



## **Safer Recruitment Policy**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children and school community. Hester's Way Primary School is committed to safeguarding and promoting the welfare of children and others. Our school expects all staff, volunteers and governors to share this commitment. It is recognised that this can only be achieved through the statutory and agreed safeguarding procedures, positive inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Our school 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 the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to 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.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

The school is committed to ensuring 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.

### **Safer Recruitment**

The school will ensure that:

- Appropriate staff who undertake recruitment have received safe recruitment training.
- Every appointment panel includes one member who has in date Safer Recruitment Training.
- Ensure once all of the checks mentioned below have been validated, that safeguarding induction of every new recruit happens in a timely manner.
- That we remain vigilant at all times.

### **The following pre-employment start checks will be undertaken:**

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer. This must be the Headteacher in an educational establishment.
- That any gaps in the career history of an application form and reference are accounted for satisfactorily, through the short-listing process.
- Verification of the candidate's identity including the requirements of The Immigration, Asylum and Nationality Act 2006.
- A satisfactory enhanced DBS check including Barred list checks. Following



the DBS guidance in the KCSiE and Local Authority documents.

- Verification of the candidate's medical fitness (clearance from Occupational Health where applicable).
- Verification of qualifications.
- Verification of the candidate's right to work in the UK.
- Verification of any periods in which the candidate has worked or lived abroad and associated checks where required.
- Verification of professional registration as required by law for teachers.

## **Roles and Responsibilities**

### **Governing Board**

- Ensure the school has effective policies and procedures in place for the Recruitment of all staff and volunteers in accordance with the most recent DfE and KCSiE Guidance and legal requirements.
- Monitor the school's compliance with them on a termly basis.

### **Headteacher and other Senior Leaders**

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance.
- Promote welfare of children and young people at every stage of the procedure.
- Head Teacher is also responsible for monitoring the school's compliance with safe recruitment.
- Head Teacher is responsible for personnel safe recruitment checklist used to ensure that all pre-employment checks are made.

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

### **Procedures**

Gloucestershire County Council human resources and recruitment policies and guidelines will be used, as our school is a local authority maintained, community school.

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail the use of an external advert on the Gloucestershire County Council schools vacancy website.



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.

The advertising expectations including a safeguarding statement will be included.

## **Applications**

The school uses a standard application form that is available on the Gloucestershire County Council website. CVs will not be accepted. The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.

The application pack will include the application form, job description, 'essentials' and 'desirables' selection criteria, the Child Protection and Safeguarding policy, the Recruitment of Ex-Offenders statement/policy and any other necessary information.

## **References**

References for shortlisted candidates will be sent for immediately after shortlisting and before interview. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will always be sought prior to interview wherever possible. An offer of employment can be made subject to the return of two adequate references and all other pre-employment safeguarding checks being satisfactory.

References must be in writing and be specific to the job for which the candidate has applied. Open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

## **References**

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.
- All references will be validated by either phone, email or in person.

Referees will also be asked to confirm details of:

- Performance history and conduct.
- Details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children and young people, including any which the disciplinary sanction has expired and the outcome of these.



- Any capability procedures the applicant has been subject to which are pending and current. For teaching posts, referees must provide information for the past two years including details of the concerns, the duration of the performance improvement plan and outcome.
- Details of any **substantiated** allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children and young people. Please include the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved
- Whether the applicant has been referred to the Disclosure and Barring Service on the grounds of misconduct which has harmed or caused risk of harm, with any details.

Any information about past disciplinary action or allegations will be considered on an individual basis. The LADO Allegations Management procedures and schools' safeguarding policies should be followed.

### **Self-declaration of Convictions**

The school's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be requested of shortlisted candidates only and be submitted in a sealed envelope, marked strictly private and confidential to the Chair of the Panel/ Headteacher, prior to the interview. The Chair of the panel /Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures. The DBS procedures and guidelines will be used to follow up any necessary actions.

### **Interviews**

Candidates will be invited to interview, following the shortlisting process. The will be a process that follows the Equal Opportunities and Safeguarding guidance and policies.

The selection process will include:

- Face to face professional interview including questions related to safeguarding children.

The selection process may include:

- A panel and/or activity with children where appropriate to the advertised post.
- A series of written tasks/presentations that relate to the post being recruited.



## **Proof of Identity and Right to Work in the UK**

Applicants for all posts will be required to provide photographic proof of identity and produce documents set out in The Immigration, Asylum and Nationality Act 2006. These should be obtained **on the day of interview**. Similar information is also required to undertake a Disclosure and Barring check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation **on the day of interview**. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body or institution. If the original documents are not available, the school will require sight of a properly certified copy, prior to appointment. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required. Proof of identity and other documentation will be verified by the Chair of the panel/Head teacher. Any offer made to them will be subject to receipt of all outstanding documentation.

## **Disclosure and Barring Service (DBS)**

All employees working in a school are required to undergo an enhanced DBS check. If a current check does not exist, any offer of employment must be subject to completion of a satisfactory check. Best practice guidance is available in the Disclosure & Barring Service Policy.

All recruitment checks must have been satisfactorily completed, including the Children's Barred List check, before an individual commences in employment. The only exception to this is the requirement for a DBS check. If commencing without a DBS check the employer will need to ensure that they are appropriately supervised at all times. Full information is available in Keeping Children Safe in Education document.

If the school allows an employee to start in a new job without a satisfactory DBS check it must make it clear that continuance of the contract is subject to a satisfactory DBS check. They will always be accompanied by a member of staff who does have a DBS in place.

## **Disqualification by association**

Under the 2018 Regulations, schools are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association. Regulation 9 does not apply to staff in a relevant school setting; disqualification by association is only relevant where childcare is provided in domestic settings (e.g., where childminding is provided in the home) or under registration on domestic premises. Accordingly, schools should not ask their staff questions about cautions or convictions of someone living or working in their household.



## **Employment Offer**

A letter of offer, subject to the completion of Safeguarding and Online checks, will be issued. This will set out the contractual agreement of the post, including starting date and hours.

## **Record Retention/Data Protection**

The school will retain all interview notes on all applicants for a 6-month period, after which time the notes will be destroyed. The 6-month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Chair of the panel/ Headteacher within 6 months of the interview date.

## **Personal File Records**

The school will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Safeguarding training check
- Self-disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Evidence of medical clearance from Occupational Health (where applicable)
- Safer recruitment checklist

## **Single Central Record (SCR)**

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, who have regulated activity in school.

The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Teaching qualification, registration check with the GTC
- Prohibition check
- Checks of right to work in the United Kingdom



- Barred List check
- Section 128 where applicable
- DBS Enhanced details
- Annual criminal self-disclosure
- Further overseas records where appropriate. It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. As a school, we do ask to see supply staff's DBS certificate. The school does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them. All supply staff are expected to read, understand and sign the safeguarding Induction Checklist.

### **Allegations Management Procedures**

The school will follow DfE and GSCP allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer. These can be found in our Child Protection and Safeguarding Policy.

Written in February 2024. To be reviewed in February 2024 or when needed.