



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
September 2022	C Robinson Jones/Governing Body			September 2023
September 2023	C Robinson Jones/Governing Body	Nov 23		September 2024
September 2024	C Robinson Jones/Governing Body			September 2025

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Application information	Name, DOB, Address, Gender, Ethnicity, Qualifications, PM Records, Monitoring and Evaluation Records, Personnel Files	To ensure a high standard of education for the children and families of Marlborough Primary School To ensure a duty of care is maintained at all times	All those accessing the school premises Accessible by HT, SBM and Site Supervision Team only	Personnel files Hard-copy in sealed envelope in HR files. Electronic record secured with access only available to SBM/HT	Retained for as long as employed within the school, archived thereafter

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		



SEPTEMBER 2024

Introduction

The purpose of this summary is to describe the minimum requirements of a recruitment process that aims to:

- attract the best 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

Statutory Requirements

There are some statutory requirements for the appointment of staff who work with children, in schools, nurseries and other children's services. These requirements change from time-to-time and must be met (KCISE 2024)

Identification of Recruiters

Panel members should have received training in recruitment and selection and have completed 'Safer Recruitment' training.

Inviting Applications

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

"This post is subject to an enhanced DBS disclosure."

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

- job description and person specification;
- an application form

All applicants must complete the Council's application form in full, either the Teacher one, or the Support Staff one as appropriate. If completed online, shortlisted applicants will be required to sign their form in person at interview.

Shortlisting and References

Shortlisting of applicants will be against the person specification for the post.

References will be taken up as part of the final selection stage, prior to any start date being agreed, so that any discrepancies can be addressed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. References will be sought in writing from the employing organisation. Referees will be contacted to verify references provided and where necessary, to clarify any anomalies or discrepancies. A detailed written note will be kept of these exchanges.

NOTE: references will be verified.

Should applicants only be able to provide personal / character referees consideration will be given to other relevant methods.

Previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies within the application. A detailed written note will be kept of such exchanges.

Referees will always be provided with the job description and person specification for the post, and asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post.

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 shortlisted 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 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 CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

All successful applicants will be required:

- to provide photographic proof of identity
- to complete an online CRB disclosure application, with satisfactory identity proofs, and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

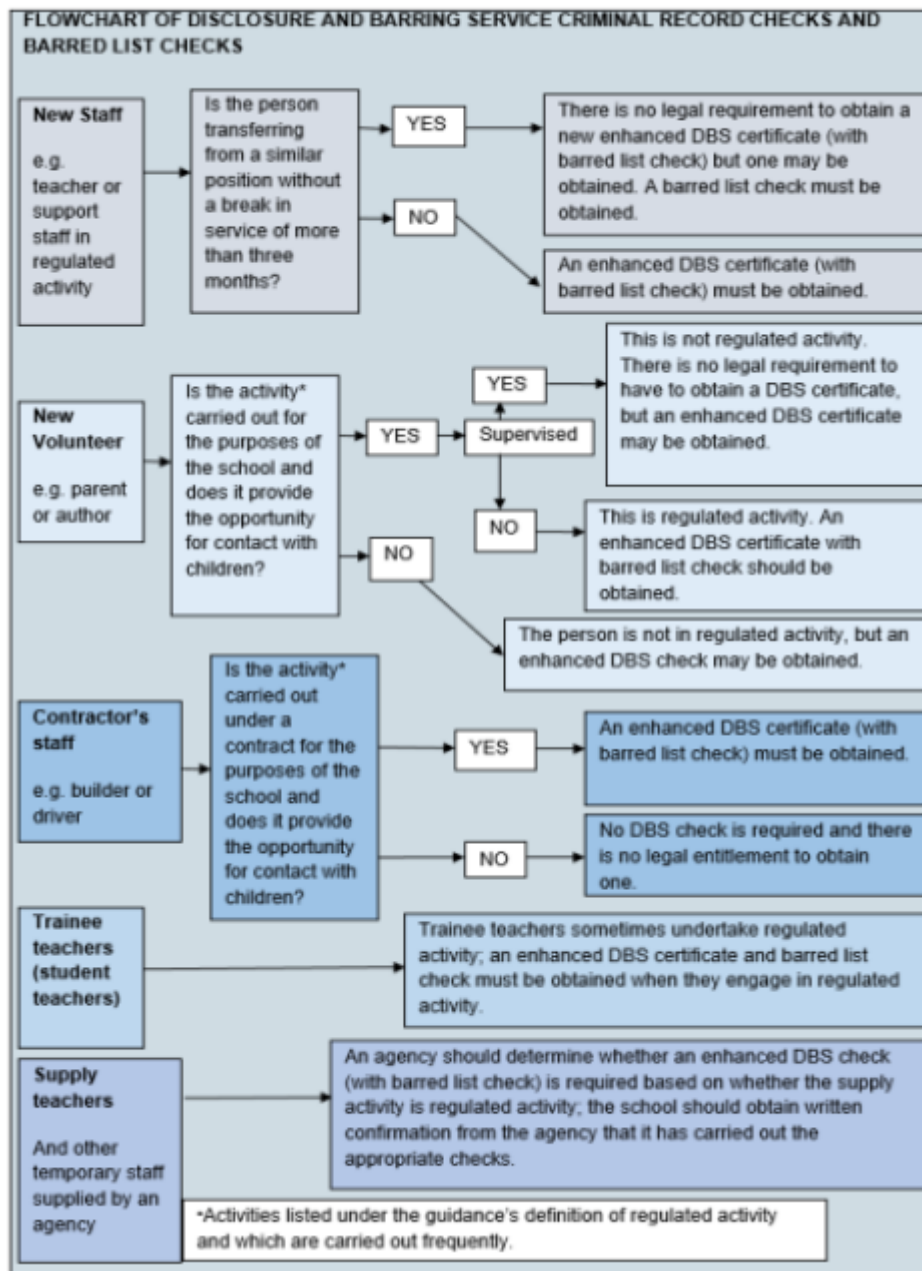
2022 KCISE updates

When verifying a candidate's identity, should be any name changes a birth certificate may be requested to confirm a name

- Separated barred list checks will be carried out in the following circumstances
- For newly appointed staff who are engaging in a regulated activity, pending the receipt of an enhanced certificate with barred list information from the Disclosure and Barring Service (DBS)

Or

- Where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation
- Safety online checks should be made for new staff as per the KCISE 2023



Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU, schools and colleges should apply the same approach for any individuals who have lived or worked outside the UK

regardless of whether or not it was in an EEA country or the rest of the world.

These checks could include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions
- obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are 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.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

Where this information is not available school may seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE Guidance: Recruit teachers from overseas.

Agency and third-party staff (supply staff)

The school will must obtain written notification from any agency, or third party organisation, that they have carried out the checks on an individual who will be working at the school that the school or college would otherwise perform.

In respect of the enhanced DBS check, the school will ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school, which has disclosed any matter or information, or any information was provided to the employment business, the school will obtain a copy of the certificate from the agency.

Induction

All staff who are new to the school will receive induction training that will include appropriate safeguarding policies and guidance on safe working practices for their area, arranged through their line manager/mentor within the first 2 months.

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

NOTE: All new recruits are subject to a probationary period during which performance and suitability to work with children are monitored.