



Safer Recruitment Policy Sept 2018

1 INTRODUCTION

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.

2 STATUTORY REQUIREMENTS

It is a statutory requirement from January 2010 that there is at least one member of the interview panel who must have successfully completed the accredited course for safeguarding-safer recruitment. There are some further statutory requirements for the appointment of some staff in schools - notably Head Teachers and Deputy Head Teachers. These requirements change from time-to-time and must be met. This policy is informed by Keeping Children Safe in Education 2018.

3 IDENTIFICATION OF RECRUITERS

At least two members of the Senior Management Team of the School and one member of staff from the Children's Centre must complete the accredited course successfully. The Governing Body will ensure that at least two Governors have attended the training. This ensures that there will always be someone on every interview panel who has successfully received accredited training in safer recruitment procedures.

4 INVITING APPLICATIONS

Advertisements for posts - whether in newspapers, journals or on-line - will include the statement: "The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS'."

All prospective applicants must complete, in full, an application form.

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

- job description and person specification;
- the school's child protection policy and/or Safer Recruitment Policy;
- an application form.

5 SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up **before** the selection stage and candidates will be informed of this in the job pack and when invited to interview, so that any discrepancies can be probed during the selection stage. If necessary telephone references will be sought if referees do not respond initially to reference requests.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. References should always be obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the school, college, local authority or organisation at which they were employed.
- On receipt, references are checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided.

They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- The two references need to be from different agencies, unless there are extenuating circumstances.
- References will be requested using the Barnet template. If it is returned in the form of a letter, it will only be accepted if it is personalised and refers to the job applied for. We do not accept open references (e.g. in the form of 'to whom it may concern' testimonials)
- School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Candidates will always be required:
 - to bring suitable identification with them on the interview day
 - to bring evidence of qualifications stated on their application form
 - 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.
 - to sign their application form and disclosure section on their application form
 - to declare if they are disqualified by association

7 MAKING A CONDITIONAL OFFER - EMPLOYMENT CHECKS (see Appendix 2 for advice from Keeping Children Safe in Education

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks. All successful applicants are required:

- to provide proof of identity preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
- to complete a DBS online application and obtain a certificate for an enhanced DBS check with a barred list information;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Check that the person is not restricted from working as a teacher in another EEA country
- to provide certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- to accept the conditional offer in writing

The school will check that a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;

N.B See Keeping Children Safe in Education (April 2016) and Coppetts Wood D.B.S. Policy for more information.

8 INDUCTION

- All staff will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Date: September 2009

Reviewed: March 2013 Reviewed: February 2015 Reviewed: January 2016 Reviewed: September 2018

Appendix 1 - DBS Checks

The majority of staff will be engaging in regulated activity, so an enhanced DBS certificate which includes barred list information, will be required for most appointments.

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;

For any other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate.

Appendix 2 Pre-appointment checks (advice from KCSIE 2018)

All new appointments

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, schools and colleges must (subject to paragraph 131):

- verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website;
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity);
 - obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities.⁵⁸ A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
 - verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate;
- verify professional qualifications, as appropriate. The Teacher Services' system should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation;

We ensure that a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

Where an enhanced DBS certificate is required, it must be obtained from the candidate before, or as soon as practicable after, the person's appointment. There is no requirement for a school to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked:

- In a school in England in a post:
 - which brought the person regularly into contact with children or young persons; or
 - to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons; or
- in an institution within the further education sector (see footnote 15) in England in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

All other pre-appointment checks must still be completed, including where the individual is engaging in regulated activity, a barred list check. Schools or colleges may also choose to request an enhanced DBS certificate.

Appendix 3 Volunteers

A volunteer in respect of whom no checks have been obtained should not be left unsupervised or allowed to work in regulated activity.

Volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges, will be in regulated activity.

The school will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity.

There are certain circumstances where schools and colleges may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity.

The school or college will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

In doing so we will consider:

- the nature of the work with children;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
- whether the role is eligible for an enhanced DBS check;

Details of the risk assessment should be recorded.

For a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity;
- regular and day to day; and
- "reasonable in all the circumstances to ensure the protection of children."

The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to engage in regulated activity.

Appendix 4 Maintained school governors

Governors in maintained schools are required to have an enhanced criminal records certificate from the DBS.

It is the responsibility of the governing body to apply for the certificate for any of their governors who do not already have one.

Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity. An enhanced DBS certificate (which will include a barred list check) should only be requested if the governor will be engaging in regulated activity. This applies equally to volunteer governors who will be engaging in regulated activity and should be treated on the same basis as other volunteers in this respect.

The school is able to contact The Teaching Regulation Agency (TRA) Teacher Services to check if a person they propose to recruit as a governor is barred as a result of being subject to section 128 direction.

Appendix 5 Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check.

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. The school is responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at school is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

The school always checks the identity of contractors and their staff on arrival at the school or college.

Appendix 6 Visitors

Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). Headteachers should use their professional judgment about the need to escort or supervise visitors.