

Village Infant School

Safer Recruitment Policy

1 Introduction

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

2 Roles and Responsibilities

2.1 It is the responsibility of the Headteacher and all other staff involved in recruitment to;

- ensure that the school operates safe recruitment procedures
- ensure that appropriate checks are carried out on all staff, volunteers and individuals identified in Section 10 of this policy.
- to monitor contractors and agencies compliance with this policy

2.2 The Governing Board has delegated responsibility to the Headteacher for all teaching staff and all support staff appointments.

2.3 It is the responsibility of the Governing Board to;

- ensure the school has effective policies and procedures in place for recruitment of all staff, volunteers and individual identified in Section 10 of this policy.
- monitor the schools compliance with them

3 Identification of Recruiters

3.1 The school will ensure that all panel members will be compliant with Safer Recruitment procedures ie at least one person conducting the interview must have completed Safer Recruitment Training. The interview panel will be made up of a minimum of two people with a larger panel for senior positions.

4 Inviting Applications

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*Village Infants School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place. **Therefore, all staff will undergo relevant safeguarding checks depending on the position applied for.***

- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- Person Specification or Job Description
 - Safer Recruitment Policy
 - Application Form
 - Child Protection Policy
- 4.3 All prospective applicants must complete, in full, an application form. CVs will not be accepted.

5 Short-Listing, References

- 5.1 Short-listing of candidates will be against the person specification/job description for the post.
- 5.2 The school should always ask for written information about previous employment history and check that information is not contradictory or incomplete.
- 5.3 References should be sought on all short-listed applicants, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the applicant at interview.
- 5.4 References should always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They should always be requested directly from the referee and employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials.
- 5.5 References should be from a senior person and not just a colleague.
- 5.6 Electronic references should be vetted to ensure they originate from a credible source.
- 5.7 If an applicant for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.
- 5.8 Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Secure Access Online checks).

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.
- 6.2 Interviews will preferably be face-to-face. In certain circumstances telephone interviews may be used.
- 6.3 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 disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 Pre-appointment Checks

7.1 Any offer of appointment made to a successful applicant, including one who has lived or worked abroad, must be conditional on satisfactory completion of the following pre-employment checks.

- Verify the applicant's identity;
- Obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Verify the applicant's right to work in the UK
- If the applicant has lived or worked outside the UK, make any further checks the school consider appropriate;
- Verify professional qualifications, as appropriate.
- A prohibition from teaching check for teachers only, to establish if a teacher is subject to a 'teacher prohibition order'
- Overseas Police Check (if required)

8 Induction

8.1 All new employees will be given an induction programme which will include systems within the School which support safeguarding.

This includes:

- the Child Protection Policy;
- the Staff Conduct Protocol
- the Designated Safeguarding Lead.
- LA Guidance Document 'Legal and borough procedures for adding or removing a child's name from the roll of a school'
- Part 1 of Keeping Children Safe in Education 2018

8.2 All staff members will also receive appropriate child protection training which is updated annually.

8.4 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

9 Supply Staff

9.1 Agencies will complete all recruitment checks in relation to Supply Staff. 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.

- 9.2 Agencies must provide written confirmation that they have carried out the relevant pre-employment checks listed in Section 7 of this Policy and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

10 DBS Checks

10.1 Volunteers

- Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.
- All volunteers who are in regulated activity must have an enhanced DBS check.
- All communications with regards to Volunteers must have the following statement:

Safeguarding Checks – Volunteers

*Village Infants School is committed to safeguarding and promoting the welfare of children and expects all Volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place. **Therefore, all volunteers will undergo various safeguarding checks depending on the regularity of volunteering before they can start in the school.***

10.2 Governing Board

- Proposed Governors must have a check to see if they are barred as a result of being subject to a Section 128 direction. This check is done on the Secure Access Portal and is recorded on the Single Central Record.
- Governors are required to have an enhanced DBS check
- When completing the DBS for the proposed Governor 'children's workforce independent schools' should be selected in the parameters of the check.

10.3 Contractors

- Where works are scheduled outside of the school day no DBS is required by the contractor.
- Emergency works undertaken by a contractor during the school day will require an enhanced DBS Check.
- Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity.
- The school office should check the identity of the contractor on arrival at the school.

10.4 Outside Consultants

- If the consultant engages in regulated activity they will be asked for a copy of their DBS.

10.5 **Students**

- A DBS is required for all students over the age of 16 whose role falls within the definition of regulated activity [refer to Section 10,.7]

10.6 **Agency and third-party staff** [including after school club staff]

- The School must obtain written notification from any agency, or third party organisation that an enhanced DBS has been obtained for the individual if they fall within the definition of regulated activity [refer to Section 10,.7] .

10.7 **A person is in regulated activity if they:**

- Are responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children
- Carry out paid or unsupervised unpaid work regularly where that work provides an opportunity for contact with children
- Engage in intimate or personal care or overnight activity, even if this happens only once

A **supervised** volunteer who regularly teaches or looks after children is not in regulated activity.

Any activity taking place in a school is regulated activity if:

- It is carried out frequently (once a week or more often), or on 4 or more days in a 30-day period by the same person
- The person is engaged in work for the school or in connection with the school and it gives the person the opportunity to have contact with children

This includes activity in:

- All schools providing full-time (or mainly full-time) education for children
- Pupil referral units
- Nursery schools
- Childcare premises (including nurseries)

A person is also in regulated activity if they're:

- Managing someone else in regulated activity on a day-to-day basis
- Providing day-to-day management of a volunteer who is engaging in activity that would be regulated if unsupervised

11 **Single Central Record**

11.1 The single central record must cover the following people:

- all staff (including teachers on salaried routes)
- Agency and third party staff who work at the school
- All others who work in regular contact with children in the school including volunteers
- All members of the governing board

11.2 The information that must be recorded in respect of staff members is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

This Policy will be reviewed annually or as required by legislature changes

Policies and documents to support Safer Recruitment Policy

- **Keeping Children Safe in Education 2018**
- **Whistleblowing Policy**
- **Positive Handling Policy**
- **Intimate Care Plan**
- **Anti-bullying Policy**
- **Single Equality Plan**
- **Online Safety Policy**
- **Educational Visits Policy and Guidance**
- **Staff Conduct Protocol**