



# Safer Recruitment Policy

January 2021

Next Review Due: January 2022

Co-ordinators - Mrs J McColl and Mrs C Watkins

# **HMFA Safer Recruitment Policy**

## **INTRODUCTION**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in Education.

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

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

The contents of this policy have been adapted from a model policy that reflects the guidance from DfE on Safer Recruitment. It also reflects the training in safer recruitment.

## **STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably Head Teachers and Deputy Head Teachers. These requirements change from time-to-time and must be met.

This policy is based on guidance given in the document “Keeping Children Safe in Education” Sept 2019

## **IDENTIFICATION OF RECRUITERS**

Subject to the availability of training, the school will move towards a position in which at least one members of the governing body has successfully received accredited training in Safer Recruitment procedures. Currently training is held by:-

Mr P Box (Executive Head Teacher)  
Miss M Newton (Head Teacher/Executive)

### **Lord Scudamore Academy**

Mrs Z Beecham (SEN Director)  
Mrs A Colledge (Head of School)  
Mrs J McColl (Safeguarding Director)  
Mrs L Rone (HR Assistant)  
Mrs R Wargen (Head of School)  
Mrs A White (Head of School)

**Sutton Primary Academy**

Mrs L Orton (Head Teacher)

Mrs Chris Watkins (HR Manager)

**Kings Caple Primary Academy**

Mr J Gittins (Head of School)

Mrs C Phipps (School Office Manager)

**Llangrove CE Academy**

Mrs S Dean (Head of School)

Mrs J Deloyde (School Business Manager)

**Canon Pyon CE Academy**

Mrs K Carpenter (Head of School)

Mrs G Simpson (School Business Manager)

**St Weonards Primary School**

Mrs A Clarke (Deputy Head)

Mrs R Williams (Chair of Governors)

**Marden Primary Academy**

Mrs Z Evans (Deputy Head)

Mrs L Beecham (Administrator)

**Pencombe Primary School**

Mrs V Goodman (Head of School)

Mrs C Hayes (Chair of Governors)

Mrs Mimi Harban (Administrator)

**Clehonger CE School**

Mrs A Taylor (Head Teacher)

Mrs G Sage (Teacher)

Mrs L Honey (School Business Manager)

## INVITING APPLICATIONS

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

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records check.”

- Prospective applicants will be supplied, as a minimum, with the following:
  - job description and person specification;
  - the school’s safeguarding and child protection policy;
  - the school’s recruitment policy (this document);
  - the selection procedure for the post;
  - an application form.

All prospective applicants must complete, in full, an application form. CVs alone must never be accepted as part of the application process.

## SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post
- At least one reference will be taken up before the selection stage and scrutinised so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. At least one of the references should be an employment reference, preferably within the last three years. If the prospective employee does not have a second employee referee a second reference must be sought from a member of standing in the community such as;  
Doctor  
Headteacher  
Vicar  
Solicitor
- Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 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.

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

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

## **PRE-EMPLOYMENT CHECKS**

Schools **must:-**

- verify a candidate's identity. Identity checking guidelines can be found on the GOV.UK website
- obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- verify the candidates 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
- verify professional qualifications
- ensure candidates complete a confidential health questionnaire
- verify a person's right to work in the UK. If a person has lived or worked outside the UK, the school should make any further checks it feels appropriate. The school should also check for any information about any teacher sanction or restriction that an EEA professional regulating authority has imposed

- for staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009
- check that a person is not prohibited from teaching. The school can do this by using the Employer Access Online Service. A person who is barred from teaching must not be appointed to work as a teacher in a school or early years setting.
- If a qualified teacher is employed in a non-teaching role, the check must also be completed
- All schools must also check that a person taking up a management position is not subject to a section 128 direction which is made by the Secretary of State. Schools can carry out this check by accessing the Department for Education's Secure Access portal.

N.B. If a school has concerns about an existing staff member's suitability to work with children, the school should carry out all relevant checks as if the person were a new member of staff.

**IF A SCHOOL OR COLLEGE KNOWS OR HAS REASON TO BELIEVE THAT AN INDIVIDUAL IS BARRED, IT COMMITS AN OFFENCE IF IT ALLOWS THE INDIVIDUAL TO CARRY OUT ANY FORM OF REGULATED ACTIVITY.**

## **SINGLE CENTRAL RECORD and DBS CHECKS**

Schools and colleges must keep a single central record, referred to in the regulations (described in the following paragraph) as the register. The single central record must cover the following people:

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school: in colleges, this means those providing education to children; and
- for independent schools, including academies and free schools, all members of the proprietor body.

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate if in regulated activity
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- Section 128 check for persons in position of management;
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

## **Disclosure and Barring Service (DBS) checks.**

There are three types of DBS checks:- (See KCSIE 2020 for more guidance if needed)

- **Standard:** this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out;
- **Enhanced:** this provides the same information as a standard check, plus any approved information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed;
- **Enhanced with barred list check:** where people are working or seeking to work in regulated activity with children, this allows an additional check to be made as to whether the person appears on the children's barred list.

As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school or college) for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

Certificate information should be kept securely and hard copies should be placed in lockable, non-portable, storage containers. Access should be strictly controlled and limited to those who are entitled to see it as part of their duties. No copies of disclosure information (in any format) should be made without the prior agreement of the DBS.

Certificate information must only be handled by those who are authorised in your organisation to receive it in the course of their duties. Certificate information must not be shared with any third party without the consent of the applicant. It is a criminal offence to pass disclosure information to anyone who is not entitled to receive it.

The information about criminal records that is collected and processed during the recruitment process is sensitive personal data. It should be:

- Stored securely
- Shared only with those who need to know (such as the HR provider, members of the recruitment panel, or the safer recruitment lead)

Information **MUST NOT** be shared with other colleagues.

For any records created during the process (for example, notes from disclosure discussions and criminal records assessments) applicants should be informed:

- How their information will be handled, stored and destroyed
- That they have a right to request: a copy of documents, that any inaccuracies are corrected, and that information is deleted

## **Positive DBS Disclosures**

In accordance with the Rehabilitation of Offenders Act a criminal conviction does not automatically prevent an individual from working for the school. When assessing whether a positive Disclosure is acceptable, the following must be considered:

- whether they will be working in regulated activity and they are on the barred list
- whether they will be working with children under 8 and have committed offences that disqualify them from doing so
- the requirements of the role and level of supervision the worker will receive;
- how relevant the offence is to the role to be undertaken;
- how much time has elapsed since the offence was committed and whether it was a one-off incident or part of a history of offending;
- whether the individual's circumstances have changed since the offence was committed, making re-offending less likely;
- whether the individual was open and transparent about their past and declared relevant information where required.
- Consider the need for a disclosure discussion

The school may seek advice from the Local Authority HR department.

## **INDUCTION**

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.

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

## **VOLUNTEERS**

Volunteers are also seen by children as safe and trusted adults. All volunteers will be required to have a DBS check before they start their time in school. They will also have an induction meeting with the Designated Lead of the Federation school and will receive written information including the volunteer information booklet, safeguarding and child protection policy and code of conduct.

As part of KCSIE 2020, all volunteers/college students/work experience placements will have a risk assessment completed, ID check and safeguarding briefing prior to having any contact with children.

## **SUPPLY STAFF**

For supply staff, schools should also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in



respect of the member of supply staff, and the date that confirmation was received. All supply staff will have an identity check before working in the school.

All schools will ensure that any supply agencies used verify that they follow the same safer recruitment process as the school itself.