




“Let your light shine brightly.”

Matthew 5:16

Safer School Recruitment Policy

“The welfare of the child is paramount.”

Children Act 1989

Policy accepted by FGB on:	6/10/2020
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Contents

1. Rationale
2. Policy aims
3. Our philosophy
4. The recruitment and vetting process
 - 4.1 Applicant information
 - 4.2 Shortlisting
 - 4.2.1 Shortlisting for a senior leadership post
 - 4.2.2 Shortlisting for all other posts
 - 4.3 Interview panels
 - 4.3.1 Interviewing for a senior leadership post
 - 4.3.2 Interviewing for a class-based teaching and learning post
 - 4.3.3 Interviewing for a non-class-based post
 - 4.3.4 Interviewing for a volunteer post
 - 4.4 Handling references
 - 4.4.1 Taking up written references
 - 4.4.2 Checking references
 - 4.4.3 Telephoning referees
 - 4.5 Offer of appointment
 - 4.6 Pre-employment vetting
 - 4.6.1 Staff engaging in regulated activity
 - 4.6.2 Staff not engaging in regulated activity
 - 4.6.3 All new appointments
5. Individuals who have lived or worked outside the UK
6. Supply staff
7. Trainee/student teachers
8. Volunteers
9. School governors
10. Contractors, including sports coaches and club leaders
11. Visitors
12. Children on work experience
13. Single Central Record
14. Data protection

Appendix A: 12 Steps to Safer Recruitment

Appendix B: Disclosure and Barring Service Checks

SAFER SCHOOL RECRUITMENT POLICY

1. Rationale

Christ Church C of E First School is committed to Safeguarding and promoting the welfare of children and young people. We aim to “create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children” (see Section 3, paragraph 131 of *Keeping children safe in education*, DfE, Sept 2020, p. 33).

All Christ Church staff and volunteers are expected to share this commitment and to be familiar with the practice and procedures set out in our school Child Protection and Safeguarding Policy.

We will take all reasonable steps to guard against employing people who might harm children. Safeguarding children is a priority and incorporating Safeguarding measures into the recruitment and vetting process is essential.

We recognise the value of, and seek to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity in line with our school Equal Opportunities Policy.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind overs, including those regarded as spent, and have an enhanced Disclosure and Barring Service (DBS) check.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

2. Policy aims

This policy aims to:

- set out our philosophy of safer recruitment;
- ensure that the recruitment of staff is done equitably and robustly;
- ensure that there is a rigorous process of vetting for appointments; and
- ensure that the safety of children is at the heart of all appointments to the school.

3. Our philosophy

At Christ Church C of E First School, we adopt a culture of collective responsibility.

Everybody is concerned with the safety and well-being of the children in our care. We accept that whistleblowing is part of our responsibility. Anybody could be a potential abuser and, therefore, if a member of staff has concerns then this must be reported to the Headteacher, Chair of Governors or the Local Authority Designated Officer (LADO).

4. The recruitment and vetting process

- Recruitment advertising must contain a safer recruitment statement.
- The job description must be clear.
- The person specification must include Child Protection duties.
- The applicant's suitability to work with children is explored at interview.
- Gathering information and carrying out checks on an applicant is followed in every case.
- Written references must be taken up before interview (see 4.4.1, below).
- Written references will be checked and issues followed up (see 4.4.2, below).
- At least one referee will be telephoned (see 4.4.3, below).
- Two or more members of the interview panel must have in-date safer recruitment certification *and* be the Headteacher, a member of the Senior Leadership Team or a governor.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All staff will receive induction, training and a mentor.

4.1 Applicant information

All potential and actual applicants will receive the same information:

- job specification, i.e. current duties and responsibilities of the particular post;
- person specification, i.e. selection criteria for the particular post;
- salary range and/or starting salary;
- closing date; and
- interview date.

4.2 Shortlisting

Shortlisting will take place against the job and person specifications.

4.2.1 Shortlisting for a senior leadership post

For a senior leadership post (e.g. Headteacher, Deputy Head, Assistant Head and School Business Manager) shortlisting will be conducted by:

- two or more members of the Senior Leadership Team (one of whom should be the Headteacher); and
- two or more governors (one of whom will be the Chair of the Governing Body).

4.2.2 Shortlisting for all other posts

For all other posts (e.g. teachers, (e.g. teachers, learning support assistants, nursery assistants, administrators, cleaners and caretaker) shortlisting will be carried out by:

- the School Business Manager; and
- at least one member of the SLT (which may include, but is not limited to, the Headteacher).

4.3 Interview panels

- At least one member of the panel will have undertaken "Safer Recruitment" training with the NSPCC.
- All selection panels will keep written notes on each applicant, recording reasons for decisions taken.
- The principal adviser for appointments (whether paid or voluntary) is the Headteacher.

4.3.1 Interviewing for a senior leadership post

For a senior leadership post (e.g. Headteacher, Deputy Head, Assistant Head and School Business Manager) the interview panel will include:

- two or more members of the SLT (one of whom should be the Headteacher, unless it is the Headteacher post which is being interviewed for); and
- two or more governors (which may include, but is not limited to, the Chair of the Governing Body).

4.3.2 Interviewing for a class-based teaching and learning post

For all class-based teaching and learning posts (e.g. teachers, learning support assistants, nursery assistants) the interview panel will include:

- one or more members of the SLT (one of whom may be the Headteacher); and
- one or more governors (which may include, but is not limited to, the Chair of the Governing Body).

4.3.3 Interviewing for a non-class-based post

For all non-class-based posts (e.g. cleaners, caretakers, clerks and administrators) the interview panel will include:

- the Business Manager and/or one or more members of the SLT (one of whom may be the Headteacher); and
- one or more governors (which may include, but is not limited to, the Chair of the Governing Body).

4.3.4 Interviewing for a volunteer post

For all volunteer posts (whatever the role) the interview panel will include:

- the Business Manager; and
- one or more members of the SLT (one of whom may be the Headteacher).

4.4 Handling references

4.4.1 Taking up written references

References will be taken up prior to interview, unless the applicant requests otherwise. Wherever possible, adequate time will be allowed between shortlisting and interview in order for references to be scrutinised. If, in exceptional circumstances, references are taken up after the offer of an appointment has been made, the selection panel will ensure that the references are obtained, scrutinised and any concerns resolved before the appointment is confirmed.

Applicants will be asked to provide the details of two referees. One referee will be the applicant's current or most recent employer. If the applicant is not currently working with children but has done so in the past, details will also be requested of that employer. References will be sent to work-based addresses. No open references or testimonials will be accepted, nor references from relatives or people solely in the capacity as friends.

Referees will be asked to provide a written reference and supplied with a copy of the job description and person specification, and will be asked:

- about their relationship with the applicant (e.g. how long they have known the applicant and in what capacity);

- whether the referee is satisfied that the person has the ability and is suitable to undertake the post;
- how the applicant has demonstrated that they can meet the requirements of the person specification;
- whether the referee is completely satisfied that the applicant is suitable to work with children and, if not, details will be requested of their concerns.

In addition, the applicant's current and/or previous employers will be asked about any previous disciplinary record or concerns in relation to Safeguarding.

Information provided about past disciplinary action or allegations will be considered in the circumstances of each individual case and will not automatically rule out an applicant before the selection procedure.

The referee will be informed that they have a responsibility to ensure the accuracy of the reference and that it does not, to the best of their knowledge, contain any misstatements or omissions, and that relevant factual content of the reference may be discussed with the applicant.

4.4.2 Checking references

A nominated member of the interview panel – who must have in-date safer recruitment certification *and* be the Headteacher, a member of the Senior Leadership Team or a governor – will scrutinise the references before interview and seek clarification where necessary. Any issues will be taken up with the applicant during the interview and/or the referee during a telephone conversation. (See 4.4.3, below.)

4.4.3 Telephoning referees

In all instances, the applicant's current or most recent employer must be telephoned by a nominated member of the interview panel – who must have in-date safer recruitment certification *and* be the Headteacher, a member of the Senior Leadership Team or a governor – to check the authenticity of the reference received. For applicants who are not currently working with children, but have done so in the past, a written reference from, and telephone conversation with, that employer will be required.

4.5 Offer of appointment

The successful applicant will be verbally informed of the intention to offer them the post. It will be made clear that this does **not** constitute a formal offer of appointment and that Safeguarding of checks are required before such an offer can be made. Any written communication will also make this clear. A conditional offer will make it clear that all posts are subject to an enhanced DBS check prior to a formal offer and contract.

4.6 Pre-employment vetting

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity.

4.6.1 **Staff engaging in regulated activity**

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 school, for teaching, training, instructing, caring for or supervising children; and/or
- engage in intimate or personal care or overnight activity, even if this happens only once.

More detail on regulated activity can be found in *Keeping children safe in education* (DfE, Sept 2020, p. 111).

Three checks must be completed for all teachers:

- **Enhanced DBS check**
- **Children's Barred List check**
- **Prohibition from Teaching check**

If the Headteacher allows an individual to start work in regulated activity before the DBS certificate is available, it will be on the understanding of all parties that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

4.6.2 **Staff not engaging in regulated activity**

For all other staff who have an opportunity for regular contact with children but who are **not** engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors who would have the opportunity for contact with children and who work under a temporary or occasional contract. (For more information see paragraphs 196–199 of *Keeping children safe in education*, DfE, Sept 2020, p5. 52–53.)

4.6.3 **All new appointments**

Any offer of appointment made to a successful applicant, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, the School Business Manager will do the following:

- Verify an applicant's identity, and keep a record of this check in the member of staff's personnel file.
- Obtain an enhanced DBS certificate (including barred list information).
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- Obtain medical advice that the individual is fit to work, through the school's HR service.
- Verify the person's right to work in the UK. (If there is uncertainty about whether an individual needs permission to work in the UK, then the school will follow advice on the GOV.UK website.)
- Make any further checks that are considered appropriate to verify professional qualifications if the person has lived or worked outside the UK.

- Check that a person taking up a leadership/management position as described, is not subject to a Section 128 Direction made by the Secretary of State (i.e. is banned from leading an academy, free school or other independent school).
- Use the Teacher Services' System to ensure that an applicant to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State.

5. **Individuals who have lived or worked outside the UK**

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, Christ Church will:

- check professional qualifications; and
- check a person's right to work in the United Kingdom.

6. **Supply staff**

For supply staff, Christ Church will also get written confirmation that the agency 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.

7. **Trainee/student teachers**

As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. Schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. Christ Church will therefore not record details of fee-funded trainees on the Single Central Record.

8. **Volunteers**

Volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges will be in regulated activity.

The school will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be rechecked if they have already had a DBS check (which includes barred list information).

Note: Schools may obtain an enhanced DBS certificate (not including barred list information) for volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis.

9. School governors

Governors in maintained schools are required to have an enhanced DBS check. It is the responsibility of the Governing Body to apply for the certificate for any of their governors who does not already have one. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

10. Contractors, including sports coaches and club leaders

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). 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.

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.

School will always check the identity of contractors and their staff on arrival at the school or college.

11. Visitors

Although schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, visitors may be asked to: (a) verify their identity; and (b) wear a badge at all times.

12. Children on work experience

DBS checks cannot be requested for children/young people under the age of 16. For all young people on the school premises, especially those on work experience, the school has a duty of care to Safeguard their well-being as well as any Christ Church pupils they may be working with. At all times, a young person on work experience must be supervised by a member of school staff.

13. Single Central Record

The Single Central Record (SCR) will cover the following people:

- all paid staff (including supply staff and teacher trainees on salaried routes);
- all unpaid staff (volunteers) who regularly work with children at the school without themselves being supervised by another member of staff (whether paid or unpaid);
- all members of the Governing Body;

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes) is:

- an identity check;
- a barred list check;

- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- a Section 128 check (for senior leadership and senior management positions).

14. Data protection

In accordance with the Data Protection Act, a copy of an enhanced DBS check certificate should not be retained by the school for longer than six months. A copy of all other documents used to verify the successful applicant's identity, right to work and required qualifications will be kept in their individual personnel file.

APPENDIX A: 12 STEPS TO SAFER RECRUITMENT

The Children's Workforce Development Council asks employers to follow the 12 steps below to make sure they recruit only the most suitable applicants to work with children and young people.

Before you advertise your post ...

1. Ensure that you have an up-to-date recruitment and selection policy that describes the process and roles before you begin.
2. Ensure that your organisation has a Safeguarding policy and that a statement about the organisation's commitment to Safeguarding is included in all recruitment and selection materials.
3. Ensure that you have an up-to-date job description and person specification for the role(s) you wish to recruit to that have been agreed with the recruiting manager.
4. Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to Safeguarding.
5. Ensure that you have compiled a suitable applicant information pack containing all the required information about the organisation, role, recruitment timetable, Safeguarding policy/statement and application form.
6. Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview.
7. Ensure that all appropriate checks have been undertaken on your shortlisted applicants, including references and Disclosure and Barring Service (DBS) checks.
8. Ensure that all shortlisted applicants receive the same letter of invitation to interview, supplying them with all necessary information.
9. Ensure that a face-to-face interview is conducted for all shortlisted applicants based on an objective assessment of the applicant's ability to meet the person specification and job description.
10. Ensure that all specific questions designed to gain required information about each applicant's suitability have been asked, including those needed to address any gaps in information supplied in the application form.
11. Ensure that you are able to make a confident selection of a preferred applicant based upon their demonstration of suitability for the role.
12. Ensure that your preferred applicant is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.

APPENDIX B: DISCLOSURE AND BARRING SERVICE CHECKS

Source: *Keeping children safe in education* (DfE, Sept 2020), Annex G, p. 114.

Type of check	What the check involves	Positions eligible for this level of check
Standard check	Check of the Police National Computer records of convictions, cautions, reprimands and warnings.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
Enhanced check	Check of the Police National Computer records plus additional information held by police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records) Regulations 2002.*
Enhanced criminal record check with children's and/or adult's barred list information	Check of the Police National Computer records plus additional information held by police plus check of the DBS Children's Barred List plus check of the DBS Adults' Barred List.	The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying for a barred list(s) check.

* This legislation does not provide a list of job roles that are eligible for this check – such a list does not exist. Instead, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 sets out the 'exempted questions' for which a standard check can be obtained. Similarly, the Police Act 1997 (Criminal Records) Regulations 2002 set out the purposes for which an enhanced check can be obtained, and the Police Act 1997 (Criminal Records) (No 2) Regulations 2009 list the circumstances in which an enhanced check will automatically include a barred list check. It is important to note that the Regulations can also remove roles, duties or activities through the removal of an exempted question or of a particular purpose. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997 (Criminal Records) Regulations 2002 and the Police Act 1997 (Criminal Records) (No 2) Regulations 2009 can all be found on the legislation website. Any individual (including an applicant for a job which does not involve working with children) can be asked to apply for a basic criminal record check. This will show only unspent convictions and cautions. This service is currently provided via the Disclosure and Barring Service. Further details can be found on gov.uk.