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Olive Academies

Safer Recruitment Guidance and Checklist

Issued January 2017

Date for review: September 2017 (with safeguarding policy)

To ensure that only the most suitable candidates are recruited to work with children and young people the following steps to safer recruitment **must** be followed for **all** appointments to the Trust.

- Ensure that you are using an up to date **Recruitment and Selection Policy** that describes the process and roles before you begin and that the staff and governors involved in the process fully understand that the policy must be followed in **all** cases.
- Ensure that you are using an up to date **Safeguarding Policy** and that the staff and governors involved in the process fully understand that the policy must be followed in **all** cases.
- Ensure that at least one member of staff involved in the management of the recruitment process has attended recent **safeguarding and safer recruitment training** and that this person is involved in each step of the process. For safer recruitment training please use the online NSPCC Safer recruitment in education course, if none is available locally.
- Ensure that a **Safeguarding Statement** about the Trust's commitment to safeguarding is included in all recruitment and selection materials.
- Ensure that you have an approved **job description and person specification** for the role(s) to which you are recruiting.
- Ensure that you have an appropriate **advertisement** prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding e.g that the successful candidate will be required to undergo an enhanced DBS clearance.
- Ensure that you have compiled a suitable **job application information pack** containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form before advertising the post.
- Ensure that each application received is scrutinised in a systematic way by the **shortlisting panel** in order to agree your shortlist before sending invitations to interview.



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- Ensure that all appropriate **pre-employment checks** will be undertaken (see the attached checklist).
- Ensure that **reference requests** are sent out for all shortlisted candidates well before the scheduled interview date and that a standard **reference request template** is used (see EnlightenedHR reference request template on AccessHR).
- Ensure that all shortlisted candidates receive the same **letter of invitation** to interview, supplying them with all necessary information about the selection procedure.
- Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.
- Ensure that all questions relating to each candidate's suitability for the role have been asked, including any needed to **address obvious gaps in information** in the application form.
- Ensure that your preferred candidate is informed that the **offer of employment** (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.

Use of Agency Staff and Service Contractor Staff

To enter supply or contract staff from an external agency onto the single central record, the academy will require written confirmation from the agency that it has satisfactorily completed the checks described above.

The academy **does not** need to carry out further checks except where information contained within the disclosure from the agency raises concerns. However, on the first day of work at the academy staff must require identification to confirm that the person presenting for work is the person the agency has assigned.



Appendix A

Lead Recruiter Checklist

Action Point	Complete / Date	Checked By
Lead recruiter familiar with safer recruitment policy and guidelines.		
Lead recruiter has undergone recent safeguarding training.		
Interview panel has read safer recruitment policy and guidelines.		
Job description and person specification has been signed off.		
Recruitment pack materials include safer recruitment statement.		
Recruitment pack includes 'Safer Recruitment Applicant Information' – see appendix B.		
Job advertisement contains safer recruitment statement.		
Standard reference request template is available for use.		
Reference requests sent out for all shortlisted candidates (see appendix B for exemptions).		
Interview questions drawn up and agreed by panel.		
Panel contains at least one member with safer recruitment training.		
Preferred candidate informed that offer is conditional on positive outcome of safer recruitment checks.		
All recruitment documents collected from panel and filed.		
Personnel file created for preferred candidate.		
Preferred candidate's application form and references entered on personnel file.		
Preferred candidate entered on SCR.		
Enhanced DBS certificate seen and number recorded on SCR.*		
Identity checks carried out, documents photocopied and entered onto personnel file.		
Qualifications check carried out, documents photocopied and entered onto personnel file.		
Right to work in the United Kingdom check carried out, documents photocopied and entered onto personnel file.		
For a teaching post - NCTL prohibition check completed.		
For teaching post – DfE number checked.		
Overseas check carried out (where appropriate), documents photocopied and entered onto personnel file.		
New starter form completed.		
Induction pack issued and policy sign-off form completed.		

*** A DBS certificate is the property of the individual. In exceptional circumstances a copy may be required for temporary inclusion on the personnel file. A copy can only be taken with the express permission of the individual. Should a photocopy be taken, to comply with data protection legislation it should be kept on file for no longer than six months and destroyed at the point that it removed from the file.**



Appendix B

Safer Recruitment Information for Applicants

The statement below is to be sent to all applicants in the recruitment pack.

Safer Recruitment Applicant Information

The information contained within this document is designed to help applicants understand what is required should they be asked to attend for interview.

Safeguarding Children and Young People

The Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to the Trust's safer recruitment process.

Pre- Employment Vetting

As part of its safer recruitment and selection process, the Trust operates a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and, therefore, requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others.

This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

Criminal Records Disclosure (DBS check)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS check. This will include a check against the Children's Barred List maintained by the Disclosure and Barring Service.

For posts working with children and/or young people, the Trust policy requires all new employees to have an enhanced DBS certificate before employment commences.

In addition, all applicants will be required to complete a Disqualification by Association Questionnaire where this is appropriate to the age range to be taught.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.



Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. The Trust will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation as a referee.

If you have not previously worked with children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, the Trust will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will open references or testimonials (i.e. addressed "to whom it may concern") be accepted.

In all cases, the Trust will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

The Trust has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.