

Safer Recruitment Policy

This policy has been developed to embed safer recruitment practices and procedures throughout St Mary's C.E. Primary and complies with guidance in *Keeping Children Safe in Education*, *Safer Recruitment training* and reinforces the **staff code of conduct**. All successful candidates for paid or volunteer posts will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies.
- deterring prospective candidates/volunteers who are unsuitable to work with children, from applying for vacancies.
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

IDENTIFICATION OF RECRUITERS

At least one member of the recruitment panel should have successfully received accredited training in Safer Recruitment procedures. Currently this has been received by Madeleine Spinks (Chair of the Board of Members), Rev. Matthew Burns (Chair of Governors) Peter Kyles (Principal) and Louise Lewis (governors with responsibility for safeguarding).

RESPONSIBILITIES

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; and
- monitor the school's compliance with them at the annual safeguarding audit.

The Principal will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to guidance;
- ensure that all appropriate checks have been carried out on staff and volunteers in the school;
- 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.

INVITING APPLICATIONS

Advertisements for posts, paid or unpaid, will include the following statement:

St Mary's C.E. Primary is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check."

All applicants will receive an application form, job description and person specification (including selection methods) and a link to the school's safeguarding and child protection policy on the school website.

Prospective applicants must complete, in full, and return a signed application form. CVs alone must never be accepted as part of the application process.

Incomplete application forms must be returned to the applicant where the deadline for completed forms has not passed. Candidates submitting an application form via e-mail will be asked to sign the form application form if called for interview. A curriculum vitae will not be accepted in place of a completed application form.

SHORT-LISTING AND REFERENCES

- Candidates will be short listed against the person specification for the post.
- **References:** Two references, one of which must be from the applicant's current/most

recent employer, will be taken up before the selection stage so that any discrepancies may be probed during interview. References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
- The candidate's suitability for the post.
- Applicants current position and salary.
- Disciplinary record.

INVITATION TO INTERVIEW

Candidates called to interview will receive:

- A letter confirming the interview date and time and names of the panel members
- Details of the selection techniques and any tasks to be undertaken as part of the interview process
- Requirement to bring certificates of qualifications, recent relevant training, identity and proof to work in the UK.

All staff are required to have an up-to-date DBS certificate. Teaching Staff will be also be required to have a SECTION 128 check.

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require a face-to-face interview of short-listed candidates.

As part of the short listing process we will consider carrying out an online search as part of

their due diligence on the shortlisted candidates. All staff are required to have an up-to-date DBS certificate. Teaching Staff will also be required to have a SECTION 128 check.

This may help identify any incidents or issues that have happened, and are publicly available online, which the school will want to explore with the applicant at interview. (Ref: See Part two - Legislation and the Law for information on data protection and UK GDPR.)

Candidates will be required to:

- Explain satisfactorily any anomalies or discrepancies in the information available to the panel, particularly gaps in employment
- Declare any information that is likely to appear on the DBS disclosure.
- Demonstrate their ability to safeguard and protect the welfare of children and young people.
- Complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

For example:

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- if they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare (see paras 263-267), and,
- any relevant overseas information.

PRE-EMPLOYMENT CHECKS

When appointing new staff, we will:

- Verify their identity (passport, driver's licence, see gov.uk website too)
- Verify their right to work in the UK (passport)
- Verify their professional qualifications, as appropriate (certificates etc).
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate including barred list information for those who will be engaging in regulated activity. We will not keep a copy of this for longer than 6 months. **Regulated activity** means someone:
 - Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
 - Who 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
 - Who will provide intimate or personal care or overnight care, even if this happens only once and regardless of whether they are supervised or not
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- 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.
- Verify their mental and physical fitness to carry out the responsibilities of the job (reference and interview questions).
- 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
- If relevant, carry out further additional checks, who have lived or worked outside of the UK, including any teacher sanctions or restrictions imposed by a European Economic Area

professional regulating authority, and criminal records checks or their equivalent.

All checks will be confirmed in writing, documented and retained in the personnel file, recorded on the school's **Single Central Record** (ScholarPack) and followed up if they are unsatisfactory or if there are any discrepancies in the information received. Information about criminal records is sensitive personal data and should be stored securely and only shared with those who need to know (recruitment panel).

Employment will commence subject to all checks and procedures being satisfactorily completed.

INDUCTION

All staff and volunteers who are new to the school will receive information on the school's safeguarding and child protection policy and procedures and other policies on safe working practices as part of their induction training. All successful candidates will undergo a period of monitoring and will meet regularly with their line manager and supervisor and attend any appropriate training.

SUPPLY STAFF

St Mary's primary will only use those agencies which conduct pre-employment checks, particularly on their suitability to work with children. **St Mary's primary** will carry out identity checks when the individual arrives at school.

PERIPATETIC STAFF

St Mary's primary will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

VOLUNTEER STAFF (see Volunteer policy)

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 and retain a record of this.

GOVERNORS & BOARD MEMBERS

All governors will have an enhanced DBS check without barred list information and with barred list information if working in regulated activity. The chair of governors will have their DBS check countersigned by the secretary of state.

All board members and governors will have:

- A section 128 check (to check prohibition on participation in management)
- Identity check
- Right to work in the UK or other checks deemed necessary if they have lived or worked outside the UK.

Useful contact details:

- **Multi Agency Safeguarding Hub (MASH):** 01432 260800 / 01905 768020 (out of hours) Secure email: www.herefordshire.gov.uk/MASH
- **Local Authority Designated Officer (LADO):** 01432 261739

Date Implemented: February 2023

Approved by: Rev. Matthew Burns (Chair of Governors)

Person Responsible: Peter Kyles (Principal)

Review Date: February 2025