



Central Record of Recruitment and Vetting Checks Policy 2018-2020

Policy Version & Issue Date	Version 1 First Version – September 1 st 2018
Electronic copies of this plan are available from	Armfield Website
Hard copies of this plan are available from	Armfield Academy
Date of next review	September 1 st 2020 / Change in legislation / Policy
Person responsible for Review	M. Kilmurray/ Gary Fletcher

POLICY

Armfield Academy is committed to safeguarding the welfare of children and as employers are responsible for ensuring that they follow guidelines for the recruitment and selection of staff in accordance with the “Safeguarding Children and Safer Recruitment in Education” guidance issued by the DfE in January 2007 and update in August 2016 and this policy is intended to cover these areas.

Purpose

Safeguarding and promoting the welfare of children is an integral factor of school management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure school environment. The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children. All new appointments to Armfield Academy are subject to recruitment and vetting checks.

Roles and Responsibilities

The Principal is responsible for the internal organisation, management and control of the school. However all staff, governors and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed. The recruitment toolkit that accompanies this policy (please see sample pack attached) should be used by anyone who is involved with recruitment, selection and induction of staff. A number of staff members and Governors have attended Safer Recruitment training and every recruitment panel has at least one person on the panel with this training.

Equal Opportunities

Armfield Academy is committed to securing genuine equality of opportunity. Employees are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity. The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non membership, status and number of hours worked.

Safeguarding Statement

Armfield Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We will implement a range of checks to minimize the possibility of children and young people suffering harm from those whom they consider to be in positions of trust. To this end, we will ensure that appropriate checks and Child Protection procedures are in place for those members of staff who work with young people under 18 years of age and will ensure that all our practices reflect this commitment. Identity checks will be carried out on all appointments to the school before a placement is offered to the applicant.

Armfield Academy will ensure that any supply staff who come to the school have undergone the necessary checks to assess their suitability for the post, and that DBS (Disclosure and Barring Service) criteria have been met. The school will also ensure that any agency providing staff will have made the appropriate checks and have followed the regulations regarding disclosure information; preferably by confirmation of a contract with the organisation and by sending through confirmation of safer recruitment booking confirmations.

The Recruitment Process

The main elements of the process are:

- Ensuring job descriptions/person specifications are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children.
- Ensuring that the person specification includes specific reference to suitability to work with children.
- Using application forms to obtain and scrutinise comprehensive information about applicants.
- Ensuring references are obtained that help assess applicants suitability for the post through specific focused questions. References should always be sought and obtained directly from the referee. Where possible references should be obtained prior to interview, so that any concerns can be explored further with the referee and taken up with the candidate at interview. Where a reference has not been obtained prior to interview, Armfield Academy should ensure that it is received and scrutinized and any concerns are resolved satisfactorily before the appointment is confirmed. All requests for references should seek objective information and not subjective opinion. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.
- Conducting face to face interviews that ask appropriately robust questions
- Verification of applicants identity: original documents showing photographic ID must be seen, photocopies not acceptable unless a certified copy
- Verification of qualifications and skills: original certificates and documents should be seen, photocopies not acceptable unless a certified copy
- Verification of an applicant's previous employment history and experience
- Completion of mandatory employment checks, through the Disclosure and Barring Service (DBS)
- Verification that the applicant has the health and capacity for the job
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice.

Central Record of Pre-Employment Checks

In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements. The record will contain details of checks on the following people:

- All staff who are employed to work at the school
- All staff who are employed as regular supply staff to the school whether employed directly by the school or local authority or through an agency

- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist.

The record of checks will be kept up to date by the HR lead and be readily available for Ofsted and HM Inspections. For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the academy requests written confirmation from the supply agency that it has satisfactorily completed all relevant checks. Identity checks will be carried out by the school to confirm that the individual arriving at the academy is the individual that the agency intends to refer to them.

The academy does not need to carry out or see the checks itself except where there is information contained in the DBS disclosure. Information disclosed as part of a DBS Disclosure will be treated as confidential. 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 e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate
- Checks of permission to work in the United Kingdom
- DBS check
- Further overseas records, checks where appropriate. Members of Staff who have lived outside the United Kingdom Newly appointed members of staff from outside the United Kingdom undergo the same checks as for all other members of staff at Armfield Academy.

In addition:

- Follow up references with telephone calls is good practice for all recruits
- Further checks can be made by Armfield Academy as it considers appropriate, taking into account guidance provided in Safeguarding Children – Every Child Matters
- Information on how long the individual has been in the United Kingdom.

Contractors, Volunteers and Vetting Procedures

Armfield Academy will ensure that arrangements are in place where possible, to ensure that the regulations for contractors and volunteers on an 'ad hoc' basis/irregular basis for short periods of time are followed:

- Sign in and out of the school
- Be escorted whilst on the school premises by a member of staff.

Those workers employed over a longer term that come into contact with children are required to undergo appropriate checks unless arrangements have been made with the contractor that they have undertaken all relevant safeguarding checks.

DBS evidence and ID must be confirmed by the lead company prior to any contractor being allowed on site when children are still around school. In the case of volunteers they complete an application form and submit this including a passport photo and a DBS is then undertaken by the school if they are successful in gaining a volunteer placement.

The contractor is also responsible for ensuring that the same procedures are followed by any subcontractors. The contractor must provide the school with a list of its direct employees and those of any sub-contractors, at least 20 days before they start work on site, unless in the event of emergency works.

Vetting Checks on Other Public Sector Staff Individuals such as psychologists, nurses and other public sector staff will have been checked by their employing organization. It is therefore not necessary for Armfield Academy to see their DBS Disclosure.

Armfield Academy will, however, want to check identity when an individual arrives to ensure that imposters do not gain access to the children. Fraudulent Applications Serious, deliberate fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception).

In such cases Armfield Academy should, in addition to any planned disciplinary action, consider reporting the matter to the police. The case should also be reported to the Secretary of State.

Protection of Children Act and Referral to the Children's Safeguarding Unit (List 99) at the DfE.

There is a statutory requirement for the provision of the Protection of Children Act to be applied where employees work in the provision of care services to children.

Employees at an who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on.

FCAT Contractor / visitors / volunteer Policies

<https://fcats.org.uk/about-us/policies>

grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit* at the DfE.

The following policies also include relevant information linked to the Central Record of Recruitment and Vetting Checks:

o Child Protection Policy and Procedures o Whistleblowing Policy.

Date: September 2018	Policy/Activity: Central Record of Recruitment and Vetting Checks Policy	Assessor: GFL
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Number	Protected Characteristics	Any Concerns Arising?	Details of Concerns	Recommendations
1	Disability	✓	Information accessibility	Make a range of accessibility tools available e.g. 'text to audio', large text, etc. as needed.
	Example: physical disabilities, learning difficulties or medical needs	✓	Accessibility	Keep accessibility arrangements under review
	Young carer/carers			
2	Gender	✓		FCAT Gender Policy
	Females/Males			
3	Sexual Orientation			
	Example: Gay, Lesbian			
4	Gender Reassignment			
	Gender Reassignment			
5	Race/Ethnic Group			
	Example: Black, Asian, Chinese, etc.			
6	Pregnancy/Maternity			
	Pregnancy or maternity/paternity			
7	Marriage/Civil Partnership			
	Marriage/Civil Partnership			

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8	Religion or Beliefs			
	Example: Jewish, Muslim, Christian etc.			
9	Age			
	Age			

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