

Fylde Coast Academy Trust



The best we can be

Central Record of Recruitment and Vetting Checks Policy 2022-2024

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Electronic copies of this plan are available from	Central Services/Academy
Hard copies of this plan are available from	Central services/Academy
Date of next review	March 2024 / Change in legislation / Policy
Person responsible for Review	Gary Fletcher

POLICY

FCAT 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 Keeping Children Safe in Education Statutory Guidance 2021.

[Keeping children safe in education 2021](#)

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 FCAT are subject to recruitment and vetting checks.

Roles and Responsibilities

The headteacher is responsible for the internal organisation, management and control of the school. However all staff, and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

Equal Opportunities

FCAT 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

FCAT 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 minimise 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 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.

FCAT 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 applicant's 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, FCAT should ensure that it is received and scrutinised 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 FCAT.

In addition:

- Follow up references with telephone calls is good practice for all recruits
- Further checks can be made by FCAT 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 (Contractor Policy)

The Trust will maintain a centralised record of DBS/Insurance/Compliance/accreditation information (including expiry dates) of relevant employees of contractors on the Preferred Contractors List. This file will be reviewed on a regular basis.

The contractor is also responsible for ensuring that the same procedures are followed by any subcontractors. The contractor must provide FCAT with a list of its direct employees and those of any sub-contractors.

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

FCAT 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 FCAT 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.

There is a statutory requirement for the provision to be applied where employees work in the provision of care services to children. Keeping children safe in education 2021

[Keeping children safe in education 2021](#)

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

- Child Protection Policy and Procedures
- Whistleblowing Policy.