



## *Herts & Essex Multi-Academy Trust*

<b>Policy Title</b>	Safer Recruitment Policy
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<b>Review Date</b>	As required

# Safer Recruitment Policy

*All references in this document to 'The Hertfordshire & Essex High School' or 'the school' stand equally for HEMAT and any of its schools.*

**Enquiries & comments**

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## **1. Introduction**

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children and young people in education. This school is committed to safeguarding and promoting the welfare of the pupils in its care and expects all staff and volunteers to share this commitment.

## **2. Scope and Objectives**

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

- attract the best possible applicants to vacancies on the basis of their merit, abilities and suitability
- 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.

The objectives of this policy are as follows:

- to ensure that all applicants are considered equally and consistently
- to ensure that no applicant is treated unfairly on any grounds and specifically any protected characteristics as outlined in the Equalities Act 2010
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance), Working Together to Safeguard Children (DfE 2018) and any guidance or code of practice published by the Disclosure and Barring Services (DBS)
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

## **3. Roles and Responsibilities**

### **Governing Body**

- to ensure the school has effective policies and procedures in place for the recruitment of staff and volunteers in accordance with the DfE guidance and legal requirements
- to monitor compliance with them.

### **Recruiters**

- to ensure the school operates safe recruitment practices and makes sure appropriate checks are carried out on all staff and volunteers
- to monitor contractors and agencies compliance with this document
- to promote the safeguarding of children and young people at every stage of the recruitment process.

#### **4. Recruitment Panel**

Subject to the availability of training and in accordance with KCSIE, the school will maintain a position in which at least one recruiter has successfully undertaken training or refresher training in safe recruitment procedures.

#### **5. Advertising posts**

Advertisements for posts, whether in newspapers, journals or online, will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.”

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

- job description and person specification;
- the school’s child protection policy;
- the school’s safer recruitment policy (this document);
- an application form;
- Childcare Disqualification self-declaration form (where applicable).

#### **6. Application Forms and Shortlisting**

All prospective applicants must fully complete an application form. CV’s will not be accepted.

If invited to interview candidates will be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. The relevant declaration form is attached at Appendix 2.

#### **7. References**

Where possible, two references will be taken up before the interview stage, so that any discrepancies or gaps in employment can be explored during the interviews.

References will be obtained from the candidate’s current or most recent employer and will be sought directly from the referee. Open references or testimonials provided by the candidate will not be accepted.

If a candidate is moving from another school the reference must be from the Headteacher/Principal or another senior colleague (in the absence of a Headteacher) and not from a colleague.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies and verify the source of the reference. This contact will then be recorded on the school’s Single Central Record for successful candidates.

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.

Referees will always be 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 this post.

Employees are entitled to see and receive, if requested, copies of their employment references.

## **8. Secretary of State Prohibition Orders and Section 128 direction (teaching and management roles)**

In all cases, where an applicant is to undertake a teaching role of any kind (this will include classroom-based support staff) a Prohibition Order check will be made. This will be undertaken before any offer of employment is made.

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teacher Regulation Agency (TRA). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools.

## **9. Interviews**

Selection techniques will be determined by the nature and duties of the vacant post and may include a variety of methods, however a face to face interview is essential as part of the process.

Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which could be via a visual electronic link such as Skype).

Candidates will be required to:

- explain satisfactorily any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- declare any information that is likely to appear on a DBS check;
- demonstrate their capacity to safeguard and protect the welfare of children and young people
- demonstrate how they meet the job description and person specification.

At least one member of the interview panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to interview will be asked to bring original evidence of their identity, address and qualification. Photocopies will then be taken and destroyed for unsuccessful applicants no later than 6 months after the recruitment process has been concluded.

## 10. Pre-Employment Checks

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

- Verify the candidate's identity.
- Complete an enhanced DBS application via Hertfordshire County Council and receive satisfactory clearance
- The school will also carry out a risk assessment if candidates will be starting work prior to a DBS certificate being available.
- Verify the candidate's right to work in the UK.
- For candidates from an EEA Country, they will be required to provide evidence of having obtained settled status under the Settlement Scheme by 30 June 2021. After this date those without settled status will be required to apply for a VISA which allows them to work in the UK. Where they are already in possession of this candidates must provide original evidence at the earliest opportunity.
- If the candidate has lived or worked outside the UK for 6 months or more in the past 5 years they will be asked to provide a Certificate of Good Conduct from the Embassy. If this cannot be secured a risk assessment will be carried out by the Headteacher.
- Verify professional qualifications as appropriate by viewing original certificates. The Teachers' Services system should be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation.
- Ensure the candidate is checked against the prohibition from teaching orders – see paragraph 8 above.
- Ensure the candidate is checked against the prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity) - see paragraph 8 above.
- Ensure the candidate completes a childcare disqualification declaration (where appropriate) – see paragraph 10.2.
- Ensure the candidate has completed a declaration about convictions and working with children (see appendix 2).

### 10.1. Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A successful candidate 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 **once an offer of employment has been made**. Confidential pre-employment checks are carried out by the school's Occupational Health provider.

## 10.2. Childcare Disqualification Declaration

Where relevant, applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2018 (See Appendix 3). This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children. Where a positive declaration is made a waiver can be applied for from Ofsted, and be satisfactorily granted, before the candidate may commence work.

This **only** applies to staff working in the following settings:

- Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

## 11. Single Central Record

The single central record will cover the following people:

- all staff (including teacher trainees on salaried routes, agency and third party supply staff who work at the school)
- For academies and free schools, this also covers the members and trustees of the academy trust
- Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school.

## 12. Induction

The school recognises that safer recruitment and selection is not just about the start of employment, but must be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff.

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices including Child Protection, PREVENT, FGM awareness and online safety.

Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s). Where staff join the school mid-year they will undertake a new staff induction session arranged by HR.

### **13. Contractors and Agency Workers**

The school will obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school.

Where the position requires a barred list check, this will be obtained by the agency or third party prior to appointing the individual. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

In addition, HEMAT requests a list of the names of contractors working on site noted on its Single Central Record.

#### **Volunteers**

Under no circumstances will a volunteer in respect of whom no checks have been obtained 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 the school, 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. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, the school may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

There are certain circumstances where the school may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. This is set out in DBS workforce guides, which can be found on GOV.UK. Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.

The school 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 they should 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.

It is for the school to determine whether a volunteer is considered to be supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision the school must have regard to the statutory guidance issued by the Secretary of State. This guidance requires that, 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 1 – Regulated Activity

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) Work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
  - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability
  - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

## Appendix 2 – Criminal Record Declaration Form

<p style="text-align: center;"><b>Criminal Record Declaration</b> (Roles exempt from the ROA - DBS)</p>
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This form must be completed by all candidates attending interview where a police check (also known as a DBS), is required. The information disclosed on this form will be discussed during the interview process and following receipt of the DBS certificate as appropriate.

### **Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974, therefore all applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.



## *Herts & Essex Multi Academy Trust*

<b>School Name:</b>			
<b>Surname:</b>		<b>Forename:</b>	
<b>Vacancy Job Title:</b>			
Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	<b>YES</b>	<b>NO</b>	
If you have answered yes, you now have <b>two</b> options on how to disclose your criminal record.			
<b>Option 1:</b> Please provide details of your criminal record in the space below.			
<b>Option 2:</b> You can disclose your record under a separate cover provided that you mark a cross on the line below and email your disclosure to your recruiter. The email should be marked <b>CONFIDENTIAL</b> and state your name and the details of the post.			
I have attached details of my conviction separately (Please mark the box with an <b>X</b> if appropriate).			
<p><b>DECLARATION.</b> I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at the School.</p> <p>Signed: _____ Date: _____</p>			

This form will be given to you for completion prior to interview at the school

## Appendix 3 – Childcare Disqualification Declaration

<b>NAME:</b>	
<p>Have any orders relating to the care of children, as set out in Schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”), been made in respect of you?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Orders disqualifying you from caring for children</li> <li>• Orders disqualifying you from private fostering</li> <li>• Any refusal of an application for you to be registered in relation to a children’s home</li> <li>• Care/child protection orders issued in respect of a child in your care</li> </ul>	<b>Yes/No</b>
<p>Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the 2018 Regulations?</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Any offence against or involving a child</li> <li>• Any sexual offence</li> <li>• Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH).</li> </ul>	<b>Yes/No</b>
<p>Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children’s Barred List)?</p>	<b>Yes/No</b>
<p>Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?</p>	<b>Yes/No</b>
<p>Please provide further information where you have answered ‘Yes’ to any of the questions above.</p>	

I understand:

- I must notify my school immediately of any change in circumstances that may affect disqualification under the 2006 Childcare Act, including any new caution, reprimand or warning for a relevant offence

That failure to complete this declaration accurately to the best of my knowledge or failure to notify the school of any relevant change in my circumstances is likely, for employees, to be regarded as gross misconduct and will be dealt with under the appropriate policy. In the case of volunteers/others, any such failure is likely

- to result in no longer being offered voluntary/casual work or other arrangements for training, etc.
- that this form and any record of subsequent considerations regarding disqualification under the 2006 Act will be retained securely by the school and managed in accordance with the provisions of the Data Protection Act 1996, and any successor legislation. A note of the date and outcome of the school's check regarding any disqualification will be made on the school's Single Central Record. Any personal data I provide that is considered not relevant to the 2006 Act will be securely destroyed by the school.

Name: ..... Position: .....

Signed: .....

Date: .....