



# **Safer Recruitment** **Policy**

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## 1. Introduction

### 1.1. Working Together to Safeguard Children (DfE 2019) states that:

*“Organisations including schools should have arrangements in place that reflect the importance of safeguarding and promoting the welfare of children, including safe recruitment practices and ongoing safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check”*

- 1.2. Chadsgrove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The safe recruitment of staff in schools is the first step in this process and it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share the same commitment. It is also recognised that this can only be achieved through sound procedures, good interagency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
- 1.3. Chadsgrove recognises the value of, and seeks 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 it is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Chadsgrove does not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
- 1.4. Chadsgrove School understands the importance of continued vigilance after an employee or volunteer has been appointed and acknowledges that recruitment is not the end of the matter. Although schools are safe environments for the great majority of children and the vast majority of people who work with children have children's safety and welfare at heart, Chadsgrove recognises the need to promote a culture of ongoing vigilance in order to avoid complacency.

## 2. Aims

### 2.1. Chadsgrove aims to ensure that:

- The best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- It is compliant with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (2019) and any advice published by the Disclosure and Barring Service (DBS);
- It meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

### 2.2. In addition, as it is recognised that schools should not rely on one process in order to safeguard children and that effective safeguarding requires robust policies for the management and supervision of staff after the recruitment phase, the procedures at Chadsgrove aim to:

- **Deter** unsuitable people from seeking employment or opportunities to volunteer to work with children and young people
- **Reject** applications from unsuitable people
- **Prevent** abuse and neglect of children by staff and volunteers
- **Identify** incidents of abuse and neglect by staff and volunteers
- **Respond** to concerns in an open and positive way
- **Manage** allegations in accordance with school procedures

### 3. Roles and Responsibilities

- 3.1. It is the responsibility of the **Governing Body** and **Head Teacher** to:
- Ensure that the school operates safe recruitment procedures and carries out all appropriate checks on all staff and volunteers who work at the School
  - Monitor contractors' and agencies' compliance with this policy
  - Promote the welfare of children and young people at all times
  - Complete Safer Recruitment training at least every three years and ensure that there is at least one member of staff with this training on every recruitment panel
- 3.2. **Employees involved in the recruitment and selection of staff** are responsible for familiarising themselves with and complying with the provisions of this policy.
- 3.3. It is the responsibility of all **contractors** and agencies that provide services to Chadsgrove School to comply with safer recruitment practices.
- 3.4. It is the responsibility of the **School Business Manager**, in conjunction with the Head teacher, to ensure all pre-employment checks are complete before employment begins.

### 4. Recording Information

- 4.1. Chadsgrove School records all information on the checks carried out on the school's Single Central Record (SCR). The Single Central Record is managed by Jacqueline Pitt, School Business Manager and is accessed via the main admin computer in the school office.
- 4.2. Copies of these checks, where appropriate, are also held in individuals' personnel files.
- 4.3. Chadsgrove follows requirements and best practice in retaining copies of checks, as follows.
- The school stores disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which is restricted to those staff with authorised access
  - The school does not retain disclosure information or any associated correspondence for longer than is necessary, but with due regard for safeguarding requirements to evidence the security of the school's procedures. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question and the unique number issued by the DBS.

### 5. Advertising a Post

- 5.1. To ensure equality of opportunity, Chadsgrove advertises all vacant posts externally in order to encourage as wide a field of candidates as possible. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

### 6. Applications

- 6.1. All applicants for employment are required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms are returned to the applicant where the deadline for completed application forms has not passed.
- 6.2. A curriculum vitae may be submitted together with an application form but Chadsgrove does not accept a curriculum vitae in place of an application form.

- 6.3. Following short-listing, an applicant may be invited to attend a formal interview at which his/her relevant skills and experience is discussed in more detail. Chadsgrove requires applicants to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, any gaps will also be discussed at interview.
- 6.4. Applicants are made aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at Chadsgrove, the school will report the matter to the DBS, the police and other relevant professional bodies

## **7. Interviews**

- 7.1. The panel will meet prior to the interview to
- Consider issues to explore with the candidate and who will lead that element of the questioning
  - Agree the assessment criteria
  - Take the opportunity to review application forms and references
- 7.2. During the interview there will be set questions although supplementary questions may be asked by any member of the panel.
- 7.3. Names of all panel members, their role in school and which panel member has received safer recruitment training will be kept on file.
- 7.4. Panel member's notes and scores will be kept on file for 6 months and the successful candidates notes will be kept in their personnel file.
- 7.5. Only in exceptional cases will the interview panel not include the Head Teacher.
- 7.6. Normally interview panels will consist of at least three people. At least one member of the panel will have completed the Safer Recruitment training and at least one member of the panel will be a governor of the school.
- 7.7. The panel will assess the suitability of candidates for the post with special reference to working with children and young people, and safeguarding children in their care.

## **8. New staff**

- 8.1. When appointing new staff, Chadsgrove will:
- Verify their identity
  - Obtain an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity.  
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
  - Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available

- Verify their mental and physical fitness to carry out their work responsibilities
  - Verify their right to work in the UK. The school will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
  - Verify their professional qualifications, as appropriate
  - Ensure they are not subject to a prohibition order if they are employed to be a teacher
  - Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- 8.2. As there are children under the age of 8 at Chadsgrove, the school also ensures that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where the school takes a decision that an individual falls outside of the scope of these regulations and such checks are not carried out, the school will retain a record of the assessment on the individual's personnel file. This will include an evaluation of any risks and control measures put in place, and any advice sought.
- 8.3. Chadsgrove will ask for written information about previous employment history and check that information is not contradictory or incomplete.
- 8.4. Chadsgrove will seek references on all short-listed candidates, including internal candidates, before interview. These will be scrutinised and any concerns resolved before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

## **9. Existing staff**

- 9.1. If there are concerns about an existing member of staff's suitability to work with children, Chadsgrove will carry out all the relevant checks as if the individual was a new member of staff. The school will also do this if an individual moves from a post that is not regulated activity to one that is.
- 9.2. Chadsgrove School will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- It is believed that the individual has engaged in relevant conduct (as defined by the DBS) or
  - The individual has received a caution or conviction for a relevant offence (as defined by the DBS), 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 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**

- 10.1. Chadsgrove School will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that the

school would otherwise perform. Chadsgrove will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## **11. Contractors**

- 11.1. Chadsgrove School 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 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
- 11.2. Chadsgrove will obtain the DBS check for self-employed contractors. Copies of such checks will not be kept for longer than 6 months.
- 11.3. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- 11.4. Chadsgrove will check the identity of all contractors and their staff on arrival at the school.
- 11.5. For self-employed contractors such as music teachers or sports coaches, Chadsgrove 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 it is decided that an individual falls outside of the scope of these regulations and such checks are not carried out, the school will retain a record of the assessment. This will include an evaluation of any risks and control measures put in place, and any advice sought.

## **12. Trainee/Student Teachers**

- 12.1. Where applicants for initial teacher training are salaried by Chadsgrove, the school will ensure that all necessary checks are carried out.
- 12.2. Where trainee teachers are fee-funded, the school 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.
- 12.3. In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

## **13. Volunteers**

- 13.1. Chadsgrove 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 it is decided that an individual falls outside of the scope of these regulations and such checks are not carried out the school will retain a record of the

assessment. This will include an evaluation of any risks and control measures put in place, and any advice sought

#### **14. Governors**

- 14.1. All governors 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.
- 14.2. All governors also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

#### **15. Ex-Offenders**

- 15.1. Chadsgrove is committed to ensuring that 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. This will depend on the background, nature and circumstances of the offence(s) and appropriate advice will be sought from the DBS Service within Worcestershire Local Authority in such cases.
- 15.2. All positions within Chadsgrove are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered “spent”, when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 15.3. Chadsgrove is aware that it is discriminatory to use disclosed information for the purposes of shortlisting. Criminal background self-disclosures are not considered by the short listing panel until the short list has been agreed and self-disclosures are, therefore, only considered for short listed candidates. The school ensures that applicants are provided with a mechanism for submitting criminal background self-disclosures in a format separate from the application form if they choose to do so in order to ensure that the self-disclosure remains confidential until the short listing panel has identified the short list of candidates.
- 15.4. It is unlawful for the School to employ anyone who is barred from working with children and it is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. Chadsgrove will make a report to the Police and/or the DBS if:
  - It receives an application from a barred person
  - It is provided with false information in, or in support of an applicant’s application
  - It has serious concerns about an applicant’s suitability to work with children

#### **16. Staff Working in Alternative Provision Settings**

- 16.1. Although this does not currently occur, should the school place a pupil with an alternative provision provider, a written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there, that Chadsgrove would otherwise perform, will be obtained.

#### **17. Adults who Supervise Pupils on Work Experience**

- 17.1. When organising work experience, Chadsgrove will ensure that policies and procedures are in place to protect pupils from harm.
- 17.2. Chadsgrove 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. However, it should be noted that, due to the complexities of the needs of pupils at Chadsgrove, they are very likely to have a member of school staff with them at all times.

## **18. Pupils Staying with Host Families**

- 18.1. Although this does not currently take place and there are no plans to do so, should the school make arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), enhanced DBS checks with barred list information will be requested on those people.
- 18.2. Should the school is organise such hosting arrangements overseas and host families cannot be checked in the same way, Chadsgrove will work with any partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

## **19. Monitoring and Review**

- 19.1. The Head Teacher, Deputy Head Teacher and School Business Manager monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of the school.
- 19.2. This policy will be reviewed every two years.
- 19.3. The Governing Body is responsible for approving this policy.

## **20. Linked Policies**

- Data Protection (Policy Number 84 )
- Safeguarding Children (Policy Number 73)
- Induction of New Staff (Policy Number 47 )
- Induction of Newly Qualified Teachers (Policy Number TBC)