborough College.

2. Volunteers and DBS Checks

- 2.1 Some volunteers will require a DBS Disclosure because of the frequency of their volunteering activity and the contact they have with pupils. Some volunteers do not require a DBS check, for example if they are accompanying a College trip out for the day, or attending a College event. Volunteers without a DBS check **must not** be left unsupervised with pupils.
- 2.2 An Enhanced DBS check will **only** be required for volunteers in the following circumstances:
 - 2.2.1 the volunteer is in the College regularly, which is defined as once a week or more, four or more times in a 30 day period, or overnight
 - 2.2.2 the volunteer is unsupervised

3. Training, Induction and Support of Volunteers

- 3.1 Volunteers in College should be given training appropriate to their role and should be assigned a nominated member of staff for their task. The College is committed to treating volunteers fairly under their Equal Opportunities Policy.

4. Management of Volunteers

- 4.1 All volunteers should:

- 4.1.1 have clear guidelines on what activities they are expected to undertake and the manner in which they should be undertaken
- 4.1.2 be provided with appropriate and sufficient training in undertaking the relevant activities
- 4.1.3 be provided with relevant equipment or materials
- 4.1.4 be provided with relevant health and safety advice and equipment as necessary
- 4.1.5 be made aware of relevant policies and procedures, particularly those relating to safeguarding and child protection
- 4.1.6 be given clear guidelines about confidentiality

5. Health and Safety

- 5.1 Volunteers should disclose any information which relates to their own health and safety and must take reasonable care of their own health and safety and that of others. The manager/supervisor of the volunteer must ensure that volunteers do not undertake any activities which present a risk to their health or to others.

6. Grievances and Complaints

- 6.1 Any problems arising from either side should be resolved through informal discussion. If the issues prove to be irreconcilable, either side has the option to terminate the agreement.
- 6.2 If the conduct or performance of a volunteer falls below that required, they may no longer be offered duties and in some circumstances may need to be referred to the Disclosure and Barring Service.

7. Roles and Expectations

- 7.1 It is important to set clear guidelines and expectations in order that the needs of the volunteer and the College may be met. Volunteers can expect:
 - 7.1.1 a supportive, welcoming and positive environment that encourages them to get the most out of volunteering
 - 7.1.2 relevant and up-to-date information and advice
 - 7.1.3 to be given copies of policies on child protection and safeguarding children, health and safety and equality, diversity and inclusion
- 7.2 In return the College should ask volunteers:
 - 7.2.1 to be a positive representative of the College
 - 7.2.2 to adhere to their task, responsibilities and commitment as agreed
 - 7.2.3 to follow any procedures and standards explained by their manager/supervisor including those relating to safeguarding children, health and safety and diversity.

8. Further Guidance

8.1 Any further queries relating to volunteers, please contact the HR Department.

9. Enclosures

9.1 HR Volunteer Appointment Checklist.



Volunteer Appointment Checklist

Role :..... Appointee :.....Start Date:

Appointment Process		
Pre-Volunteer Interview	Initials	Date
Application Form - Criminal Records Declaration checked, any discrepancies checked		
References - Checked against information on application form		
Complete Volunteer Assessment - Confirm volunteer’s suitability for working with children		
Conditional Offer Made		
Barred List check (if required)		
Reference one applied for		
Reference two applied for		
Reference one received and verified		
Reference two received and verified		
Proof of identity		
Check Prohibition Order (volunteer teachers only)		
Risk Assessment completed (if required)		
On Appointment		
Complete DBS online		
Send New Volunteer Pack to appointee (Agreement, Staff Code of Conduct, Keeping Children Safe in Education Document)		
Single Central Record spread sheet updated		
Inform Safeguarding Officer of new volunteer		
Issue Induction Pack to Line Manager, add date to outlook and email Line Manager		
Issue ID Badge (with volunteer lanyard)		

Confirmation of New Volunteer _____

* I confirm that the following documentation is still required prior to the new volunteer’s start date:

Signed by HR Officer: _____

Authority to commence volunteering on: _____

Signed by Department Head: _____

Appendix 5 Adults and Children Residing in the Private Accommodation of a Boarding House

1. Introduction

- 1.1 This policy describes Marlborough College's recruitment processes for all members of the families of boarding house staff who are accommodated in College accommodation that is shared with boarding pupils. The policy is designed to comply with National Minimum Standards for boarding schools and the College's Safeguarding and Child Protection Policy and Procedure.

2. Recruitment of Spouses of Boarding House Staff

- 2.1 All staff living in boarding houses
 - 2.1.1 An employee who resides in boarding house accommodation is under an ongoing obligation to notify the College in advance of the names and details of their spouse, partner, children and anyone else who will (subject to the College's ongoing consent) be residing with them in their boarding house accommodation.
 - 2.1.2 Housemaster/Housemistress (HM) spouses where the start date of the HM is after July 2023. Once an offer of employment is made to a new HM this is made contingent on the spouse passing all safer recruitment processes. All HM spouses should undergo full safer recruitment processes as per the Recruitment, Selection and Disclosure Policy (i.e. application form, interview, DBS check, online check, two references). Their details will be recorded on the Single Central Record. The mandatory minimum training requirements include safeguarding induction and safeguarding training, face-to-face first aid training for spouses and induction to boarding for anyone who plays a role in the house. HM spouses where they play a role in the house are placed on casual 'worker' contracts. All HM spouses who receive an allowance will be required to sign the appropriate job description as per Annex B.
 - 2.1.3 HM spouses where the start date of the HM is prior to July 2023. A risk assessment will be completed by the Director of Safeguarding with all spouses who are not Marlborough College employees to determine if further safer recruitment processes need to be undertaken, (currently all spouses who are not employees or volunteers are DBS checked only). HM spouses where they play a role in the boarding house will be placed on a casual 'worker' contract. All HM spouses who receive an allowance will be required to sign the appropriate job description as per Annex B.
 - 2.1.4 Assistant Housemaster/Housemistress and Resident House Tutor (AHM/RHT) spouses where the start date of the HM or RHT is after July 2023. Where the Spouse of an AHM/RHT is not employed or a volunteer at the College the spouse will not have any unsupervised access to the boarding house and will not be expected to play an active role. The AHM/RHT must notify HR if their spouse wishes to be involved in the boarding house and the College will register them as a volunteer which will include completing appropriate safer recruitment checks as per the Recruitment, Selection and Disclosure Policy. The spouse will also be required to undertake mandatory training. If the spouse does not play an active role then an Enhanced DBS check only will be completed.

- 2.1.5 AHM/RHT spouses where the start date of the AHM/RHT is prior to July 2023. A risk assessment will be completed by the Director of Safeguarding with all spouses who are not Marlborough College employees to determine if further safer recruitment processes need to be undertaken. If the spouse wishes to play an active role in the boarding house, unless there is an appropriate employed role, this will be as a volunteer and all volunteer safer recruitment checks will be completed as per the Recruitment, Selection and Disclosure Policy.

3. Household Members and Children of Boarding House Staff

- 3.1 Every adult member of a household and child aged 16 or over (who is not a pupil at the College) occupying boarding house accommodation is required to have an Enhanced DBS and Children's Barred List Check, register for the DBS Update Service on an annual basis and to complete the Declaration at Annex C to Appendix 1. This is required for each individual before the accommodation is occupied. Upon reaching the age of 16 any child who is not a pupil at the College is required to have an Enhanced DBS and Children's Barred List Check, register for the DBS Update Service on an annual basis and complete the Declaration at Annex C to Appendix 1. If the Adult or child does not consent, they will be required to vacate the accommodation with immediate effect.
- 3.2 Members of the households of boarding house staff who are not College employees or volunteers have no status regarding the pupils for whom their spouse/partner/parent/is responsible. Adult household members who access the campus must wear their photo ID badge with yellow lanyard at all times. They may use the College's leisure facilities; but only at designated family times. Their vehicles should be registered with Security and a College parking permit should be displayed when the vehicle is on site.

4. Visitors to Staff Residential Properties (on Site, Including Residential Accommodation Linked to all Boarding Houses) During Term Time as per the Access, Security and Visitors Policy

- 4.1 The responsibility for having visitors rests with the member of staff visited, and the Staff Code of Conduct and Safeguarding Information for Visitors to Marlborough College should be made available by the member of staff to all guests.
- 4.2 Visitors are not allowed unsupervised access to any boarding areas used by boarders. For boarding houses without a private entrance, visitors must be escorted on entering and leaving the building.
- 4.3 If a guest is staying on site overnight, the member of staff must inform Security and the HR Department in advance, where possible, and provide the details of their guest(s), to include names, address and vehicle registration numbers.
- 4.4 AHMs/RHTs should seek permission from their HM to have guests staying overnight during term time. Once permission has been granted by the HM, details must be sent to the HR Compliance Manager and the AHM/RHT.
- 4.5 Details of any regular visitors must be provided to the HR Compliance Manager who will complete all appropriate checks which will include an Enhanced DBS check. A regular visitor means visiting once a week or more or on four or more days in a 30 day period.

5. Staff Personal Living Space as per the Staff Code of Conduct

- 5.1 Boarders must not have access to staff residential accommodation, other than in exceptional circumstances. Where this occurs, a one-to-one situation with pupils should be avoided and another adult should always be present.
- 5.2 Pupils must not be invited into the private residences of members of staff whether provided by the College or not, nor should they be asked to provide a service such as baby sitting. Any one-to-one meeting with a pupil, including extra tuition or tutoring, should take place on campus, in an appropriate venue. It is important to ensure that wherever possible, there is visual access and/or an open door in one-to-one situations. It is expected that members of staff would inform HMs of such meetings if they take place outside of “normal” teaching hours. Pre-arranged meetings with students outside of term time are not appropriate unless specific permission is obtained from parents and the HM.
- 5.3 OMs who wish to visit or stay in the private accommodation of a boarding house with a friend (children of house staff) must inform the Director of Safeguarding.
- 5.4 Staff must not have pupils visit them in their home (or garden), this includes all College property. If there are children of staff living in the property who wish to invite pupils to their home, the visiting pupil/s must have the permission of their parents and the HM during term time. This must only occur when the child of the member of staff is present; the same applies to private events and holidays.

6. Occupancy Rights

- 6.1 The College does not bestow any rights of occupancy or tenure on the spouses/partners/ children/other members of the households of its boarding house staff who have elected to move into the accommodation provided to a member of the staff for the performance of their duties. The employee alone signs a Licence to Occupy Agreement with the College before taking up residence, covering the conditions of occupancy in College property. One of those conditions is that all members of their household/family residing with them and their visitors attending the boarding house comply with this policy.

7. Declaration (Annex C)

- 7.1 All adult members of boarding households including AHM/RHT spouses and child members of boarding households aged 16 and over (not pupils at the College) who are not employed or volunteers at the College, must declare a written undertaking to comply fully with this policy. The College can insist that any individual (whether child or adult) removes themselves from College accommodation where they have committed or may have committed a breach of this policy or the College's Safeguarding and Child Protection Policy.

8. Allegations Against Residents in Boarding Houses

- 8.1 Where an allegation is raised against a child or adult currently residing with the member of staff in College accommodation, the College reserves the right to require the adult or child to leave the College site immediately, either on a temporary or permanent basis. Such allegations will be handled in a manner broadly consistent with the

College's Safeguarding and Child Protection Policy. The College's decision in this respect is final, and there is no right to appeal.

Annex B

Marlborough College HM Spouse Job Description – Mixed Houses (also referred to as Out-College Houses)

Introduction:

Marlborough College is distinctive both in the fact of being a full boarding school, and also in providing pupils with the opportunity to live and work in co-educational boarding houses.

These four houses; Cotton, Littlefield, Preshute and Summerfield, accommodate boys from aged 13-18 and girls from aged 16-18, who join the College at Sixth Form level. In addition, pupils in the Out-College Houses eat together for daily breakfast and supper, four times weekly, in their own house-based dining facilities. The mixed, Out-College boarding houses thus provide a singular opportunity to live and work together in co-educational communities, and the deployment of residential and tutorial pastoral staff reflects this.

Additionally, when the HM is appointed to lead an Out-College House, an allowance is made available to the HM spouse to remunerate them for offering support to the girls in the House and the House community in general, if appropriate. This role differs from that of a Tutor, which comes with a specific job description. The two roles may therefore be held at once, and for non-teaching staff, each comes with a separate allowance.

The College is aware that the role carried out by the HM spouse relies hugely on goodwill and willingness to get involved, and that, collectively and individually, their contribution goes well beyond the scope of any job description. The generosity of HM spouses, throughout the College, enables a level of support for pupils and their families that is truly exceptional – and this is gratefully recognised by the College.

Individual professional and domestic circumstances do vary from family to family, and will more than likely determine the local working arrangements of each HM and their spouse.

Therefore, the following is not a prescriptive list of duties, but a reflection of what Out-College HM spouses currently do and the areas in which they are likeliest to offer support.

Generic Responsibilities

- Enjoy spending time in House and getting to know the pupils in our care and their families;
- Seek to know everyone in the boarding house community, pupils, parents and staff, by name;
- Support the HM through an acceptance of the scope of the HM role, which is by its nature, unpredictable and has the potential to disrupt the routines of domestic and family life;
- Provide pastoral support for all members of the House, and for the Sixth Form girls in particular;
- Support the HM and tutor team in identifying pastoral concerns;
- Assist with evening /overnight adult cover in the House as required; Where the HM's spouse at any time acts as the Responsible Adult in charge of the boarding house, they must have completed the Educare Induction to Boarding and First Aid Essentials Course.

Safeguarding Responsibilities

With regard to Safeguarding, HM spouses, with the help of HMs, the DSL and the Head of Boarding, should be aware of the following:

- Staff Code of Conduct (Supplied to spouses and also available on Firefly for all staff)
- Safeguarding and Child Protection Policy (Training received from DSL and policy available on the Marlborough College website);
- House Fire and Emergency Procedures, including Lockdown and Evacuation Procedures (via HM)
- The location of House first aid boxes (via HM)
- Special Circumstances and Serious Medical Conditions List, with regard to pupils in House (via HM)
- House Checking In, Signing Out and Priv Procedures (via HM)

More Specific Responsibilities include the following:

- If possible, to meet with new Lower Sixth girls both during the admissions process, and at the time of their arrival at the College, and help with their induction into the House
- Meet with the Upper School girls on a regular basis, giving them the opportunity for 'private time' away from the co-educational communal areas
- If possible, to meet with new Shell pupils and help with their induction into the House
- Assist with evening duties, including female pupils' bedtimes, on some evenings;
- Provide adult availability during the evening/night for any problem with a female pupil, where a female presence is appropriate, including Saturday nights
- Develop positive working relationships with the House team
- Assist with the management of the House end of the Master's Invitation Dance
- Support House events, including social events such as the Christmas supper, new Shell BBQ, Parents' lunches, Open Days, as required or as available, depending on individual circumstances

Requirements:

- I am fully aware of the restrictions which the College has imposed upon pupils, relatives, members of the household and guests of staff who are employed by the College, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation and to explain those obligations to my child/relatives/guest(s) as appropriate.
- I will ensure that any visitors of mine comply fully with the College's requirements for supervising visitors.
- I understand that I am required to notify the Director of Safeguarding and the Director of HR at once if I, my child, or any member of my household is ever subject to criminal investigation or any investigation where it is alleged that I or they may have i) harmed or abused a child or children, including physical, emotional or sexual harm or abuse, exploitation and/or neglect; or ii) behaved in a way that could constitute a criminal offence towards or related to a child or children; or iii) behaved towards a child or children in a way that indicates that they may pose a risk of harm to a child or children.
- I understand that failure to comply with the College's policy for members of the households of boarding house staff could result in me or members of my household being asked to leave College accommodation.
- I understand that the College will require me to leave College accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests I may be unsuitable to have contact

with children and/or vulnerable adults. I understand that the College’s decision in this respect is final, and that there is no right to appeal.

- I understand that the College will require my child (if applicable) to leave College accommodation at once if it becomes aware of evidence that my child was considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests my child may not be suitable to have contact with children and/or vulnerable adults. I understand that the College’s decision in this respect is final, and that there is no right to appeal.

Head of Boarding - September 2023

Signed:Name.....Date.....

Marlborough College HM Spouse Role Description – Boys and Girls Houses (also referred to as In-College Houses)

Introduction:

Marlborough College is distinctive both in the fact of being a full boarding school, and also in providing pupils with the opportunity to live and work in single sex or co-educational boarding houses.

Single sex houses are (Boys) C1, C2, C3, B1, Barton Hill, Turner, (Girls) Morris, Millmead, Elmhurst, Ivy House, Dancy and New Court. These houses accommodate boys or girls from ages 13-18, the vast majority of whom join the College in the Shell, with just a small number joining as new pupils in the Lower Sixth.

When an HM is appointed to lead an In-College House, an allowance is made available to the HM spouse to remunerate them for the considerable generosity of spirit they offer in accepting the disruption to normal family life that is associated with living in the boarding house. Though without contractual obligation, spouses are in a position to offer support to staff and pupils in the House. This role differs from that of a Tutor, which comes with a specific job description. These two roles may therefore be held concurrently and for non-teaching staff, each comes with a separate allowance. An HM spouse may of course be employed in their own right in a separate role within the College which will have its own Job Description and Terms and Conditions.

Any house role fulfilled by the HM spouse relies hugely on goodwill and a willingness to get involved; collectively and individually, their contribution goes well beyond the scope of any job description. The generosity of HM spouses throughout the College, enables a level of support for pupils and their families that is truly exceptional – and this is gratefully recognised by the College.

Individual, professional and domestic circumstances do vary from family to family, and will more than likely determine the local working arrangements of each HM and their spouse. Therefore, the following is not a prescriptive list of duties, but a reflection of what In-College HM spouses currently do and the areas in which they are likeliest to offer support:

Generic Responsibilities

- Enjoy spending time in House and getting to know the pupils in our care and their families
- Seek to know everyone in the boarding house community, pupils, parents and staff, by name
- Support the HM through an acceptance of the scope of the HM role, which is by its nature, unpredictable and has the potential to disrupt the routines of domestic and family life
- Develop positive relationships with House team, including tutors and domestic team
- If circumstances allow, support House events, including social events such as the Christmas supper, new Shell BBQ, parents' lunches, Open Days
- Where the HMs spouse at any time acts as the Responsible Adult in charge of the boarding house, they must have completed the Educare Induction to Boarding and First Aid Essentials course

Safeguarding Responsibilities

With regard to Safeguarding, HM spouses, with the help of HMs, the DSL and the Head of Boarding, should be aware of the following, as necessary:

- Staff Code of Conduct (Supplied to spouses and also available on Firefly)
- Safeguarding and Child Protection Policy (Training received from DSL and policy available on the Marlborough College website)
- House Fire and Emergency Procedures, including Lockdown and Evacuation Procedures (via HM)
- The location of House first aid boxes (via HM)
- Special Circumstances and Serious Medical Conditions List, with regard to pupils in House (via HM)
- House Checking In, Signing Out and Priv Procedures (via HM)

In the event of the HM spouse taking on the additional and separate role of Tutor or indeed other paid employment within the College these safeguarding responsibilities are subsumed within the job description for that role.

It is important that all adults living in the College community understand the importance of the College's duty of care to safeguard and promote the welfare of pupils, and know how to raise any concern about pupil welfare as appropriate.

Requirements:

- I am fully aware of the restrictions which the College has imposed upon pupils, relatives, members of the household and guests of staff who are employed by the College, and I undertake to comply with the provisions of this document, and such other provisions as may from time to time be in operation and to explain those obligations to my child/relatives/guest(s) as appropriate.
- I will ensure that any visitors of mine comply fully with the College's requirements for supervising visitors.
- I understand that I am required to notify the Director of Safeguarding and the Director of HR at once if I, my child, or any member of my household is ever subject to criminal investigation or any investigation where it is alleged that I or they may have i) harmed or abused a child or children, including physical, emotional or sexual harm or abuse, exploitation and/or neglect; or ii) behaved in a way that could constitute a criminal offence towards or related to a child or

children; or iii) behaved towards a child or children in a way that indicates that they may pose a risk of harm to a child or children.

- I understand that failure to comply with the College's policy for members of the households of boarding house staff could result in me or members of my household being asked to leave College accommodation.
- I understand that the College will require me to leave College accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests I may be unsuitable to have contact with children and/or vulnerable adults. I understand that the College's decision in this respect is final, and that there is no right to appeal.
- I understand that the College will require my child (if applicable) to leave College accommodation at once if it becomes aware of evidence that my child was considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests my child may not be suitable to have contact with children and/or vulnerable adults. I understand that the College's decision in this respect is final, and that there is no right to appeal.

Head of Boarding - September 2023

Signed:Name.....Date.....

Annex C

Declaration to reside in a boarding house as a person aged 16 or over not employed by or a pupil at the College but living in the private accommodation of a Boarding House.

I, **[Insert Name]** have read the above policy. I declare that I wish to live with **[Insert Name]** in the boarding house accommodation that has been offered to my spouse/partner/parent/ as an essential part of his/her appointment/employment as Housemaster/Housemistress/Resident House Tutor at Marlborough College. I understand that I do not have any rights of occupancy or tenure.

I declare that:

- I am content for the College to obtain an Enhanced DBS and Children's Barred List Check and sign up to the DBS Update Service on an annual basis before I move into the accommodation.
- I have arranged to give/have given my DBS documentation to the HR Team on **[Insert Date]**.
- I will attend the safeguarding and child protection training which the College has arranged for **[Insert Date]** and any updates thereafter as arranged by the College.
- If the College deems it appropriate, I confirm that my child (if under the age of 16 and not therefore signing a declaration on their own behalf) (where applicable) will attend the safeguarding and child protection training which the College has arranged and any updates thereafter as arranged by the College.
- I understand that I am not an employee or a volunteer at the College and therefore I will not have any unsupervised contact with pupils or access to the boarding house for any extended periods.
- I am fully aware of the restrictions which the College has imposed upon relatives, members of the household and guests of staff who are employed by the College, and I undertake to comply with

the provisions of this document, and such other provisions as may from time to time be in operation and to explain those obligations to my child/relatives/guest(s) as appropriate.

- I will ensure that any visitors of mine comply fully with the College's requirements for supervising visitors.
- I understand that I am required to notify the Director of Safeguarding and the Director of HR at once if I, my child, or any member of my household is ever subject to criminal investigation or any investigation where it is alleged that I or they may have i) harmed or abused a child or children, including physical, emotional or sexual harm or abuse, exploitation and/or neglect; or ii) behaved in a way that could constitute a criminal offence towards or related to a child or children; or iii) behaved towards a child or children in a way that indicates that they may pose a risk of harm to a child or children.
- I understand that failure to comply with the College's policy for members of the households of boarding house staff could result in me or members of my household being asked to leave College accommodation.
- I understand that the College will require me to leave College accommodation at once if it became aware of evidence that I was considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests I may be unsuitable to have contact with children and/or vulnerable adults. I understand that the College's decision in this respect is final, and that there is no right to appeal.
- I understand that the College will require my child (if applicable) to leave College accommodation at once if it becomes aware of evidence that my child was considered unsuitable to have contact with children and/or vulnerable adults or if an allegation is raised which suggests my child may not be suitable to have contact with children and/or vulnerable adults. I understand that the College's decision in this respect is final, and that there is no right to appeal.

Signed:Name.....Date.....

Please return the completed forms to [Insert Name] in the envelope provided. If you have any questions, please contact [Insert Name].