

SAFER RECRUITMENT POLICY

1. POLICY STATEMENT

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. This can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, effective and promotes equality of opportunity.

The school will uphold its obligations under law, national collective agreements and our own **Equalities Policy** to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within the school are exempt from **the Rehabilitation of Offenders Act 1974** and therefore all applicants will be required to declare (unfiltered) spent and unspent convictions, cautions and bind-overs, and have Enhanced **Disclosure and Barring Service** clearance.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The school will:

1. ensure that appropriate staff who undertake recruitment have received safer recruitment training;
2. ensure that every appointment panel includes at least one member who has received safe recruitment training;
3. implement robust recruitment procedures and checks for appointing staff and volunteers¹, to ensure that reasonable steps are taken not to appoint a person who is unsuitable, disqualified, or does not have the suitable skills and experience for working with children;
4. keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements;
5. ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure;
6. require staff who are convicted or cautioned for any offence during their employment with the school to notify the Headteacher in writing of the offence and the penalty.

¹ For the purpose of this policy the term 'volunteer' refers to any volunteer engaged in *regulated activity* (see Section 12 for details)

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- Satisfactory DBS clearance (Enhanced DBS check with Children's Barred List)
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of teacher qualified status, successful completion of induction year and confirmation that the teacher is not subject to a prohibition order (all available via the DfE Employer Access online check service) as required by law for teachers

2. ROLES AND RESPONSIBILITIES

It is the responsibility of the **governing body** to:

1. Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
2. Monitor the school's compliance with the policies and procedures
It is the responsibility of the **Headteacher** and other managers involved in recruitment to:
 1. Ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
 2. To monitor contractors' and agencies' compliance with this document
 3. Promote welfare of children and young people at every stage of the procedure

It is the responsibility of **all potential and existing workers, including volunteers** to comply with this document.

It is the responsibility of all **contractors and agencies** to comply with safe recruitment pre-employment checks.

The governing body has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group. School governors may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

3. SAFER RECRUITMENT PROCEDURE

3.1 REVIEW OF THE VACANCY

1. When a vacancy arises, the school will take the opportunity to revisit the job requirements. This will involve a review of the job description and person specification where it is a like for like replacement role. This review will be undertaken by the Head or their delegated person.
2. Authorisation for new posts within the organisation is dependent upon funding and budgetary requirements. Where such recruitment has not been accounted for, authorisation will be sought with the school Governors.

3.2 JOB DESCRIPTIONS

All roles have a job description and person specification, which contain the following;

- A definition of the role, together with key duties and responsibilities;
- A description of the range of skills, attributes and qualifications required;
- A statement of our commitment to safeguarding and promoting the welfare of children.

All job descriptions and person specifications will always be strictly relevant to the job.

3.3 ADVERTISING

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement.

Where there is a reasonable expectation that there are sufficient qualified internal candidates, or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

All adverts indicate that a DBS check will be undertaken, or refer to an advert on the school's website which states this and includes a commitment statement regarding the safeguarding of children.

3.4 APPLICATIONS

The school uses standard application forms (standardised for teaching posts, support staff and volunteers). CVs will not be accepted.

The application form includes the following:

- A section for self-declaration of convictions or relevant information, consent for DBS check, and a statement to say failure to disclose will result in termination of the post
- A section for personal details, qualifications, experience and employment history
- A request for contact details of two referees.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is short-listed, these gaps will be discussed at interview.

Applicants are made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

3.5 REFERENCES

References for short-listed candidates will be sent for immediately after short-listing. Where candidates have indicated on their application forms that they do not wish their current employer to be contacted references will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The school will not accept references from

relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, and salary
- Performance history and conduct including details on any situation where any formal action has been taken using capability procedures within the last 2 years
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

The school uses a standard **Reference Request Form** to ensure the details outlined above are included.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

3.6 SELF-DECLARATION OF CONVICTIONS BY JOB APPLICANTS

The school's policy requires applicants for all posts to declare all non-filtered criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked '*strictly private and confidential*' to the chair of the selection panel / Headteacher, prior to the interview. The chair of the panel / Headteacher will discuss relevant, positive declarations confidentially with the applicant either prior to or on the interview day.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

3.7 INTERVIEWS

The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children

- Observed activity with children, where this is appropriate to the post.

3.8 RECRUITMENT VETTING (DBS AND BARRED LIST CHECKS)

The school will request an Enhanced DBS Certificate including a barred list check for all staff and volunteers engaged in regulated activity.

A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

DBS Update Service

Individuals can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. This allows for portability of a certificate across employers.

Before using the DBS Update Service the school will:

- obtain consent from the applicant to do so;
- confirm the certificate matches the individual's identity; and
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

Individuals who have lived or worked outside the UK

The school ensures individuals who have lived or worked outside the UK undergo the same checks as all other staff. In addition, the school may take steps to further investigate any relevant events that occurred outside the UK.

Agency and third-party staff and trainee teachers

The school ensures written notification is obtained from any agency, third-party organisation or teacher training institution to confirm that appropriate recruitment vetting checks have been obtained for any individual working at the school in regulated activity.

The school checks the identity of all agency or third party staff on arrival at the school.

Disqualification by association

In line with *Disqualification by Association Guidance February 2015*, relevant staff are disqualified from working in the school when they 'live or work in the same household' as someone who is barred from working with children or young people, even if they would not otherwise be disqualified themselves.

The following staff are covered by the act:

- staff and volunteers directly concerned with the provision of childcare for children up to and including Reception age (including staff in leadership positions in the school)
- staff and volunteers providing before or after school provision for children up to age 8.

The school will take steps to gather information about whether a relevant member of staff is disqualified by association by asking them to declare any cautions or convictions for a relevant offence; where a care order is issued with respect to a child who has been in the person's care; whether they or anyone living or employed in their household is named on the DBS Children's Barred List.

The school will keep a record of those staff who are employed to work in or manage relevant childcare and record the date on which disqualification checks were completed on the Single Central Register.

In the event of information leading to disqualification by association being obtained, the school will follow guidance set out in *DFE Disqualification under the Childcare Act 2006 (February 2015)*.

Existing staff

If the school has concerns about an existing staff member's suitability to work with children, we will carry out all relevant checks as if the person was a new member of staff.

If a staff member or volunteer moves from unregulated to regulated activity all relevant checks for regulated activity will be carried out.

Apart from these circumstances, the school will not request further updates of recruitment vetting checks.

The school will refer to the DBS anyone who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left, if there is reason to believe that they pose a risk of harm to a child or vulnerable adult. Guidance on referrals can be found on GOV.UK.

3.9 PROOF OF IDENTITY AND RIGHT TO WORK IN THE UK & VERIFICATION OF QUALIFICATIONS AND/OR PROFESSIONAL STATUS

Successful applicants for all posts will be required to provide proof of identity by producing documents in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a DBS check on the preferred candidate.

The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution.

Proof of identity and other documentation will be verified by **the Bursar**.

3.10 EMPLOYMENT OFFER

It may be possible to negotiate a provisional start date with the preferred candidate. However, with the exception of the DBS disclosure (unless the DBS Online Update Registration service is available), the checks detailed above must all be completed BEFORE a person's appointment is confirmed.

In the case of DBS disclosures, the certificate will be obtained/verified before or as soon as practicable after the appointment is made. Where an individual starts work before the DBS certificate is available, then the school ensures that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

3.11 RECORD RETENTION / DATA PROTECTION

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the **Data Protection Act 1998**, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a request in writing to the Head teacher within 6 months of the interview date.

3.12 PERSONAL FILE RECORDS

The school (from 2008) will retain the following information, which will make up part of the personal file for the successful candidate:

- Application form
- References
- Proof of identification
- Proof of academic qualifications
- Evidence of Self-Medical Declaration
- DBS Disclosure
- Certificate of Good Conduct (where applicable to DBS checks)
- Records of Prohibition Orders undertaken (teachers and management where applicable)
- Two references
- Signed Disqualification by Association Declaration
- Signed Acceptable Use of ICT Agreement

3.13 SINGLE CENTRAL RECORD

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide regular additional teaching or instruction for pupils but who are not staff members (eg: regular specialist workshop leaders).

The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Checks of right to work in the United Kingdom
- DBS Enhanced Disclosure and Children's Barred List check
- Further overseas records where appropriate
- Records of Prohibition Orders undertaken (teachers and management where applicable)

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the agency that it has satisfactorily completed the checks described above and will check identification on arrival in school. The school does not need to carry out checks itself except where there is information contained within the disclosure.

3.14 PROBATION PERIODS

All staff newly appointed by the school be subject to the school's probationary period. School staff will be referred to our ***Safeguarding & Child Protection Policies and Procedures***.

The school has a specific section related to ***Whistle Blowing*** within the ***Safeguarding Policy*** and will follow local authority Safeguarding Children Board ***Allegations Against Staff Procedures***.

3.15 VOLUNTEERS & REGULATED ACTIVITY

The school welcomes the active involvement of parents, volunteers and members of the local community in school life. Parents and carers frequently help at school and on trips and outings on an occasional basis to support the curriculum, closely supervised by a member of staff.

These helpers are not considered to be engaged in regulated activity and are not subject to the ***Safer Recruitment Procedures***.

Guidelines for parents helping in school (including our ***Safeguarding Procedure***, general ***Guidelines for Behaviour & Communication*** and our key ***Health & Safety Procedures***) are provided in the ***Parent Handbook***.

The school uses the following steps when deciding whether a new volunteer will be supervised to such a level that they are not in regulated activity:

- consider whether the worker is doing work that, if unsupervised, would be regulated activity. If the worker is not, the remaining steps are unnecessary;
- consider whether the worker will be supervised by a person in regulated activity, and whether the supervision will be regular and day to day
- consider whether the supervision will be reasonable in all circumstances to ensure the protection of children

All volunteers engaged in regulated activity are subject to the ***Safer Recruitment Procedures*** set out above.

All volunteers in regulated activity receive an induction (including ***Safeguarding*** and ***Health &***

Safety Policies and procedures and Staff Code of Practice) and ongoing supervision with a key teacher or line manager.

3.16 FURTHER INFORMATION

Disclosure & Barring Service (DBS) website:
[gov.uk/disclosure-barring-service-check/overview](https://www.gov.uk/disclosure-barring-service-check/overview)

DfE *Keeping Children Safe in Education*, July 2015:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf

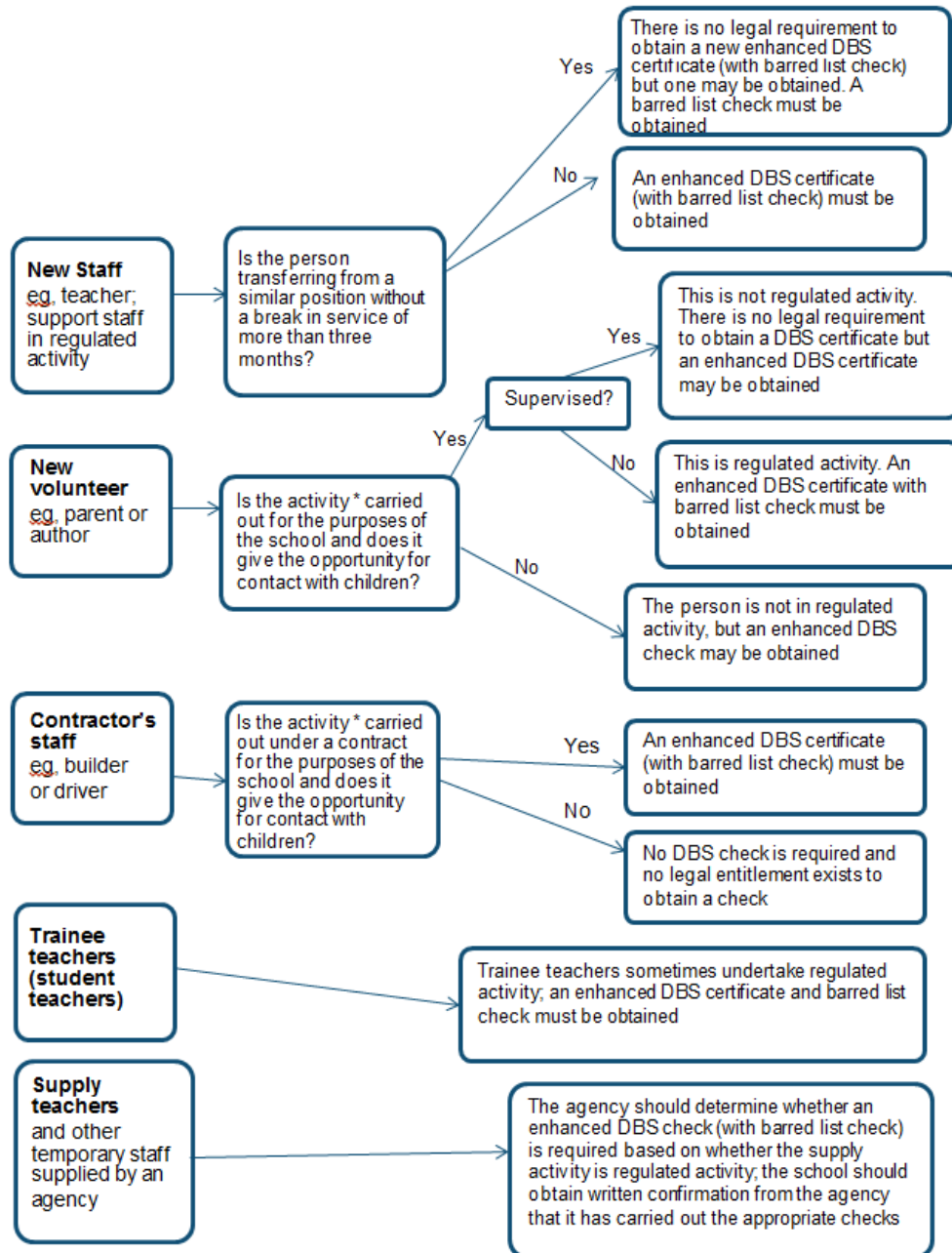
3.17 MONITORING & REVIEWING THIS POLICY

The Governing Body will monitor the implementation of and compliance with this policy and procedures. This will include periodic audits of files and records by the Designated Safeguarding Lead and/or Nominated Governor as part of the school's wider Safeguarding Audit (as specified in the ***Safeguarding Policy***).

The school's senior management and the governing body will ensure that action is taken to remedy without delay any identified deficiencies and weaknesses.

This policy will be reviewed and updated **annually**.

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'