Much Birch C of E Primary School

Safer Recruitment Policy



'We will flourish and reach our God given potential'

I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit. John 15:5

All members of our whole school community are able to realise their God-given potential, enabling them to become equal, caring and active citizens whilst upholding true Christian values. We treat others, as we would like to be treated, with dignity and respect. Everyone is encouraged to flourish with hope and high aspirations

Updated 2 yearly

Review date September 2027

Head teacher Mrs B Davies

Chair of Governors Rev. Mark

1. Introduction

1.1.1. Much Birch C of E Primary School 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. We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against, or related to, a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

2. Purpose

2.1.1. 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; and
- identify and reject applicants who are unsuitable to work with children or young people.

2.1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Equality Act 2010 . We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Single Equality Scheme. We will comply with the requirements of Department for Education (DfE) guidance 'Keeping Children Safe in Education'.

3. Roles and responsibilities

3.1.1. The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements;
- monitor the school's compliance with them; and
- ensure that appropriate staff and governors have completed safer recruitment training.

3.1.2. The Head teacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance;
- ensure that all appropriate checks have been carried out on staff and volunteers in the school (see Appendix 1);
- monitor any contractors' and agencies' compliance with this document; and
- promote the safety and well-being of children and young people at every stage of this process.

4. Delegation of appointments and constitution of selection panel

staff and also in the appointment of other posts.

4.1.1. The Governing Body delegates the power to offer employment for all posts to the Head teacher. The Head teacher may not delegate the power to offer employment to any other senior manager or governor. The Head teacher will, where possible, aim to involve at least one governor in the appointment of all teaching

4.1.2. Selection panels will comprise a minimum of two people, but normally three. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

5. Advertising

5.1.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally.

5.1.2. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

5.1.3. All advertisements for posts, paid or unpaid, will include the following statements:

"Much Birch C of E Primary School 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."

"The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references."

6. Information for applicants

6.1.1. All applicants will be provided with:

- a Job Description, outlining the duties of the post, and a Person Specification;
- an Application Form (CVs will not be accepted);
- a description of the school, relevant to the vacant post;
- reference to the school's policy on Single Equality;
- reference to the Safeguarding and Child Protection Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements;
- an outline of terms of employment including salary; and
- the closing date for the receipt of applications.

6.1.2. Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

6.1.3. Candidates submitting an application form completed on-line will be asked to sign the form if invited to interview.

6.1.4. A CV will not be accepted in place of a completed application form.

7. Shortlisting and reference requests

7.1.1. The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

7.1.2. Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

7.1.3. References will be sought directly from the referee and, where necessary, they will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

7.1.4. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

7.1.5. If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

7.1.6. Reference requests will ask the referee to confirm, in writing:

- the referee's relationship to the candidate;
- details of the candidate's current post and salary;
- the candidate's performance history and conduct;
- whether the candidate has been subject to capability procedures and the outcome of this;
- whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this;
- details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children); and
- the candidate's suitability for the post with explicit reference to the job description and person specification.

7.1.7. All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

7.1.8. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials, i.e. those provided by the candidate and/or marked 'to whom it may concern', will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

7.1.9. If the field of applicants is felt to be weak, the post may be re-advertised.

8. Interviews

8.1.1. Before the interviews, the selection panel will agree on the interview format.

8.1.2. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates.

8.1.3. Interviews will always be face-to-face.

8.1.4. Candidates invited to interview will receive:

- a letter confirming the interview and any other selection techniques;
- details of the interview day; and
- the opportunity to discuss the process prior to the interview.

8.1.5. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

8.1.6. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

8.1.7. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

8.1.8. Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel;
- to declare any information that is likely to appear on a DBS disclosure; and
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

9.1.2. All checks will be:

8.1.9. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

8.1.10. The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After six months, all information about unsuccessful candidates will be securely destroyed.

9. Pre-appointment checks

9.1.1. An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available (the advice of HR will be sought if this is the case);
- obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity;
- obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available;
- check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service;
- use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed;
- verify the candidate's 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 the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website);
- make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK;
- verify professional qualifications (original certificates), as appropriate; and
- require the candidate to complete the school's Staff Suitability Declaration (to check for potential 'by association' safeguarding concerns) where applicable to the role in school i.e. in a 'relevant childcare' role – Appendix 2.

- documented and retained on the personnel file;
- recorded on the school's Single Central Record; and
- followed up if they are unsatisfactory or if there are any discrepancies in the information received.

10. Offer of employment by the selection panel

10.1.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references.

10.1.2. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

11. Personnel file and Single Central Record

11.1.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- application form – signed by the applicant;
- interview notes – including explanation of any gaps in the employment history;
- references – minimum of two;
- proof of identity;
- proof of right to work in the UK;
- proof of relevant academic qualifications;
- evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks; and
- offer of employment letter and signed contract of employment.

11.1.2. The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

12. Start of employment and induction

12.1.1. The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

12.1.2. All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

13. Adults working with children who are not employed directly by the school

13.1. Supply staff

13.1.1. We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

13.2. Peripatetic staff

13.2.1. We use staff employed by The Herefordshire Local Authority who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

13.3. Volunteers

13.3.1. We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

13.4. Students on placement

13.4.1. When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

13.5. Students on work experience

13.5.1. Students on work experience will always be supervised.

13.6. Contractors

13.6.1. We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

13.6.2. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

13.6.3. If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

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

This policy will be reviewed regularly and updated to reflect any changes to legislation and statutory guidance.

Appendices

Appendix 1

In regulated activity = people who work with or have access to children between 2 a.m. and 6 a.m. ….or more than 3 times in a 30 day period …or once a week or more (or who carry out personal care or health care (carried out on behalf of, or by, a health care professional) at any time)

In unregulated activity = people who work with or have access to children fewer than 3 times in 30 days …or less than once a week

Staff can start work before DBS clearance but need a risk assessment and barred list check before commencing and appropriate supervision

Volunteers who need to be supervised (in non-regulated activity): we would need to carry out a risk assessment as to the level of supervision needed – needs to be supervision by a DBS-enhanced-and-barred-checked person, 'day to day' and 'reasonable in the circumstances to ensure the protection of children'.

Clarified as someone fully DBS checked 'in the vicinity, most of the time'….

	Checks needed:

Category	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
Existing Teachers (including those on maternity leave or long term sick)	Already have	Already have	Already have		Not required - only if we have concerns
New teachers (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	Check existing	Yes	Yes		Not required but can if we want
New teachers (who have not worked in another school during the last 3 months)	Yes	Yes	Yes		Only if we have concerns
Existing TAs	Already have	Already have			Only if we have concerns
New TAs (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	Check existing	Yes			Not required but can if we want
New TAs (who have not worked in another school in regulated activity in the 3 months prior to appointment)	Yes	Yes			Only if we have concerns
Other existing staff in regulated activity	Already have	Already have			Only if we have concerns
Other new staff in regulated activity	Yes	Yes			Only if we have concerns
Existing Volunteers in regulated activity	Already have	Already have			Only if we have concerns
Existing Volunteers in unregulated activity	Already have	Already have		Need to be supervised	Only if we have concerns – but not barred list
New Volunteers in regulated activity	Yes	Yes			Only if we have concerns
New Volunteers in unregulated activity	Yes	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Existing Governors in regulated activity	Already have	Already have			Only if we have concerns
Existing Governors in unregulated activity	Already have	Already have		Need to be supervised	Only if we have concerns – but not barred list

Appendix 1 continued…

Category	Checks needed:				
	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
New Governors in regulated activity	Yes	Yes			Only if we have concerns

New Governors in unregulated activity	If we want	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Supply teachers	Yes – agency / third party to confirm	Yes - agency/third party to confirm			
Students on placement in regulated activity	Yes	Yes			Only if we have concerns

Work experience in regulated activity	Yes	Yes			Only if we have concerns
Work Experience in unregulated activity	If we want	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Club coaches in regulated activity	Yes – agency / third party to confirm	Yes – agency / third party to confirm			
Health care professionals in regulated activity	Yes – agency / third party to confirm	Yes – agency / third party to confirm			
Visitors in unregulated activity	Not allowed to request this	Not allowed to request this		Need to be supervised	Not allowed to request this
Cygnet staff in regulated activity	Yes – agency / third party to confirm	Yes – agency / third party to confirm			
Cleaners in regulated activity	Yes – agency / third party to confirm	Yes – agency / third party to confirm			
Contractors in unregulated activity	No (unless they have the opportunity for regular contact with children in which case an enhanced DBS check will be requested)	Not allowed to request this		Need to be supervised	
BITS our technician is in regulated activity D and D???	Yes – agency / third party to confirm	Yes – agency / third party to confirm			

Appendix 2

Much Birch Church of England Primary School

Staff Suitability Declaration

It is a criminal offence for a school to employ anyone to provide childcare in a 'relevant' role who is disqualified, i.e. someone who has been cautioned for, or convicted of, one of a number of specified offences or who lives in the same household as someone who has unspent cautions or convictions relating to specified offences (disqualification by association). Where a staff member is 'disqualified by association', we will contact HR and

inform Ofsted (the member of staff may be able to apply to Ofsted for a waiver and while this is being considered, we may redeploy staff away from the relevant age groups or adjust their role, where possible).

This form is to be completed by all new staff when they commence employment in a relevant childcare role AND by all staff when requested.

Relevant childcare roles:	During school hours	Outside school hours*
Working with pre school, nursery or reception children or involved in the management	Yes	Yes
Working with children from reception age up to age 8 or involved in the management	No	Yes
Working with children 8 years or older	No	No

*Outside school hours does not include school clubs, e.g. learning support, choir or sports teams but does include breakfast clubs or after-school provision.

Name of employee: .....

Role in school: .....

Please answer the questions and sign the declaration on the reverse of this form. If there are any aspects of the declaration that you are not able to meet, please disclose this immediately to the Head teacher.

Please circle Yes or No against each question:

Have you ever been cautioned for, or convicted of: any offences against children or any serious violent or sexual offences against adults? (You are not required to disclose 'protected' cautions or convictions)	**Yes/No**
Have your own children ever been taken into care or been the subject of a Child Protection Order?	**Yes/No**

If you have answered **YES** to any of these questions on the previous page, please provide further information below:

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(Please note that you may be required to provide additional information).

I understand my responsibility to safeguard children and am aware that I must notify the Head teacher of anything that may affect my suitability.

I confirm that, to the best of my knowledge, I do not live in the same household as an individual who has been barred or disqualified from working with children. I also confirm that, to the best of my

knowledge, I do not live in a household which employs someone who is barred or disqualified from working with children.

I will notify the Head teacher immediately if my circumstances change.

Where necessary, I give my permission for you to contact any previous settings, Local Authority staff, the police, the DBS or any medical professionals to share information about my suitability to care for children.

Signed: ..... Date: .....

FOR HEAD TEACHER'S USE

Record of any follow-on action taken, where relevant:

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Head teacher's signature: ..... Date: .....