



# **Safer Recruitment Policy**

<b>Schedule for Development, Monitoring and Review</b>	
Approved by governors on:	October 2019
Implementation monitored by:	Rebecca Edwards
Review arrangements:	Annually All policies will be reviewed if there are any significant developments or changes to legislation
Reviewed:	October 2020 October 2021
The next review of this policy:	<b>October 2022</b>

## **Safer Recruitment Policy**

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# Safer Recruitment Policy

## 1. Introduction:

- 1.1. Leicester Partnership School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In this context it is vital that Leicester Partnership School applies recruitment and selection procedures that identify people who are unsuited to work with children.

## 2. Scope of Policy:

- 2.1 The measures described in this policy should be applied to everyone who has sole responsibility for the care of children for any length of time and at the discretion of the Head teacher, those who regularly come into contact with children in a supporting or voluntary capacity.
- 2.2 Leicester Partnership School's Safer Recruitment Policy draws upon the recent DfE guidance ***Keeping Children Safe In Education (2021)***.
- 2.3 Other key documents are: ***Working Together to Safeguard Children (2018) and Leicester, Leicestershire and Rutland LSCB Safeguarding Inter-Agency Procedures***.
- 2.4 This policy should be read in conjunction with the Leicester Partnership School's current Child Protection and Safeguarding policy, Staff Induction Policy and Staff Handbook.

## 3. Aims:

- 3.1 To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- 3.2 To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- 3.3 To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

## 4. Procedures:

### 4.1 The following procedures apply to the appointment of all staff.

*Note: In the case of non-UK residents, or any employee who has lived outside the UK recently, suitable checks should be made in the relevant countries. This includes the Channel Islands and the Isle of Man. In the following sections, any references to CRB checks shall mean such foreign checks.*

- 4.2 At all times the Leicester Partnership School shall comply with the recommendations and regulations as prescribed from time to time in the DfE publication *Keeping Children Safe in Education 2021* or any subsequent publication.

### **4.3 Recruitment Process**

- 4.3.1.** Any advertisement for an employee of the Leicester Partnership School, whether temporary or permanent, full time or otherwise will be processed via the Leicester City Council Recruitment Team and shall make it clear that an appointment is subject to a satisfactory DBS disclosure at enhanced level. This statement is re-iterated on the job details supplied to any enquirers. before appointment. They are required to bring with them documentary evidence of teaching qualifications where applicable and other qualifications as required.
- 4.3.2.** At each interview there shall be trained recruitment staff with at least one member of the panel who holds the Certificate for successful completion of the *Safer Recruitment* or Safer Recruitment online training run by Leicester City Council. A register shall be kept (along with all other staff records as described in Section 6 of this policy) of such certificate holders and a copy of the Certificate shall be available for inspection at any reasonable time.
- 4.3.3.** All interviewees will be asked at least one question to establish whether he/she has an awareness and understanding of appropriate safeguarding procedures.
- 4.3.4.** As part of the application process he/she will be required to disclose any details of any disciplinary incident (whether child protection or otherwise) and shall account for any gaps in employment / training history.
- 4.3.5.** A reference shall be sought from at least two persons for each candidate invited to interview, one of whom shall be the most recent employer or course tutor. The reference request will be generated by the Recruitment team and will be passed to the LPS recruiting manager for approval, a copy of which will be taken before returning to HR.
- 4.3.6.** Once a candidate has been selected, before any offer of appointment is made and if references raise any concerns, these shall be brought to the attention of the appropriate HR officer and subsequently the recruiting manager may contact referees by telephone and verify details obtained at interview and in the reference. The date and time of the call should be noted on the applicant's reference paperwork, a copy of which will be taken before returning to HR.

### **4.4 The Appointment Process**

- 4.4.1.** Once a candidate has been selected for a post an offer shall be made in writing, stating that the post is subject to a satisfactory DBS disclosure at enhanced level, references and completion of medical questionnaire.
- 4.4.2.** No employee shall commence work at the Leicester Partnership School until the documents required in Section 5 have been verified and recorded.
- 4.4.3.** No person shall carry out work of any description at the Leicester Partnership School in contravention of any direction made under

Section 142 of the Education Act 2002 or if that person has any disqualification, prohibition or restriction which takes effect as though it were such a direction.

- 4.4.4.** Every employee will be subject to a satisfactory **List 99** check and a check of the Protection of Children Act List (PoCA). From 1 November 2010 all employees, members of the Management Committee and voluntary workers shall have been checked that they are registered with the Independent Safeguarding Authority and are not barred from an ISA regulated activity.

#### **4.5 Existing Staff**

- 4.5.1.** Any staff appointed prior to the date when this Policy was first adopted (April 2010) will be required to undergo further checks as part of the local authority's ongoing commitment to ensuring the safety and welfare of young people.

#### **4.6 Members of the Management Committee**

- 4.6.1.** The Designated Member of the Management Committee with Responsibility for Child Protection will have completed the Designated Senior Person training.
- 4.6.2.** Any member of the Management Committee who is likely to be regularly caring for, training, supervising or being in sole charge of pupils at the Leicester Partnership School will have a DBS at enhanced level.
- 4.6.3.** From 1 Nov 2010 all appointed Members of the Management Committee shall also be subject to checks with the ISA.

#### **4.7 Supply Agencies and Temporary Staff**

- 4.7.1.** The Leicester Partnership School shall request evidence from the agency before any staff recruited by supply agencies to fill temporary vacancies can commence work. This can be done in advance, by requesting details of their general recruitment policies and ensuring that they are compliant with all relevant legislation.
- 4.7.2.** The Leicester Partnership School will request sight of a copy of an enhanced DBS disclosure before the employee can commence work. A record will be kept as at Section 5.1.
- 4.7.3.** Any such DBS must be less than 3 months old.
- 4.7.4.** The Leicester Partnership School will request written evidence that all checks described in Section 5 has been carried out prior to a employee's appointment to the Leicester Partnership School. This paragraph shall apply irrespective of whether the individual has worked in the Leicester Partnership School previously.
- 4.7.5.** Any temporary employee appointed directly by the Leicester Partnership School shall be subject to the same *supra* procedure as permanent staff as described in Section 3 *supra*, except that

evidence of an enhanced DBS obtained by the agency may be accepted.

## **5. Evidence Required**

**5.1** All employees will have provided the following information, which shall have been verified by the Head teacher or other member of staff delegated:

- a. Evidence of identity, including name, address and date of birth. Any document acceptable for the DBS process are acceptable in this instance;
- b. The number and date of the DBS and/or the date of the 'List 99' check (as appropriate);
- c. Prohibition Check for teachers employed after September 2013.
- d. References including notes made during a phone call – the latter to be signed and dated;
- e. Application form giving a full employment/training history with notes explaining any gaps and reasons for moving jobs;
- f. Relevant qualifications;
- g. A medical statement indicating fitness to work in the Leicester Partnership School;
- h. Evidence of permission to work in the UK for a member of staff who is not an EEA national;
- i. From 1 November 2010, the referral from the ISA confirming that the person is not barred,
- j. Further checks as determined by the Head teacher, having regard for any guidance issued by the Secretary of State are required for any individual who lives or has lived outside the UK.

## **6. Records**

- 6.1.** A central record shall be kept by the Business Manager which comprises the title and date of the appointment and verification that documentary evidence of 5.1.a – 5.1.i has been seen. The date of inspection shall be recorded.
- 6.2.** Copies of documents 5.1.c, d and f shall be kept within the individual's personal file.

## **7. Any person deemed unsuitable for work**

- 7.1.** In the event that the any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children the Leicester Partnership School will report the matter to the Secretary of State via the DCSF and to the Independent Safeguarding Authority (ISA2), within one month of leaving the Leicester Partnership School.
- 7.2.** Such a report will include as much evidence about the case as possible.
- 7.3.** In this context, ceasing to use a person's services includes: dismissal; non-renewal of a fixed term contract; no longer engaging/refusing to

engage a supply employee provided by an employment agency; terminating the placement of a student employee or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial employee training, or volunteering.

**7.4.** Confidentiality clauses contained within “Compromise Agreements” are not exempt.

**7.5.** Failure to make a report constitutes an offence.

**7.6.** At all times the Leicester Partnership School shall comply with the Education (Provision of Information by Independent Leicester Partnership School) (England) Regulations 2003 as may be amended.

## **8. Those for whom DBS checks are not required**

**8.1.** Visitors to the Head/other staff or those who have only brief contact with children in the presence of an employee;

**8.2.** Visitors carrying out repairs or servicing equipment; building and other contractors properly supervised (unless they come in contact with children);

**8.3.** Volunteers or parents who only accompany staff at specific Leicester Partnership School events or on one-off trips (not involving over-night stays);

**8.4.** Those on the Leicester Partnership School site when pupils are not present as long as they have left before pupils return.

## **9. Local Authority LPS Safer Recruitment Trained Staff**

Shaun Whittingham	Head teacher
Rebecca Edwards	Assistant Head of School, Pastoral and Behaviour
Andrew Barrett	Assistant Head of School Key Stage 4
Julie Aquilina	Business Manager

## **10. Review Arrangements**

This policy is reviewed annually and is ratified by the Members of the Management Committee annually.