Piddle Valley CE First School

Safer Recruitment Policy

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PIDDLE VALLEY CE FIRST SCHOOL

**SAFER RECRUITMENT POLICY**

At Piddle Valley CE First School we are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to this school.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant’s membership or non-membership of a trade union.

We intend to deter, identify and reject prospective applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and fair. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent. Applicants are also subject to the relevant checks with the Disclosure and Barring Service as all posts are exempt from the Rehabilitation of Offenders Act 1974.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

***Aims of policy***

1. **Introduction**

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.
* To ensure the practice of safe recruitment of school personnel and volunteer helpers.
* To ensure that a fair and legal recruitment procedure is in place.
* To work with other schools to share good practice in order to improve this policy.

**2. 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.

**3. Identification of Recruiters**

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

***Roles and responsibilities***

***Role of the Governing Body***

The Governing Body has:

The responsibility of ensuring that the safe recruitment process complies with Department for Education guidance and legal requirements

* delegated certain powers and responsibilities to the Headteacher to oversee compliance with Department for Education guidance and legal requirements;
* delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
* responsibility for ensuring that the school complies with all equalities legislation;
* responsibility for ensuring this policy and all policies are maintained and updated regularly;
* responsibility for ensuring all policies are made available to parents;
* the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
* nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
* responsibility for the effective implementation, monitoring and evaluation of this policy

***Role of the Headteacher***

The Headteacher will:

* promote the safeguarding and welfare of children;
* ensure the school operates safe recruitment procedures;
* organise safe recruitment training for school personnel involved in recruitment;
* all appointment panels to include one person who has successfully passed safe recruitment training;
* ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
* ensure contractors and agencies comply with this policy;
* undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;
* ensure all school personnel, pupils and parents are aware of and comply with this policy;
* provide leadership and vision in respect of equality;
* provide guidance, support and training to all staff;
* monitor the effectiveness of this policy;
* annually report to the Governing Body on the success and development of this policy

***The role of the school council***

* The school council will:
* contribute to decisions over the recruitment of new members of staff;

***Safe Recruitment Procedure***

When a post becomes vacant or is created then the following procedure takes place:

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.

**Job and Person Specification**

For every vacancy a job and person specification will be written and approved by the Governing Body.

**Job advertisement**

* All posts will be advertised internally and externally in order to attract a wide field of candidates as possible.
* All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.
* We welcome any member/s of the present staff to apply.

**Inviting Applications - School and Job Information Pack**

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

“*The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure Barring Service check.”*

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

• job description and person specification;

• the school’s Child Protection policy;

• the school’s recruitment policy :

• the selection procedure for the post;

• an application form.

All prospective applicants must complete, in full, an application form. This will also be accessible electronically through *Dorset for You.*

**Short Listing and References - Employment Checks**

All successful applicants are required:

* to provide proof of identity
* to complete a DBS disclosure application and receive satisfactory clearance
* to provide actual certificates of qualifications
* to complete a confidential health questionnaire
* to provide proof of eligibility to live and work in the UK
* to ensure they are not subject to a prohibition order if they are employed to be a teacher
* Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual’s personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

* Short listing will be undertaken by the appropriate sub-committee.
* All applications will be looked at.
* Applicants will be short listed for the post if they suit the job description and person specification.
* Immediately after short listing references will be sent for those candidates short listed.
* All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.
* All references will be checked for consistent information.
* The candidate will be asked to clarify any highlighted discrepancies.
* The Head teacher or other nominated person will inform those shortlisted immediately after the short listing process has taken place. Unsuccessful applicants will also be informed.

Shortlisted candidates will be sent:

* detailed documentation of the interview process
* directions to the place of interview
* Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
* Also, they will be informed if they will have to undertake skill tests as part of the interview.

***The Interview***

* On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
* The interview may consist of an activity, informal meetings with the GB and representatives from the Local Authority, a meeting with the School Council and a professional interview.
* All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

***Job Offer***

* The appropriate sub-committee will interview those shortlisted and will identify a suitable candidate.
* A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

***Pre - Employment Checks for the Successful Candidate***

Before taking up the post the following checks will be undertaken on the successful candidate:

* References (2)
* Proof of identity
* Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check)
* Medical clearance
* Proof of qualifications
* Proof of registration with the GTC for teaching staff
* Proof of a right to work in the UK

An appointment will not be confirmed until receipt of all of the above.

***Terms and Conditions of Employment***

The successful candidate will be sent:

The successful candidate will sign and return a form accepting the job and its conditions.

***Induction***

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and they will receive copies of the DfE guidance on Safe Working Practice as well as copies of

* GTAT Code of Conduct
* Child Protection Policy
* Confidentiality Policy
* GTAT Whistleblowing procedure
* Safe Social networking policy
* Visitors information leaflet
* Keeping Children Safe in Education Part 1 – DfE Guidance

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

We will record all information on the checks carried out in the school’s single central record (SCR). Copies of these checks, where appropriate, will be held in individuals’ personnel files.

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

**Regulated activity** means a person who will be:

* Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
* Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
* Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

***Central Record of Recruitment Vetting Checks***

* An enhanced child workforce DBS check is required for all employees. If staff are already

employed by GTAT (Greenwood Tree Academy Trust) the DBS check can be shared across the Trust without having to initiate a new check.

**Personal Records on induction**

As part of the induction process we ensure the following documents are completed and held on file (this information will remain on file for a further 6 years post-employment with the school)

* Application form
* Job Description
* Personal Specification
* Medical Clearance
* References x2
* Interview documents
* Offer of employment
* Starter forms
* Contract
* Qualifications/professional registration
* Driving Licence (copy)
* Passport (copy)

**Existing staff**

If we have concerns about an existing member of staff’s suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

* We believe the individual has engaged in [relevant conduct](https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#relevant-conduct-in-relation-to-children); or
* The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009](http://www.legislation.gov.uk/uksi/2009/37/contents/made); or
* The ‘harm test’ is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
* The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

**10. Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

**12. Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

* An enhanced DBS check with barred list information for contractors engaging in regulated activity
* An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**13.Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

**14. Volunteers**

We will:

* Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
* Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
* Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
* Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

**15.Governors**

All trustees, local governors and members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All proprietors, trustees, local governors and members will also have the following checks:

* A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](https://www.legislation.gov.uk/ukpga/2008/25/section/128)).
* Identity
* Right to work in the UK
* Other checks deemed necessary if they have lived or worked outside the UK

**16.Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.