

Safer Recruitment Policy

Introduction

The Villa aims to create a culture of safe recruitment and as part of that adopts recruitment procedures that help deter, reject or identify people who are not suitable to work with young children.

This policy explains the recruitment process and describes in detail the checks that may be required for any individual applying to work at the School or Nursery. *The Director / Head Teacher / Nursery Manager* will act reasonably in making decisions about the suitability of any prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service “DBS” checks), barred list checks and prohibition information checks, together with references and interview information.

Identification of Recruiters

Subject to the availability of training, The Villa will maintain a position in which at least one recruiter has successfully received accredited training in safer recruitment procedures.

Inviting Applicants

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

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

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

- job description and person specification;
- the safer recruitment policy (this document)
- an application form which must be completed in full

Short listing and References

The purpose of seeking references is to allow The Villa to obtain objective and factual information to support appointment decisions. References are checked to make sure that information is not contradictory or incomplete.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be during the interview process. References will be sought directly from the referee who must be a senior person with appropriate authority, not just a colleague. References or testimonials provided by the candidate, or open references addressed “To whom it may concern” will never be accepted. References are always sought from the applicant’s current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be sought from the organisation at which they were employed.

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 the post.

On receipt, references are checked to make sure that all questions have been answered satisfactorily. References are compared for consistency with the information provided by the candidate

Any information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Service's checks). Where electronic references are received, checks are made to ensure they are from a legitimate source

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

References are fully scrutinised and any concerns resolved satisfactorily before any appointment is confirmed, including for an internal candidate.

Secretary of State Prohibition Orders (Teaching roles)

In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the shortlisting stage but will in any case be made before any offer of employment is made.

Prohibition orders prevent a person from carrying out teaching work in schools. Any applicant with a Prohibition Order will not be employed at The Villa.

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

Employment Checks

All successful applicants are required:

- to provide proof of identity
- to complete an enhanced DBS application and receive satisfactory clearance.
On completion of the check, the original DBS certificate sent to the applicant must be shown to the recruiter before taking up the post or as soon as practicable afterwards. If it is deemed necessary for an applicant to start work before the DBS certificate is available, the employee will be appropriately supervised. All other checks, including the barred list check will have been completed.
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to pass a prohibition from teaching check
- to provide actual certificates of professional qualifications, as deemed appropriate by the School/Nursery
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration

DBS Update Service

The Villa requires all employees to join the DBS Update Service when the initial DBS application is made. This enables future status checks to be made and allows for portability of the certificate across employers. The employee will need to pay the fee to join the service but this will be reimbursed in their first month's salary. By registering for the update service, the employee consents to The Villa carrying out regular checks to see if there have been any updates since the certificate was originally issued. Individuals are able to see a list of all organisations that have carried out status checks on their account.

Data Protection

In order to comply with the Data Protection Act 2018, paper copies of DBS Certificates provided by candidates are not retained beyond six months. A scanned copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications are kept in the personnel file.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK. This is in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

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 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.

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK undergo the same checks as all other staff.

When appointing a UK citizen who has lived overseas or a non-UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified where they have spent a significant period of time. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the school and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

Childcare Disqualification Declaration

Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. This is to

cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

This applies to:

- 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 of 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 of 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 choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

Offer of appointment

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualifications and proof of identity.

Single Central Record

The Villa keeps a single central record which covers all staff (including agency and third-party supply staff, and teacher trainees on salaried routes) who work at the school/nursery. Pre-appointment checks and the date they were carried out are noted on this record.

Details of the following checks are recorded on the Single Central Record:

Identity check

A barred list check

An enhanced DBS check / certificate

A prohibition from teaching check

Further checks on people who have lived or worked outside the UK

A check of professional qualifications

A check to establish a person's right to work in the United Kingdom

A section 128 check for management positions.

In addition, the Villa records whether the person's position involves "relevant activity" i.e. regularly caring for, training, supervising or being solely in charge of children.

For agency and third-party staff, a record is kept of whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation

was received and whether any enhanced DBS certificate check has been provided in respect of the member of staff.

Induction

The Villa recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The Villa therefore provides ongoing training and support for all staff.

- All staff who are new to The Villa receive induction training that includes The Villa'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).

Trainee/Student Teachers

Where applicants for initial teacher training are salaried by The Villa, all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) will be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The Villa will obtain written confirmation from the provider that it has carried out all pre-appointment checks that we would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for The Villa to record details of fee-funded trainees on the Single Central Record.

Existing Staff

Any member of staff that moves from a post that was not regulated activity into work which is considered to be regulated activity will have all relevant checks carried out. We have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child where

- The harm test is satisfied in respect of that individual
- The individual has received a caution or conviction for a relevant offence or if there is a reason to believe that the individual has committed a listed relevant offence; and
- The individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Such referrals are made as soon as possible and ordinarily on conclusion of an investigation when an individual is removed from working in regulated activity. If The Villa ceases to use the services of a teacher because of serious misconduct, we will consider whether to refer the case to the Secretary of State who may decide to make a prohibition order in respect of the person.

Agency and third-party Staff

Private sector or voluntary organisations that work with The Villa in the provision of teaching, support staff, clubs or extra-curricular activities are required to have their own safeguarding arrangements in place in terms of recruitment. Written

confirmation will be sought from third-parties to confirm that the necessary employment checks (enhanced DBS Certificate) have been carried out in respect of the individual working at The Villa. Where the position requires a barred list check, this must be obtained by the agency or third party prior to appointing the individual. The Villa is required to check that the person presenting themselves for work is the same person on whom the checks have been made.

Agencies and third-party staff are expected to work in collaboration with The Villa and be fully aware of their safeguarding responsibilities as well as the promotion of child welfare on an ongoing basis. It is a requirement that they are fully aware of The Villa's procedures on how to respond if they have a child protection concern.

Such employees are issued with the Villa's:

- Child protection /Safeguarding Policy
- The behaviour policy
- The code of conduct
- The names and contacts of the Villa's Designated Safeguarding Lead

All agency and third-party staff are provided with safeguarding and child protection training at induction.

Volunteers

Volunteers working at The Villa who have not completed the necessary employment checks are not permitted to work in a regulated activity and are not to be left unsupervised.

Volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis will be in regulated activity and it is a requirement for The Villa to obtain an enhanced DBS certificate (including barred list information). The Villa will undertake a risk assessment and use 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 or other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- Whether the role is eligible for a DBS check

Details of the risk assessment are recorded.

The Villa determine whether a volunteer is considered to be supervised and will refer to statutory guidance on determining the appropriate level of supervision. 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.

Contractors

Steps are taken to ensure that the appropriate level of DBS check have been undertaken for any contractor or employee of the contractor working on site. Contractors engaging in regulated activity require an enhanced DBS Certificate. For all other contractors who are not engaging in regulated activity, but whose work provides them with regular contact with children, an enhanced DBS check will also be required.

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

Self-employed

If an individual working at The Villa is self-employed, the Villa will obtain the DBS check as self-employed people are not able to make an application directly to the DBS on their own account.

Work Experience Placements

Barred list checks by the DBS may be required on some people who supervise a child on a work experience placement and appropriate policies and procedures are in place to ensure that children are protected from harm. The Villa considers the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised to determine what, in any, checks are necessary. Frequent would mean more than three days in a thirty day period.

If the person working with the child is unsupervised and is in frequent contact with children, the work is likely to be regulated activity and The Villa may ask the employer providing the work experience to ensure that the person is not a barred person.

Model Offer Letter

Dear xxxxx,

I am writing to thank you for attending the interview for a <insert post title> position at The Villa. I am delighted to offer you the position of xxxxxx and can confirm that salary is xxxx for xxxx hours per week, term-time-only / all year round from <insert start date>.

Your appointment is fixed term, specifically for [reason for fixed term contract]. The end date of this contract is [END DATE].

Please note, you should not resign from your current post until you have received written confirmation that all your pre-employment checks are satisfactory. Please ensure you wait for us to contact you to agree a start date once all checks have been cleared.

The date of commencement of this contract of employment is subject to:

- Your acceptance of the terms and conditions contained within this contract of employment;
- A mutually agreed date of commencement;
- The receipt of satisfactory references (preferably two professional references, one must be your last employer or educator. Please note that testimonials are not acceptable);
- The receipt of a satisfactory medical clearance of your fitness to undertake the duties of this post; and
- The production of your DBS certificate or provision of access to the DBS Update Service to carry out a status check on your current DBS Certificate and other safeguarding checks where appropriate;
- Proof of authorisation to work in the UK (UK or EU passport or long birth certificate and proof of NI number e.g. P45, if you are unable to produce these documents please contact the office);
- Proof of identity (official document with photograph, if you don't have this please contact the office);
- Proof of address (two recent bills issued within the last three months addressed to you or driving license and a recent bill).
- A completed form regarding disqualified by association under the childcare act 2006. Information regarding this can be found at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Therefore, please find enclosed

- a medical questionnaire, which needs to be completed and returned
- You also need to complete a Disclosure Barring Service online form <insert details of how to do this here>;
- Bank details form;
- Staff registration form

The duties and responsibilities of this post may be varied in accordance with the needs of the service.

Your formal contract of employment will be sent to you as soon as the employment checks have been cleared.

Please indicate if you formally accept this offer of appointment, by confirming in writing, returning your completed forms and documents as indicated as well as your P45 if you have it as a matter of urgency. If any of your details change you must inform me in writing at the earliest opportunity.

May I take this opportunity to welcome you to The Villa and wish you all the very best in your new post.

REFERENCE REQUEST

We would be grateful if you would complete this short report and email it back to us ASAP. If you are unable to give details on the following questions, please state clearly “unable” or “unwilling”. We thank you for your co-operation.

Name of person providing reference:			
Name of candidate applying for post:			
Relationship to candidate:			
Dates candidate was employed:	From:		To:
How long and in what capacity have you known the candidate?			
Please confirm candidate's job title			
Please confirm candidate's previous salary			
Reason(s) for the candidate leaving your employment			

	Excellent	Good	Satisfactory	Unsatisfactory	Comments
Punctuality					
Attendance					
Appropriate presentation for role					
Enthusiasm					
Reliability					
Role as a key worker					
Planning using the EYFS					
Rapport with children					
Rapport with parents					
Rapport with staff					
Ability to work in a team					

Please confirm the following:	Yes	No
Have there been any substantiated concerns in relation to the candidate's suitability to work with children? (If there have been any warnings please provide details separately.)		
Are there any current or past disciplinary warnings relating to this candidate? (If there have been any warnings please provide details separately.)		
Is the candidate subject to disciplinary investigation and/or is awaiting the outcome of a disciplinary hearing? (If there have been any warnings please provide details separately.)		
The candidate has no criminal offences (if there have been any warnings please provide details separately).		

I am satisfied that the person has the ability and is suitable to undertake the post.		
I would recommend the candidate for this post without reservation.		
I would re-employ this person.		

Any further comments:	
Signed:	Date:
Name:	Position:

Recruitment Check List

Name of Candidate: _____

Interview date: _____

Trial date (if applicable): _____

Before Interview

Timing	Who is responsible	Task	Date	Initials	Comments/notes
Advert	CA	Advert includes safeguarding statement			
		Job spec includes safeguarding statement			
Application form	CA (CA to give all info to TH/KJ before interview)	Form received			
		Gaps in employment highlighted			
		Right to work in UK?			
		Need further evidence?			
		Any concerns on form?			
Shortlisting	TH	Completed according to shortlisting criteria			
	CA	Invite includes request to see ID/qualifications			
		Reference 1 requested			
		Reference 2 requested			
References	CA (TH/KJ to be made aware of any concerns)	Ref 1 received			
		Ref 1 confirmed			
		Ref 2 received			
		Ref 2 confirmed			

At Interview

	Who is responsible	Task	Date	Initials	Comments/notes
Interview Day Paperwork	CA if in or TH/KJ at any other time	ID (must be originals)			
		One from Group 1, and two from Groups 1, 2a or 2b, one of which must include your current address			
		Group 1	Current valid passport		
			Biometric Residence Permit (UK, Isle of Man, Channel Islands and EU)		
			Current UK Driving Licence Photocard (full or provisional)		
			Birth certificate (UK – issued within 12 months of birth)		
			Adoption certificate (UK)		
		Group 2a	Current Driving Licence Photocard (all countries outside EU)		
			Current paper version of UK Driving Licence (if issued before 1998)		
			Birth certificate (UK – issued after birth)		
			Marriage/Civil partnership certificate (UK)		
			HM Forces ID Card (UK)		
			Firearms Licence (UK)		
		Group 2b	UK/EAA Mortgage Statement (issued within last 12 mths)		
			UK Bank statement (issued within last 3 mths)		
			UK Bank opening letter (issued within last 3 mths)		
			UK/EAA Credit Card Statement (issued within last 3 mths)		
			UK P45/p60 (issued within last 3 mths)		
			UK Council Tax Statement (issued within last 12 mths)		
			UK Work Permit (up to expiry date)		
			Utility bill (not mobile phone and issued within last 3 mths)		
			Benefit statement (issued within last 3 mths)		
			Valid EU National ID Card		
		Qualifications			
		School certificates (relevant GCSE/A Level)			
		Relevant EY certificate (checked against DFE ratios)			
		Degree certificate (check if full and relevant)			
		Qualified Teacher certificate (inc. teacher number)			
		First aid certificate			
		Safeguarding training certificate			
		Right to work in UK			
		Copy of Visa/any relevant evidence			
		Overseas police check (if abroad for 3 mths +)			
Interview	TH/KJ	Confirm 2 people to conduct interview (at least one with safer recruitment training)			
		Interview questions challenge job spec			
		Gaps in employment checked and questioned			
		Safeguarding question asked			
		DBS/Barring question asked			
		Asked to sign copy of application form			

After Interview

	Who is responsible	Task	Date	Initials	Comments/notes
Offer	TH/KJ	Verbal offer made (<i>EC/TH to email ES to confirm offer made</i>)			
	CA	Staff file created in central files			
		Written offer with conditions (<i>see model offer letter</i>)			
		New starter booklet and additional forms sent (<i>see list on booklet</i>)			
		DBS application made			
		Written Acceptance received			
Forms returned	CA	New starter booklet (<i>scanned and saved in file</i>)			
		Bank details (<i>scan to Emma Blundell</i>)			
		HMRC new starter checklist (<i>scan to Emma Blundell</i>)			
		Next of kin (<i>added to Connect</i>)			
DBS/ Checks	CA	DBS completed			
		Certificate seen (<i>copied and filed</i>)			
		DBS Portable Update Service Check			
		DBS Risk Assessment complete (<i>if required</i>)			
		Teacher Prohibition			
		Claim teacher			
		Management Section 128 check			
		Safeguarding Training Certificate & GDPR Training Certificate			
		Safeguarding questionnaire			
Email	CA	Villa email set up			
<p>The above checklist must be completed and then be checked by TH/KJ before the first day of employment.</p>					
Signature of TH/KJ:				Date:	
Any relevant comments:					

Induction

Induction					
Timing	Who	Task	Date	Who	Comments
Start day CA/ TH/ KJ		Picture – lanyard issued			
		Induction Tutor Assigned			
		Main Induction Complete (<i>scanned and filed</i>)			
		Room Induction complete (<i>scanned and filed</i>)			
		Details added to Single Central record			
Within 2 months	CA	Contract issued			
		Signed contract received (<i>scanned and filed</i>)			
Central record complete: CA			Date:		