

Federation Safer Recruitment Policy

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Safer recruitment Policy

1. Introduction

- 1.1 The Mossbourne Federation is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.
- 1.2 The Mossbourne Federation believes that the safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.
- 1.3 The Federation is committed to the fair and equal treatment of all candidates during the recruitment process and will not discriminate against any applicant. The Federation takes full account of the requirements of the Equality Act 2010.

2. Purpose

- 2.1 The purpose of this policy is to set out the requirements of a recruitment process that aims to:
 - Attract the best possible applicants to vacancies
 - Deter prospective applicants who are unsuitable to work with children or young people
 - Identify and reject applicants who are unsuitable to work with children or young people
 - To capitalise on the investment made during the employee recruitment process by maximizing retention.

3. Scope

- 3.1 This procedure applies to the recruitment of all staff, whether paid, voluntary, supplied by an agency.
- 3.2 There are some statutory requirements for the appointment of some staff in Academies – notably Principals and Vice-Principals. These requirements change from time-to-time and will be met and updated at least annually.

4. Key Steps for a Safeguarding Culture

- Check everyone at every level within the establishment
- Check that information they provided is consistent, verified and accurate
- Check any unexplained gaps in employment history
- Explore a candidate's attitude to safeguarding, e.g. their beliefs, values, and behaviour

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- Ensure there are policies and procedures to address all elements of safeguarding
- Ensure new staff or volunteers have a safeguarding induction as soon as is reasonably practicable on or before their first working day.
- Ensure regular supervision and monitoring through the successful application of the probationary procedure.

5. The Recruitment Process

A clear recruitment process is the first step towards safer recruitment. Taking a planned and structured approach to recruitment will:

- Reduce the risk of appointing someone unsuitable
- Help to ensure that all relevant steps are taken and due process followed
- Ensure that there are records of the process for future reference
- Provide a positive first impression to the Federation
- Contribute towards developing a strong Employer of Choice brand identity

6 Job Descriptions and Person Specifications

6.1 Job Descriptions will provide a detailed but not exhaustive representation of the duties and responsibilities expected of the post. HR will keep standard Job descriptions on file for all employees and positions within the Federation.

6.2 Person Specifications will, as a minimum, detail:

- Qualifications required
- Abilities (including those relating to safeguarding issues), behaviours, attitude and values
- Define the skills, competencies and previous experience required

6.3 Each requirement on the person specification will be graded as either 'Essential' or 'Desirable'. Core requirements for working with children and young people should be highlighted as essential criteria and fully met. These grades will be used for shortlisting purposes after the closing date. How these issues will be tested – e.g. application form, interview, or assessment day, will be stated and will vary from post to post.

7 Advertisements

7.1 All job advertisements will state the Federation's commitment to safeguarding, safer recruitment and vetting procedures in order to act as a deterrent to unsuitable candidates as detailed in Section 8.4.

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- 7.2 The most appropriate media to be used for advertising will be determined by the Recruiting Manager in consultation with the HR Team.
- 7.3 Job adverts will clearly state the position, the type of contract, the salary range the main terms of employment (e.g. full time / part time / term time) and the broad outline of the role.
- 7.4 The Job Description, Person Specification and any other information regarding the role and the school will be accessed via the Federation website.
- 7.5 Recruitment agencies will only be used to source candidates in exceptional circumstances where alternative methods of recruitment have proven unsuccessful.

8 Application Packs

- 8.1 All candidates must complete the relevant current application form for either teaching or support staff. This form ensures consistency of information and compliance with the Federation's safeguarding procedures and recruitment process.
- 8.2 The application form is maintained by HR to ensure it complies with relevant legislation. Candidates are encouraged to apply electronically and where this is not possible, a hard copy of the application form is available from HR upon request.
- 8.3 The following, as a minimum, will be provided to applicants:
 - Application Form
 - The selection procedure for the post
 - Job Description
 - Person Specification
 - Safeguarding statement
 - Criminal Records Self-disclosure form
 - Reference pro-forma
 - The Federation's Child Protection policy
 - The Federation's Safer Recruitment Process
- 8.4 The application pack and all advertisements are to include the below safeguarding statement to deter unsuitable candidates.

"The Federation is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced check with the Disclosure and Barring Service, in addition to barred list and Prohibition checks."

- 8.5 The application pack should also include a self-disclosure form. Changes to the legislation as a result of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 (Amendment))

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Order 2013) mean that certain minor cautions and convictions are now deemed to be 'protected' and therefore eligible for 'filtering' from criminal record disclosure certificates.

The Federation complies with this legislation by changing the wording of questions to avoid asking for any criminal convictions or cautions. If details of an applicant's protected caution or conviction are shared by mistake, as part of the recruitment process, it would be unlawful for an employer to use this information to influence any employment decision they make.

- 8.6 Applicants should provide their completed disclosure form in a separate, sealed envelope marked 'Confidential – disclosure'. It is always made clear that it is better to self-disclose information that may later appear on a DBS check and the application form will request disclosure of such information.

9 Shortlisting

- 9.1 In order that unconscious / conscious bias is not a factor in shortlisting equal opportunities information will be removed from the application form before shortlisting. Self- disclosure form should also be removed and not used as part of the short-listing process.
- 9.2 It is recommended that at least three people carry out a shortlisting process, or as many people as form part of the selection panel.
- 9.3 HR will run pre-shortlisting checks, which will include a prohibition from teaching as well as reference checks. If the outcome of the checks are clear, then the application will proceed to shortlisting. If the checks are not satisfactory, i.e. the candidate is prohibited from teaching then the necessary authorities will be informed and there will be no further contact with the applicant.
- 9.4 All applications will be short-listed based on the criteria outlined in the person specification for the post.
- 9.5 It may not be possible to interview all candidates who meet the requirements of the person specification, in which case the panel should consider the overall quality of the applicants and invite those applicants that best meet the criteria to interview.

10 Invitation to Interview

- 10.1 Candidates will receive an invitation to interview which, re-iterates the Federation's commitment to safeguarding and stipulates that each candidate must bring evidence (original documents only) verifying their professional qualifications, identity, right to work in the UK and documentation required for the purpose of DBS checking.

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- 10.2 Shortlisted candidates will be offered any reasonable adjustments to enable them to participate in the selection process. Any information shared, relating to reasonable adjustments should not be used to make a decision about the candidate as part of the assessment process.
- 10.3 If offering applicants the facility for an informal discussion or visit to the school within the job advert, then the Federation must ensure that:
- The discussion does not turn into, or give the impression of, an interview
 - The discussion remains relevant to the post and avoids discussion of personal circumstances
 - There is one point of contacting for informal discussions to ensure all potential applicants are given consistent information about the vacancy
 - The same information will be given to both internal and external applicants

11 Interviews

- 11.1 The interview process will allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. Interviewers will question candidates regarding any employment gaps, criminal record disclosures, fitness for the role, previous experience, suitability for the post and their motivation to work within the Federation. The Panel will be certain they have explored all relevant areas before they offer a post.
- 11.2 All interviews will be carried out on a face to face basis. On the rare occasions where teachers have applied from overseas then it may be appropriate to interview via video conferencing.
- 11.3 All interview panels should include at least one person who has successfully completed safer recruitment training. This will enable the scrutiny of each candidate's motivation to work with children by a trained interviewer. The composition of an interview panel will reflect the following structure, HOLA, HOD, Principal or VP and, where relevant, an additional line manager.
- 11.4 The Federation has designated recruiters who have received accredited training in safe recruitment procedures. A designated recruiter will always be responsible for the recruitment of new staff members. In practical terms, this means that a designated recruiter will be on every selection panel.

A list of Designated Recruiters will be maintained by HR. HR will ensure that appropriate training is provided and the list of Designated Recruiters is sufficient to handle the Federation's recruitment needs.

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- 11.5 On arrival for interview, the original documents requested in the invitation to interview email/letter will be obtained from each candidate and copied. The copies will be verified, dated and held with the Pre-Employment Checklist pending the outcome of the interviews.

12 Reclaiming Interview Expenses

Candidates will not normally be reimbursed travelling expenses. Reimbursement will only take place in exceptional circumstances if pre-agreed with the either the Principal or Chief Operating Officer in writing.

13 Qualification Verification

- 13.1 At interview, essential qualifications required for the post, including those set by statute, will be verified by HR. Any concerns will be made known to the panel immediately. Only original documents or copies certified by the awarding body should be accepted. If these cannot be produced, written confirmation of the qualification(s) should be obtained from the awarding body. Any foreign language documents must be accompanied by an authorized translation.
- 13.2 A photocopy of all the original qualification certificates will be taken and, if the candidate is successful, these will be placed in their personnel file. If the candidate is unsuccessful, then these, along with evidence of identity documents will be securely destroyed in line with the Federation's Retention of Records Policy.

14 References

- 14.1 References should be submitted on a standardised pro forma to ensure that all referees are asked the same questions and information is easy to use by the interview panel.
- 14.2 References will be requested prior to interview and will be available to the interview panel on the day of the interview. One of the referees must be the candidate's current or most recent employer. Open references will not be accepted, neither will references which have been provided by the candidate.
- 14.3 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

This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

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14.4 Best practice when considering references

- Approach referees for all shortlisted candidates, including internal applicants
- Always seek and obtain references directly from the referee in writing; do not rely on oral references except in exceptional circumstances.
- Send the job description/person specification for the post to the referee
- Discard open references/testimonials (e.g. 'To whom it may concern') or references/testimonials provided by the candidate
- Discard photocopied references
- Challenge glowing references
- Take account of any inconsistencies in references
- Discard basic references with no useful character information

14.5 The Mossbourne Federation reserves the right to seek references from the current employer even if they are not listed as referees on the application form.

14.6 When references are received prior to interview, HR will follow up any discrepancies or issues to enable the panel to make a decision with reference to all the facts available at the time. Gaps and inconsistencies will be followed up before an offer of employment is made. A detailed written note will be kept of such exchanges.

15 Employment Gaps

The Mossbourne Federation's application form allows for candidates to inform of any gaps in their employment history. HR will check for these gaps and highlight any found to the panel. These will be investigated at interview, along with the reason for them not being disclosed on the application form.

16 Recruitment of different categories of staff at The Mossbourne Federation

16.1 Recruitment of the Principal

- Advertisement: Principal vacancies to be advertised nationally
- Selection Panel: The Governing Body will set up the selection panel. There will be at least one governor on this panel. The same panel will be used at both the short-listing and any interview and will include a governor who has undertaken training on 'Safer Recruitment'.
- Ratification: The Central Governing Body will endorse the decision of the selection panel

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16.2 Recruitment of Other Staff (Teaching)

- The Central Governing Body delegates the appointment of all staff to the Principal, except the recruitment of the Senior Leadership Team, where they will be consulted
- The Principal will ensure that any interview is conducted by a panel of at least two, one of whom must have successfully completed accredited safer recruitment training
- The Principal will determine whether to fill a post when it becomes available with guidance from HR and the recruitment strategy.

16.3 Qualification (Teaching Staff)

- Teachers employed by the Federation are normally required to hold QTS, though instructors may be employed or a teacher on a recognised training programme, if appropriate
- Newly qualified teachers must successfully complete an induction period in accordance with the Induction of Teacher Arrangements Regulations in force at any time
- A teacher cannot begin induction until they have been awarded QTS

16.4 Those Permitted to Teach

- The School will comply with the following groups of those permitted to teach:
 - Teachers with QTS
 - Trainee teachers on route to achieving QTS status (this includes those on the Schools Direct Training Programme)
 - 1 (The School Direct Training Programme is for high-quality graduates who want to be part of a school team from day one. They may be eligible for a bursary or a scholarship to support them while they train)
 - 2 (The School Direct Training Programme (salaried) is an employment-based route for high-quality experienced graduates with at least three years' work experience. They will earn a salary while they train)
 - Instructors
 - Staff employed to assist or support the work of anyone falling within one of the categories above (subject to their having the necessary skills and being supervised and directed by a qualified teacher)

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16.5 Recruitment of Support Staff

- The Principal or Chief Operating Officer where relevant, (with HR advice) may choose any appropriate means of advertising posts. Frequently, more than one channel for advertising will be appropriate.
- Recruitment agencies will only be used for recruitment in exceptional circumstances
- The Principal will ensure that any interview is conducted by a panel of at least two, one of whom must have successfully completed accredited safer recruitment training

16.6 Qualification (Non- Teaching Staff)

- Where necessary, the selection panel will identify any relevant qualifications appertaining to the post to be advertised and include these as essential criteria in any person specification

17 The Selection Process

17.1 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.

17.2 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.

17.3 Video conferencing may be used for initial interviews in exceptional circumstances.

17.3 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 demonstrate their capacity to safeguard and protect the welfare of children and young people and
- To declare any information that is likely to appear on a DBS disclosure.

17.4 The selection panel should agree a set of questions. Where possible, it is best to avoid hypothetical questions because they allow hypothetical answers, so it is better to ask competence-based questions that ask a candidate how she or he has responded to or dealt with an actual situation or questions to test a candidate's attitudes and understanding of issues. The finalised questions should be provided to HR for storage in the recruitment campaign log.

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- 17.5 All candidates should be tested on the same job-related areas. Interviewers may ask further supplementary or probing questions to glean more information from the candidate with regards to their background, particular skills, qualifications, knowledge and experience as to how they best meet both the essential and desirable criteria for the job.
- 17.6 Panel members should take their own clear notes at interview – these can be used when giving feedback to candidates.
- 17.7 In addition to interview, candidates may be asked to carry out other relevant exercises designed to test skills identified on the person specification e.g. teaching, an in-tray exercise, presentations, scenario questions, skills tests (e.g. data input).

18 Pre-employment Vetting Checks

Any offer of employment to any post within The Mossbourne Federation will be subject to the following:

18.1 Vetting checks

Vetting is the process of obtaining personal details of successful applicants to help assess their suitability for the role. It is a minimum safeguard that must be used to prevent unsuitable people from obtaining a role that provides them with access to children.

Pre-appointment checks:

- Identity, including DOB
- Eligibility to work in the UK
- Overseas checks
- Enhanced DBS check
- That teachers are not subject to a prohibition order or an interim prohibition order
- Qualifications and professional status, e.g. Qualified Teacher Status (QTS), Health and Care Professions Council (HCPC) registration
- Barred list check (List 99)
- Receipt of two satisfactory references

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18.2 Verification of candidate's identity and residency check on current address

18.3 It is vital that we know who our employees are and have evidence to prove this. Evidence of identity will be sought as part of the enhanced DBS check. Identity checks including photographic evidence (current valid passport or driving license) together with two proofs of address documents (could be recent utilities bills/bank statement) will be sought. Where no photographic evidence is available the safeguarding guidance permits birth certificates as evidence, but such circumstances should occur only exceptionally. In such exceptional circumstances, the Principal will be required to complete a risk assessment prior to authorising appointment.

18.4 For anyone appointed to work for the Federation, photocopies of documentation will be taken by HR and kept on file. Where a candidate is not appointed, this documentation will be securely destroyed in line with the Federation's Retention of Records Policy.

19 Eligibility to work in the UK

19.1 The HR Department will request documentation from the candidate to verify their right to work in the UK. This will be checked against the requirements of the Border Agency. Where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn and the Border Agency notified of the details of the applicant.

19.2 Any documents not provided in English must be accompanied by a certified translation. Translator credentials should be provided, along with official declaration that the translation is accurate.

19.3 Copies of checks on overseas applicants with a copy of the passport and any relevant visa paperwork must be retained on the personal file.

20 Overseas checks

20.1 Applicants from overseas

The same procedure applies for candidates from overseas, as for candidates resident in the UK, when recruiting and carrying out pre-appointment checks.

Copies of checks on overseas applicants, with a copy of the passport and any relevant visa paperwork, must be retained in their personnel file.

Overseas criminal records check (where appropriate to the applicant), plus copies of relevant paperwork, will be retained in their personnel file.

A certificate of apostille / Good Conduct will be required.

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21 Recent History Check

- 21.1 Checks will be carried out to confirm employment history over the previous five years. This will include periods during which the individual has not worked (excluding maternity leave) with the aim of ensuring that there is a complete record over that time.
- 21.2 If, during that five-year span, the individual was out of the UK for a continuous period of three months or more, then the Federation would require a Certificate of Good Conduct/apostille from the police authority in the country or countries where the person stayed, if the stay in that country or those countries was longer than a normal holiday. (An apostille is an international certification comparable to a notarisation in domestic law. It is part of an international convention which, helps to ensure that a legal document produced in one country is recognised in another.)
- 21.3 In exceptional circumstances, it is possible that a Certificate of Good Conduct/apostille will be impractical and, in rare circumstances, impossible to obtain. For example, there is a limited range of countries where the relevant authorities will not supply them. In such circumstances, the Federation will take steps to obtain alternative evidence to reasonably provide assurances concerning the individual. For example, this could be a letter from a professional person (not otherwise related to the applicant) affirming that he or she has known the individual well for x years and that so far as he or she is aware, the individual has not received any convictions, cautions, warnings or bind-overs.
- 21.4 Once they are employed by the Federation, it is possible that some staff may be away from the Federation in the course of their employment and out of the UK for a continuous period of three months or more; for example, sabbatical leave. In such cases, on their return they will similarly be required to provide a Certificate of Good Conduct/apostille covering their period away. Certificates of apostille will be required from each country they have been resident for longer than three months.

22 Enhanced DBS check with Children's Barred List Check

- 22.1 We encourage candidates to disclose any unspent and spent convictions, cautions, reprimands and warnings, during the application stage, by including space for this on our application form. Disclosing a criminal background will not be used as a reason to not shortlist a candidate, unless it involves violence and/or the safety of children.

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- 22.2 If an individual self-discloses a conviction, caution, reprimand or warning, on their application form, then this will be brought to the attention of the Principal who will take a view whether to continue with the appointment. This Principal will consider the gravity of the offence and any child protection issues. The Principal may discuss this with the Chair of Governors and/or HR.
- 22.3 If approval to proceed is granted, a clear record will be kept (with reasons) in a separate confidential file held in the HR Office.
- 22.4 Successful candidates will be required to complete a DBS application form (and Disqualification by Association where appropriate). Once Enhanced DBS with Barred List clearance is verified, any discrepancy in convictions, cautions, reprimands or warnings declared on the application form in comparison to that on the DBS clearance, will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.
- 22.5 All employees will be considered to take part in regulated activity and therefore we will require them to be checked against the Children's Barred List and obtain an enhanced DBS check.

A person will be considered to be in 'regulated activity' if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children
or
- Will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor);
or
- In a college, will regularly come into contact with children under 18 years of age

Activities that fall under regulated activity:

- Teach, train, instruct, care for or supervise children (Unsupervised)
Or3
- Provide advice/guidance on wellbeing
or
- Drive a vehicle only for children

Definition of 'regularly' – carried out by the same person frequently (once a week or more often), or on four or more days in a 30-day period (or in some cases overnight).

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23 Starting employment before receipt of DBS check

- 23.1 If the Principal wishes for an individual to start work in regulated activity before the DBS certificate is available then a risk assessment should be completed and held by HR to identify any risks that this could pose to students. The Principal will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. In these exceptional circumstances the Federation must hold a satisfactory Barred List clearance.
- 23.2 As a part of an additional annual exercise, employees will be asked to declare whether they have had any criminal convictions, bind-overs, cautions or warnings since their previous declaration or since their enhanced pre-employment DBS check was carried out.

24 Childcare disqualification requirements

- 24.1 The 2018 regulations are made under 75 of the Childcare Act 2006. They set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the act.

Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulation may not:

- Provide relevant childcare provision
- Be directly concerned in the management of such provision

The following categories of staff in nursery, primary or secondary school settings are covered by this act. These are the same arrangements as those in place for registered childcare provision outside of schools and include:

- Staff who work in early years provision (including teachers and support staff working in school nursery and reception classes)
- Staff working in later years' provision for children who have not attained the age of eight including before-school settings, such as breakfast clubs, and after-school provision
- Staff who are directly concerned in the management of such early or later years' provision

Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision as set out in the 'Disqualification under the Childcare Act 2006, Statutory guidance for Local authorities and Schools, Tables & Annex, 2018' document. Unless the individual in question has been granted a waiver by Ofsted, for the role they wish to undertake. An employer commits an offence if they contravene section 76(3).

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All prospective employees, [including volunteers or third-party workers] who fall into the above categories of staff, must complete a Federation 'Disqualification' self-declaration as part of the pre-employment vetting checking process.

25 DBS Update Service

25.1 Employees can join the DBS Update Service at the point an application for a new DBS check is made, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. This allows for portability of a certificate across employers.

Before using the Update Service schools or colleges must:

- obtain consent from the applicant to do so
- confirm the certificate matches the individual's identity
and
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information

Further information about the update service can be found at GOV.UK.

26 Secretary of State Prohibition Orders and Interim Prohibition Orders

26.1 Prohibition orders prevent a person from carrying out teaching work in schools, 6th form colleges, 16 -19 academies, relevant youth accommodation and children homes in England. A person prohibited from teaching must not be appointed to work as a teacher in such a setting.

26.2 Prohibition orders are made by the Secretary of State as a result of disciplinary action, and for regulating conduct. A professional conduct panel informs decision making to recommend the imposition of a prohibition order on a teacher following a finding of:

- Unacceptable professional conduct
- Conduct that may bring the profession into disrepute
- Conviction, at any time, of a relevant criminal offence

Pending consideration by the panel, the Secretary of State may issue an interim prohibition order if s/he considers that it is in the public interest to do so.

26.3 HR will ensure that a candidate who is a registered teacher is not subject to a prohibition order issued by the Secretary of State. They will use the Employer Access Online Service to check this detail.

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27 Health Check

- 27.1 Pre-appointment health checks will be requested as part of pre-employment references to determine support for any disability and to verify that a person is not barred on health grounds from working with children.
- 27.2 Depending on the finding of pre-employment health check, a referral to Occupational Health may be required to assess fitness for work. If a referral is made, then job offers are confirmed only when a letter has been received from Occupational Health declaring them fit for the post for which they have applied.

28 Staff Appointed through Third Parties

Any appointment which is made using a third party, such as an employment agency, should follow the same pre-appointment checking procedures used for direct recruitment.

- 28.1 **Peripatetic Tutors and Agency Staff (Including Agency Supply Teachers)**
- 28.2 All service providers/staffing agencies providing staff to undertake 'Regulated Activity', will be required to provide evidence of the same pre-employment checks that the Federation would complete if they were directly employing the staff themselves. These should be submitted in writing and in advance of the provider starting work, and should be agreed as part of any contract between the Federation and provider. Evidence of checks from external providers will be recorded on the Single Central Record by HR department.
- 28.3 If evidence is not provided then the Federation will not allow the peripatetic tutors or agency staff to have unsupervised access to children.
- 28.4 All peripatetic tutors, agency staff and any other volunteers conducting regulated activity with children within the Federation will have completed suitable Safeguarding training prior to their start date, which will be confirmed as part of the agreement made between the Federation and any third-party workers.

29 Contractors & Third-Party Workers

- 29.1 The Federation will ensure that any contractor, or any employee of the contractor, who is to work within the Federation has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list check). 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

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contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

- 29.2 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.
- 29.3 If a contractor working within the Federation is self-employed, the Federation 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. If this arrangement is not practical, consideration should be given to sourcing alternate provision of services.
- 29.4 Contractors entering Federation will be required to verify their identity, providing documents such as a passport or driver's license along with company ID. The Federation will take all necessary precautions to ensure that the named individual is who they say they are

30 Volunteers

- 30.1 Many volunteers in Schools have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff when seeking help or support. An Enhanced DBS check incorporating a Children's Barred List check must be carried out prior to the volunteer starting their duties. Two references will also be required - one of these must be from their current or most recent employer/voluntary organisation. Open references will not be accepted neither will references which have been provided by the candidate. These checks will be carried out for all volunteers engaging in regulated activity.
- 30.2 If such a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check as it will already be held by the HR Team.

31 Single Central Register

- 31.1 The Federation will keep a Central Record of all staff that provides confirmation that relevant checks have been taken. This record will be maintained and kept by the HR department in accordance with all appointments and departures from the Federation.

32 Appointments

- 32.1 Offers of appointment will be made to selected candidates conditional upon the successful completion of all the pre-employment checks and subject to successful completion of a probationary period.

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33. Induction

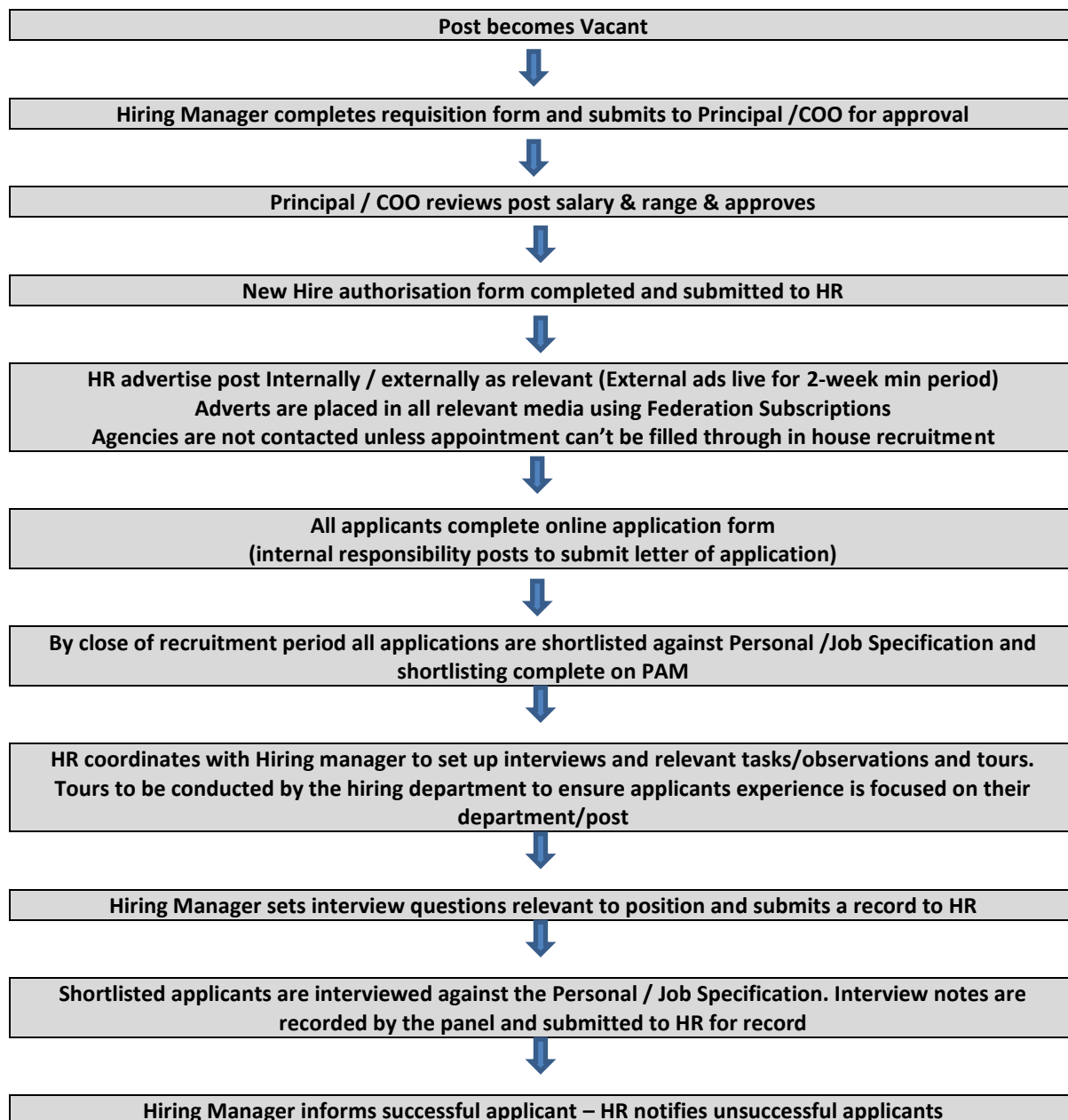
- 33.1 All staff, who are new to the Federation, will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 33.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

References

1. Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges
2. NSPCC Safer Recruitment in Education Course 2016
3. The Key for School Leadership website
<https://schoolleaders.thekeysupport.com/search?q=safes+recruitment+policy>
4. The Childcare (Disqualification) Regulations 2009
<http://www.legislation.gov.uk/uksi/2009/1547/contents/made>
5. The Employment Rights Act 2010
6. The Equality Act 2010
7. The Data Protection Act 1998

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Appendix 1 – Recruitment Workflow



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HR sends offer letter to applicant stating that the appointment is subject to suitable references, DBS, Health, prohibition and other vetting checks.



HR conduct pre-employment visit to confirm all vetting information is submitted



Once all pre-employment vetting is complete – HR enter member of staff onto SIMS / SCR / HRIS

Appendix 2: Interview Question Template

Vacant Position	
Academy	

Federation Cultural Ethos and Safeguarding Questions for all applicants

1. What attracts you to work for The Mossbourne Federation?

2. The Federation takes the safeguarding of its students seriously. Can you explain what measures you take within your practice to ensure adherence to safeguarding requirements?

3. The Federation has a culture of high expectations for its students and staff. How do you maintain an excellent standard of practice in your work, consistently?

4. The education sector is a constantly changing landscape with time pressures and high expectations. Some colleagues can find this stressful, how you manage changing priorities and stressful situations?

Departmental / Job Specific Questions to be completed by Hiring Manager and submitted to HR

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5. ...

6. ...

7. ...

8. ...

9.

Other Comments

Panel member	
Signature	
Date	

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Completed interview notes are to be submitted to HR as soon after the interview as is practicable

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