



SAFER RECRUITMENT POLICY AND PROCEDURES

Policy Adopted: April 2018

Policy reviewed: October 2020

At least one member of any recruitment process will have accredited Safer Recruitment training. Those currently trained in Safer Recruitment are:

| Name | Role |
|-----------------|------------------------------|
| Mrs S Sindrey | Head teacher and DSL |
| Mrs L Scotchmer | Deputy Head teacher and DDSL |
| Mrs C Worrall | CoChair of Governors |
| Mrs K Asplin | Bursar |

All statutory and public organisations which employ staff and/or volunteers to work with or provide services for children have a duty to safeguard and promote the children's welfare. This includes ensuring that safe recruitment and selection procedures are adopted which deter, reject or identify people who might abuse children or are otherwise unsuitable to work with them.

At Moorhill, we have clear and rigorous recruitment procedures in place to ensure a safe environment for the children and young people in our school community.

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.



- Clarify the clear procedures are in place and understood by all involved in the recruitment process
- Outline the rigorous and effective induction and monitoring procedures

2. Identification of Recruiters

Subject to the availability of training, the school will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures. The school recognises that it is good practice to refresh Safer Recruitment training every three years and is committed to this attendance at refresher training or the completion of the NSPCC refresher training online. There will always be a minimum of two members of the interview panel.

3. Inviting Applicants

3.1 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 Disclosure and Barring Service (DBS) check.” In addition, a link to the school safeguarding policy, the names of safeguarding leads and a link to this policy will be included in the advertisement

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

- Job description and person specification;
- Link to Safeguarding Policy <https://www.moorhill.staffs.sch.uk/wp-content/uploads/2020/10/NEW-SAFEGUARDING-MODEL-POLICY-2020-21.10.20.pdf>
- Link to Safer Recruitment Policy
- Advertisement letter (to include a detailed statement on child-protection/keeping children safe and the school’s commitment to safeguarding), as detailed above
- An outline of the selection procedure for the post
- An application form.
- A self-disclosure form
- A recruitment monitoring form
- Diversity and equality statement



All prospective applicants must complete, in full, an application form. These practices will help to deter unsuitable applicants. A curriculum vitae (CV) will **never** be accepted as an application.

3.4 For each recruitment process, a job description and person specification must be included alongside the advertisement. A copy of the school's Safeguarding Policy will also be included.

In the Job Description, the following statements will be included:

- *Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.*
- *Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*

In the Person Specification, the following will be included:

- *In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:*
 - *Motivation to work with children and young people*
 - *Ability to form and maintain appropriate relationships and personal boundaries with children and young people*
 - *Emotional resilience and the ability to remain solution focused and calm*
 - *Positive attitudes to use of authority and maintaining discipline*
 - *Understanding of and commitment to the school's values*

In all adverts for posts, the following statements must be included:

- *This school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*
- *This position is subject to a criminal records check from the Disclosure and Barring Service (DBS – formally CRB), which will require you to disclose all details of unspent and unfiltered spent reprimand, informal warnings, cautions and convictions in your application form.*



4. Short listing and References

4.1 Short-listing of candidates will be against the person specification for the post. A minimum of two leaders will be involved in the short listing process, at separate times or locations.

4.2 During this process, the application forms will be cross-references with the person specification and job description.

Those short-listing must check for any gaps/anomalies, for example:

1. Gaps in employment history
2. Changes in status or in salary
3. Several short term posts
4. Relocations

The following must also be checked:

1. Reasons for leaving previous employment
2. Qualifications, including dates
3. Personal details
4. Whether there have been formal capability proceedings in the last two years
5. Criteria from the person specification, including those relating to safeguarding, are met
6. That there is a signed declaration that information provided is true (this may be signed at interview)

A cover page completed as part of short listing, including any notes made by leaders and including:

- i. Reference to gaps
- ii. Anomalies such as multiple short term posts
- iii. Moving from paid to unpaid work
- iv. Working overseas
- v. Career changes
- vi. Any other additional areas to explore at interview

The form will be kept within the personnel files for the appointed candidate and retained for a minimum of six months for all other candidates.



4.2 References using a standard form will be requested before the selection stage, so that any issues arising can be probed during the selection stage.

4.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted without validation of content. Where candidates have worked in schools previously, the expectation is that the previous headteacher is included as a referee. If it is not the head teacher of the school giving the reference, but another member of staff, the head teacher will need to also confirm and sign the reference. This might need to be via email communication, which will be attached to the candidate's application information.

References from schools should be sent from an official, school email address. Email communication should also be printed and attached so that there is clarification of the address form which the reference has been sent.

References will be cross-checked against application forms.

Where referees are contacted by phone for additional information, notes from the conversation will be made, signed and dated and added to the application information. The account account of this made in writing will be sent to the referee for agreement of the conversation content.

If a candidate has worked in two non-school settings following a placement in a school, we will contact the head teacher to request a reference as part of the safer recruitment process.

Prohibited checks will be carried out following the first stage of the shortlisting process.

4.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A written record will be kept of such exchanges.

4.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

4.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the role.

4.7 School employees are entitled to see and receive, if requested, copies of their employment references.



5 Secretary of State Prohibition Orders (teaching roles)

5.1 In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made using NCTL Teacher Services.

5.2 Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

5.3 Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

6 The Selection Process

6.1 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, unless in exceptional circumstances, for example a pandemic.. The selection process may also include (depending on the role) a teaching observation, a skills test and/or a desk top exercise. The interview will consist of the same set of questions for each candidate within a recruitment process and will include questions relating to safeguarding and values, with candidates expected to give examples of their practice. Leaders will share with the interview panel, prior to interview and at the point where questions are being agreed, a set of positive and negative indicators, so that the panel can clearly identify what the school is looking for and what would potentially be a concern. Questions will ask for examples from experience and will not be hypothetical questions. Interviewers will not lead the candidate to an answer.

6.2 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 check
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- Candidates will also be made aware that the offer of employment would be subject to a satisfactory criminal record check (and satisfactory references if these have not been received prior to interview) and will be asked if there is anything they wish to declare.

7 Employment Checks

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS application/ children's barred list check under the Childcare Act 2006
- to provide a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to pass a prohibition from teaching check (teachers and any adult covering a class, such as HLTAs and any TAs who might cover a teacher)
- to provide certificates of professional qualifications, as deemed appropriate by the school
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration where applicable
- if the candidate has completed a self-disclosure form, this will be checked if the candidate is made a conditional offer

7.2 Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have obtained any academic or vocational qualification required for the position and claimed in their application form.



7.2.1 Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to 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. Where required, reasonable adjustments will be considered to accommodate health conditions.

7.3 Individuals who have lived or worked outside the UK

When appointing a candidate who has lived overseas, a Certificate of Good Conduct (or equivalent) should be obtained from the embassy of the country the applicant has specified they have spent a significant period of time in. This should happen where the applicant has lived or worked/studied in a foreign country for a period of 6 months or more within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the school and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

7.4 Childcare Disqualification Declaration

Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. Where a positive declaration is



made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work in a relevant setting.

This applies to:

- Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8.

8 Offer of appointment

The appointment of all new employees is subject to the receipt of satisfactory pre-employment checks. This practice will help to reject unsuitable applicants. All documentation will be checked thoroughly. This will include photographic identification. Where a candidate has no photographic identification, ie no passport or driving licence, a full birth certificate and/or marriage certificate must be seen and checked. Copies of documents must be kept on file, initialled and dated. *The DBS cannot be kept on file, but the DBS number will be along with a record of the DBS meeting discussion.

9 Single Central Record (SCR)

The school has a statutory obligation to maintain a single central record of checks for all staff (including supply staff, and teacher trainees on salaried routes) who work at the school. The details of the pre-employment checks completed at 7.1 must be recorded in the single central register.

10 Induction

- 10.1** The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff. An induction plan is in place for all new members of staff and volunteers, with each completed stage of the process ticked, signed and dated.



10.2 All staff who are new to the school will receive induction training that will include statutory and local safeguarding policies as well as guidance on safe working practices. This will include explanations relating to key policies including Keeping Children Safe in Education, Safeguarding, Code of Conduct, Health and Safety, Whistleblowing and Behaviour policies.

10.3 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s). Each new member of staff will be allocated a mentor, with meetings to review policy updates, training needs and any queries or concerns.

11 Maintaining Records

11.1 A personnel file, outlining the recruitment process, will be kept up to date and will include the following for each round of recruitment:

1. Job advert
2. Job description and person specification
3. Application form
4. Evidence of right to work (copies)
5. Identity documents (copies)
6. References
7. DBS number and date (on Single Central Record)
8. Interview documents
9. Copies of qualifications

New staff

When appointing new staff, we will:

Verify their identity

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 (see definition below). We will not keep a copy of this for longer than 6 months

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. We 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

In addition, we will check that candidates taking up a management position (including governors) are not subject to a prohibition from management (section 128) direction made by the secretary of state

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](#); 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](#); 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



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.

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 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.

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.

Volunteers

We will:

- Always carry out a recruitment and induction process for potential volunteers, including Child Protection training
- Always complete DBS checks and obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Assign a mentor to anyone volunteering in the school, to support their induction, ensure they understand and follow policies and monitor their work in the school
- 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

Governors

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

Identity

Right to work in the UK

Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

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.