Trinity High School
& SIXTH FORM CENTRE
An Independent State Funded Academy

SAFER RECRUITMENT POLICY

The information contained in this policy is correct at the time of going to press but minor amendments may be made without notice, for example to comply with new statutory requirements or due to circumstances beyond the control of the Governing Body at Trinity High School & Sixth Form Centre including information published by Worcestershire County Council.

Reviewed:	February 2017
Adopted by Personnel Committee:	7 Mar 2017
Review date:	February 2019
Policy Responsibility:	Ms J Reynolds

SAFER RECRUITMENT AND SELECTION POLICY

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in 'Keeping Children Safe in Education' and the code of practice published by the Disclosure and Barring Service (DBS)
- ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;

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

The Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

- age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The Trust will promote equality in all aspects of school life, including in regard to the recruitment of staff.

INVITING APPLICATIONS

1. Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

   Redditch RSA Academies Trust is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and completion of an Enhanced DBS will be required

2. Prospective applicants will be supplied, as a minimum, with the following:

   - job description and person specification;
   - the Trust's child protection policy; (refer to online version in policies section on website)
   - the Trust's safer recruitment and selection policy;
   - the selection procedure for the post;
   - an application form

PRE-EMPLOYMENT CHECKS

In accordance with the recommendations of the DfE in "Keeping Children Safe in Education" the Trust carries out a number of pre-employment checks in respect of all prospective employees :

1. Completion of an Application Form including declaration of convictions.

2. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require a face to face interview of short-listed candidates whereby the individual is asked as to whether or not they have any convictions/cautions/bind-overs. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

    a. At the face to face interview, candidates will always be required:
        - to explain satisfactorily any gaps in employment;
        - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
        - to declare any information that is likely to appear on a DBS disclosure;
        - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

3. **Disclosure and Barring Checks/ Identification Verification**

    Due to the nature of the work, the Trust applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

    The identity of all successful applicants must be verified and qualifications, Barred List check and DBS checks carried out. The results of these checks must be recorded on the Trust's single central record. If, for some reason the applicant fails to produce appropriate documentation at the interview, they must produce this at the earliest possible opportunity.

    All successful candidates will be required to complete an online DBS form.

    An identity check will be carried out to provide proof of eligibility to live and work in the UK. This will include photo ID (e.g. driving licence/passport) and address ID (e.g. utility bill). Qualifications and verification of professional status (where relevant).

    It is of paramount importance that the Barred List check is undertaken PRIOR to appointment for all those applying to work in a Trust and that an enhanced DBS application has been requested, regardless of the level of contact with children.

    The Trust will always request an Enhanced Disclosure as described below.

    - An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
    - If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. Applicants with

recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

- **Where DBS clearance has not yet been received, it is only possible for the new employee to commence work as long as the DBS has been applied for, a risk assessment has been undertaken and they are supervised and monitored, pending receipt of a satisfactory DBS certificate.** ***(See Appendix 2 for Risk Assessment Form.)***

Existing DBS and Contractors DBS

Following new guidance from our DBS provider in February 2017, governors have directed the following that all staff DBS' will be renewed after 10 years.

All contractors will be requested to confirm the following information:

- All DBS original certificates have been checked to ensure their authenticity
- All DBC clearances have been carried out by the company (and are not from a different provider unless the individual is a member of the update checking service)
- All DBS certificate ID checks have been carried out by the company
- If a member of staff is a member of the update service, the contractor confirms they have seen the original certificate and IDs
- If there are any disclosures on any DBS they contact us accordingly to discuss the matter
- DBS records will be provided each September to the school, including name, certificate number and date of clearance. Any information on new staff during the year will be provided before they come into school
- All employees understand that they have to provide a form of photo ID when they first come into school

Staff are to be reminded of the expectations with regard to vigilance and awareness of visitors and contractors in school

Agency Staff

Where the Trust uses staff from supply agencies, contractors etc then the Trust expects those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before the Trust will commission services from any such organisation.

Volunteers

When seeking to recruit volunteers, who will be seen by children as safe and trustworthy, it is essential to adopt the same procedures as for paid staff, particularly if the individual is not known to the Trust. A more streamlined procedure could be adopted for parents who are familiar to the Trust – following up references, checking within the community and undertaking the Barred List check and a DBS check. Where volunteers come into the Trust via another organisation, such as sports coaches, a check should be made with the club to ensure that proper vetting has taken place.

Retention and security of disclosure information

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

In particular, the Trust will:

- store disclosure information and other confidential documents issued by the CRB in locked, non-portable storage containers

- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Trust will not retain such information for longer than 6 months although the Trust will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the CRB and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information.

Portability/DBS Update Service

Where a successful candidate is a member of the DBS update service, signed permission from them will be sought by the Trust prior to checking the status of their certificate on the DBS website. (see Appendix 2)

4. Receipt of 2 **satisfactory** references, scrutinised for discrepancies, anomalies and gaps in employment.

REFERENCES

1. References will be taken up on shortlisted candidates prior to interview unless otherwise stated on the application form.

2. All offers of employment will be subject to the receipt of a minimum of two satisfactory references. Recruiters should follow (see guidance: **Requesting, Receiving, Storing and Providing Employment References.)**
   It is essential that one of the references is from the most recent employer and that references always relate to ability to perform the job in question. **References must be written in relation to the specific position applied for and not open, "To whom it may concern".** Neither referee should be a relative or someone known to the applicant solely as a friend.

   Under no circumstances is it acceptable for a candidate to commence their employment prior to the receipt of satisfactory references and any offer of employment should be conditional upon this.

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. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

   - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record
   - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
   - 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
   - the candidate's suitability for working with children and young people;
   - the candidate's suitability for this post.

4. The Trust will only accept references obtained directly from the referee on the official form with all sections completed. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

5. The Trust 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 before any appointment is confirmed.

INTERVIEWING AND TRAINING

1. DfE Safeguarding guidance recommends that the selection process for people who are applying to work with children should always include a face-to -face interview, even if there is only one candidate.

2. The recruitment panel should comprise the Line Manager/ Supervisor of the post and other people involved in the shortlisting process, e.g. Principals/ Governors.

3. The school staffing regulations require governing bodies of schools to ensure that at least one person on any appointment panel has undertaken safer recruitment training.[1]

4. Interview panels should explore issues relating to Safeguarding and promoting the welfare of children including:

    - Motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people.
    - Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. REMEMBER, what is said at interview can form part of a contract of employment.

INDUCTION

It is essential that Induction Programmes for all staff include:

- Policies and procedures in relation to Safeguarding and promoting welfare e.g. Child Protection, anti-bullying, anti-racism, physical intervention/restraint, intimate care, internet safety and any local child protection/ safeguarding procedures. All staff to receive and sign as read, a copy of the Dfe document 'Keeping Children Safe in Education – Information for all School and College Staff'
- Safe practice and standards of conduct and behaviour expected of staff and pupils in the Trust. (see Code of Conduct – Working for Redditch RSA Academies Trust)
- How any concerns should be raised, and with whom. (See Whistleblowing Policy)
- Attendance at Level 1 Safeguarding in Education training
- Attendance at training on the PREVENT duty.

Retention of records

If an applicant is appointed, the Trust will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the Trust to keep their details on file.

[1] (School Staffing (England) Regulations 2009, regulation 9: at least one member of a recruitment panel must undertake safer recruitment training which, subject to parliamentary procedure, from September 2014 will no longer need to be provided by a person approved by the Secretary of State. Schools may choose appropriate training and may take advice from their LSCB in doing so. The training should cover, as a minimum, the content of Keeping Children Safe in Education.)

Appendix 1

RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO DBS CLEARANCE

Name of Prospective Employee:		**Line Manager:**	
Proposed Post Title:		**Date of Risk Assessment:**	
Service/ Trust:		**Name of Head Teacher:**	

Reasons for considering commencement of employment prior to receiving clearance:	Consequences (to service delivery) of waiting for clearance:	Level of access during "waiting period" (include level of access on own with vulnerable clients):
Supervision arrangements during "waiting period" and any other monitoring arrangements/ control measures:	Pre-employment checklist: Has the employee left employment? Y / N Medical clearance received? Y / N Asylum & Immigration check completed? Y / N DBS application form completed? Y / N Qualifications verified? Y / N	Previous DBS clearance & positive disclosures: Is a previous disclosure certificate available? Y / N If Yes: Has it been seen by you? Y / N What is its date? _____
	List 99 check completed (if applicable)? Y / N Two references satisfactory for our purposes obtained? Y / N Satisfied with general background & Employment history checks? Y / N *Declared convictions spent /unspent on app form? Y / N *Declared convictions spent/ unspent at interview? Y / N	Disclosure Number: _____ Which barred list was checked: _____ *Positive disclosure(s) on DBS? Y / N *If Y is it relevant to post / pose risk of harm? Y / N (Please seek advice from HR in either case) Comments:

Prospective Employee Declaration

The information I have provided during this risk assessment is a true and accurate record. In signing I am confirming that I have no reason to believe that any information, other than that already provided, will be disclosed on the disclosure certificate issued by the Criminal Records Bureau:

Signed by Prospective Employee: _____ Date: _____

Assessment of Risk following control measures: HIGH MEDIUM LOW

This prospective employee will not commence work prior to satisfactory clearances.

1) Following risk assessment, I have determined that the above named may commence employment with the identified control measures. I undertake to personally review this situation at intervals of no less than every two weeks.

Signed by Line Manager: _____ Date: _____ **Review Dates**: _____

Signed by Principal (Approval):_____ **Date:**_____