



Safer Recruitment policy

Mr Brooke

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Loxdale Primary School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

With regard to the provisions we make for safeguarding and safer recruitment, the school takes into account the nature, age range and other significant features of the school including specifically, EYFS pupils.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

This policy applies to the whole school, including the Early Years Foundation Stage. Throughout the selection and recruitment procedure, the School will have regard to the guidance as set out in the aforementioned documents. The school is committed to ensuring that no-one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding.

This will involve:

- Including the school's Safeguarding (Child Protection) Policy statement in any job advertisements
- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, a declaration of existing contacts in the Local Authority, details of referees and a declaration of criminal convictions that are not "protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013).
- Providing a Job Description and Person Specification which contains the School's Safeguarding policy statement
- Ensuring all recruitment documents also clearly state that "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service, including Barred List checks".
- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.



Staff

The School uses the following definition of "staff", which is set out as follows:

"Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer"

Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application

All applicants for employment will be required to complete an Application Form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps.
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying
- A declaration of any existing contacts within the Local Authority.
- Details of referees.
- A declaration of any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering rules apply. Please see <https://www.gov.uk/government/publications/dbs-filtering-guidance> for further information

Candidates will be asked to complete any incomplete forms. A Curriculum Vitae will not be accepted in place of the completed application form. Application forms should be signed and dated by the candidate as a declaration that information given in the application form is correct. Candidates who do not sign their application forms or submit their applications via email or will be asked to signed the declaration at interview.

Along with the Application Form, applicants will receive the following:



- Job Description, containing a Person Specification, a statement of the terms and conditions relating to the post,
- the School's Safeguarding Policy statement and an introduction to the School

Interview

Long-listed applicants will be invited to attend school in order to deliver a lesson/ activity/undertake a task- in order to enable a more accurate short-listing process. Short-listed applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Further assessment may be introduced, such as skills tests.

All candidates are asked to bring the following with them to interview:

- Documentary evidence of their ID that will satisfy DBS and Safer Recruitment requirements in line with guidance from Disclosure and Barring Service (where the post contains Regulated Activity with Children)
- Documentary evidence to confirm Identity and eligibility to work in the UK in line with Government Guidance.
- Documents confirming any educational and professional qualifications that are necessary for the post.

It is at this point that a Warner-style Safer Recruitment interview will take place, to determine the candidate's reasons for working with children.

Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file.

If, for whatever reason, references are not obtained prior to the interview, the candidate should also be asked at interview if there is anything he/she wishes to declare or discuss in light of the questions that have been (or will be) put to their referees. It is vital that references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the employment checks identified by S4S and Schools HR.

The School follows the recommendations set out in ISSR with regard to the recruitment of staff by undertaking all of the following checks prior to the first day at work:

Career History

Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the Career History section of the Application Form.



References

- The School will request two references for each candidate, which must be a combination of the candidate's current or most recent employer and their most recent instance of working with children. Ideally, these should cover roughly five years in a person's career history.
- Referees will be asked to state the following in the School's Reference Form:
 - Any disciplinary or child protection issues
 - Any reasons why the candidate should not be employed for work with children
 - The candidate's reasons for leaving
- Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate
- All references will be followed up verbally by a member of SLT and dated and signed.
- The School will not accept references from relatives or referees writing solely in the capacity of friends.

ID Check

This is carried out in line with DBS requirements. Candidates will be asked to provide the following:

- Passport
- Driving Licence (photocard and paper counterpart)
- Utility bill or bank statement, which is less than three months old
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed (See appendix A). Copies will be taken and kept on the candidate's file.

Right to Work in the UK

This will usually be the candidate's UK passport. However, the School will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport (See Appendix B).

A copy of the evidence will be taken and kept on the candidate's file.

DBS Check

It is anticipated that all regular positions (whether voluntary or paid) will fall within the definition of 'Regulated Activity' and will therefore require an Enhanced DBS check. A check against the barred list will be undertaken on all staff, either within the enhanced DBS disclosure or separately. Until the School has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.



The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, the School will ask the candidate to sign a statement to say that they give SJCS permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.

If the DBS is delayed, the Head may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed
- The DBS application has been made in advance
- A Risk Assessment is written and kept on file
- A separate Barred List check is made and kept with the Risk Assessment

- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives
- The member of staff is informed as to what these safeguards are

Prohibited Teacher Check

The School will undertake a Prohibited Teacher Check using the DfE's Employer Online service on any person to be employed to carry out teaching work before they begin work at the school.

Disqualification by Association

We expect all staff to have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work. There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

Our school DOES NOT require staff to complete any self-declaration forms. However, staff are expected to inform school should their circumstances, at any time, be such that they were unable to fulfil any requirements of the Childcare Act or Keeping Children Safe in Education.



Overseas Candidates

If a candidate has lived overseas for more than three months at any point in the past five years, an overseas Police Check/Certificate of Good Conduct will be requested from the relevant country.

Where the candidate has worked in a school in the UK since moving from overseas, the School is entitled to decide to carry out only the standard checks (ISI Regulatory Requirements Part 4 Para 148).

Medical Fitness Check

Once an appointment has been offered, the School will ask the candidate to complete a pre-employment Health Questionnaire, to be assessed by an Occupational Health company engaged by the School for this purpose (S45).

Candidates will also be asked to declare on a Medical Declaration Form if they know of any reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question. (ISI Integrated Handbook September 2015 - Part 4, para 226)

Qualifications Check

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken, certified by a Senior Member of staff (this maybe delegated to a suitably trained member of office staff) and kept on file.

If no original is to be found, the School will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

Outcomes of the Application and Recruitment Process

Where the following apply, the School will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children

Appointment and Safeguarding Procedures for Others Supply Staff

The School uses the services of supply teaching agencies, who are expected to conduct the same recruitment checks as would apply to fully-employed staff. Confirmation of employment checks will be requested from the Supply agency prior to the supply employee commencing work at the school.



Visiting Professionals

Individuals such as psychologists, nurses, dentists and other public sector staff will have been checked by their employing organisation (LA, Primary Care Trust or CCG). The School will therefore ask for confirmation of employment checks from their employing organisation and request that the individual brings the following proof of ID upon arrival:

- Photographic ID

However, if the individual is self-employed, the same checks will apply as those for staff.

Visiting Speakers

In line with Prevent statutory guidance, the School will ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are appropriately supervised. The School will, in line with regulation, also take action to ensure that each speaker is suitable.

Volunteers

New regular volunteers will be subject to the following checks, in line with current ISI guidance:

- ID
- Enhanced DBS Certificate (including barred list check where appropriate)
- Overseas checks (where appropriate)
- Satisfactory receipt of at least two references
- Informal Interview/Meeting
- Confirmation that no concerns have been raised by others in the School community

If a volunteer does not fall into the definition of 'regular', the School will complete a risk assessment based on the circumstances and decide which additional, discretionary checks are required.

The definition of "regular" is as follows:

- Once a week, or more often
- On 4 or more days in a 30-day period

No vetting checks will be carried out for those who are one-off volunteers for School events or trips.

School Governors

The School will carry out the following checks on all new Governors, in accordance with ISI requirements:

- Enhanced DBS Certificate
- ID Checks (in line with ISI and DBS requirements)
- Overseas Checks (where appropriate)
- Right to work in the UK
- Prohibition from management check ("section 128 direction")



A barred list check will not be requested as part of the Enhanced DBS check, in line with current ISI guidance.

Recruitment Process Summary

Planning & Advertising

Produce Job Description

Produce Advert, including statement re Safeguarding, references and DBS

Update all standard recruitment letters:

- Applicants & Referees spreadsheet
- Application Form
- Reference Request (Form)
- Acknowledgement Letter
- 'No' Letters

Agree interview panel and interview questions

Response to Advert

Send an application pack to each enquirer consisting of:

- Job Description
- Application Form
- Application and Recruitment Process Explanation

Applications

Number each application in the order in which they arrive.

Keep original in HR Office and give copies to the interviewer.

References

If the interviewer is happy to proceed with references, request references. It is the School's policy to ask for two references and to ensure that referees are suitable by ensuring, as far as is possible, that:

- One reference is from the current or most recent employer
- One reference is from the most recent case of working with children
- A period of roughly five years (in line with the span of a DBS check) is covered

Self-disclosure form

A self-disclosure form gives candidates the opportunity to tell you confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.

You can only ask for the information you are entitled to know about as a potential employer. What you can ask will depend on the role they will be doing. For more information about this, see our legislation and guidance section.



Applicants should complete a self-disclosure form before the interview begins and seal it in an envelope marked 'Confidential'. The recruitment panel should only open the self-disclosure forms of candidates who have been selected for the role, and review the information inside as part of your vetting checks. If information has been disclosed, the school should contact its HR provider for advice on how to proceed with a risk assessment. All unopened self-disclosure forms will be securely disposed of.

The self-disclosure form does not replace the need for a criminal records check. Criminal records checks should always be carried out as appropriate to the role.

Interviews

Depending on the position, interviews will normally consist of skills-related questions and a Safer Recruitment interview question. There will be a lesson observation for teaching and teaching assistant positions and possibly a skills test for non-teaching positions.

The interview panel should consist of more than one person, each of whom may ask questions and each take notes.

The Headteacher, Deputy Headteacher and School Business Manager have received appropriate Safer Recruitment training.

Candidates should be asked if there is anything they wish to declare in light of the requirement for a DBS check.

If references are not obtained before interview, the candidate should also be asked if there is anything he/she wishes to declare or discuss in light of the questions that have been (or will be) put to his/her referees.

Where application forms have not been signed or have been submitted by email or by other electronic means, the candidate will be asked to sign the declaration part of the application form to certify that the information given in the application form is correct.

Recruitment Decision and Checks

The interviewer contacts the successful candidate directly to informally offer them the position.

This will generate a Letter of Appointment, to be produced in conjunction with HR and includes:

- Start Date
- Hours of Work
- Scale and Salary

Letters and/ or telephone class to unsuccessful candidates should be sent at the same time, including to those who have been on 'hold'.

Recruitment Checks

See separate 'Appointment Procedure for Staff'



Payroll

Ensure that the candidate has:

- Handed their P45 to the S4S staff, or completed an HMRC New Starter Checklist
- Completed a Pension form, or discussed their pension options with the Payroll and Pensions Officer

School Paperwork

Ensure that the candidate has completed the following:

- Letter of Acceptance
- Acceptable Use Policy
- Safeguarding Children Introduction

Ensure that the candidate has read through the following:

- Keeping Children Safe in Education Part 1
- Loxdale Primary School Staff Code of Conduct

Child Protection Training

Has the successful candidate recently had CP training (i.e. within the past year)? If not, they will need to be trained by either the DSL or Deputy DSL.

In both cases, they will then need to fill in a Disclaimer form to confirm that they have read and understood school policies and Government-issued guidance.

Monitoring and review

This policy is monitored by the Governing Board, and will be reviewed annually.

Signed:

Date: