



## SAFER RECRUITMENT POLICY

July 2020

### INTRODUCTION

Little Ilford School is committed to safeguarding the welfare of children. We need to ensure that our recruitment policies and practices are robust and contain the necessary measures to enable us to employ a workforce that will honour this commitment.

The following policy and guidance has been written with full regard to the findings and recommendations of the Bichard Inquiry, the *Keeping Children Safe in Education* report (2015) and the Prevent strategy.

### STATEMENT OF INTENT

***Little Ilford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Little Ilford School will:

Ensure that all advertisements for jobs at the school include the following statement:

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.***

Ensure that prospective applicants will be supplied, as a minimum, the following:

Job description and person specification

The school's Safer Recruitment Policy (this document)

The selection procedure for the post

An application form (CVs will not be accepted).

Applicants will also be made aware of the relevant school policies, including the Child Protection & Safeguarding Policies

Ensure that all appointments to posts will be subject to the Enhanced Disclosure regime.

Ensure that all application forms meet the latest safer recruitment requirements.

Ensure that when a positive DBS check is received, the judgements made are consistent with the appropriate level.

Ensure that an appropriate training programme is undertaken to ensure that those leading recruitment and selection processes are aware of safe and robust recruitment and selection procedures.

Ensure that the robust recruitment and selection processes on which we rely are communicated to all who provide services on our behalf (e.g. contractors, sports coaches, sessional workers, music tutors and volunteers).

## **POSTS REQUIRING CLEARANCE**

Any adult working/volunteering who has unsupervised access to children (regardless of regularity or duration) at Little Ilford School will be subject to an enhanced DBS clearance.

The criteria applies equally to all types of employment, whether or not an established post, such as permanent, temporary, casual, supply, volunteer/unpaid, or self-employed. If agencies are used, agency staff must be subject to the same checks as permanent staff. A delegated member of staff will obtain and record confirmation from the agency that clearance has occurred. The criteria also applies to non-employment arrangements, acting on behalf of the Authority, such as school Governors, Elected Members and contractors.

## **ASSESSMENT AND SELECTION PROCESS**

The following provides the minimum essential requirements when recruiting to such positions, including voluntary and unpaid positions as referred to above:

Short-listing will take place against the person specification for the post. Please note that feedback will not be given to candidates who are not shortlisted.

References are requested for all shortlisted applicants and the school is in receipt of them prior to the interview. Open "to whom it may concern" references provided by applicant will not be accepted. Any discrepancies to be clarified with referee. Candidates must have a reference from their current, or most recent, employer.

All shortlisted applicants who perform adequately in pre-interview tests have face-to-face interviews.

Applicants are asked specific questions at interview examining attitudes towards children and young people.

There is effective scrutiny of the information provided by applicants, such as gaps in employment or educational history. Discrepancies regarding qualifications and employment history are checked and followed up.

With regard to overseas staff, the same checks will be made as for all other staff, but should additionally include a certificate of good conduct from their home police force or embassy, as well as from other countries where they have worked. DBS disclosures do not detail offences committed abroad.

All successful applicants are required to:

- provide proof of identity (e.g. passport; driving licence photocard)
- complete a DBS disclosure application and receive satisfactory clearance;
- obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available;
- complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities;
- provide actual certificates of professional qualifications (teaching staff or where required);
- provide proof of address (e.g. recent utility bill, bank or credit card statement)
- provide proof of eligibility to live and work in the UK.
- Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

The final offer of employment will be subject to:

- a satisfactory enhanced DBS and barred list check;
- confirmation that the candidate does not live with a disqualified person [if the member of staff is expected to work with children under the age of 8 (e.g. staff working with partner primary children unsupervised)];
- a check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only);
- receipt of the completed health check questionnaire;
- receipt of final references from previous employers;
- a valid work permit for overseas candidates;
- the candidate's details have been added to the school's Single Central Record (SCR).

Applicants receive an induction and appropriate training in Child Protection issues and training on the Prevent Duty.

Successful candidates' attitudes and behaviour should continue to be monitored or supervised post-appointment.

Other requirements exist under the code of practice, which will be supported by comprehensive and compulsory training. Additionally, any officer, Elected Member, Headteacher or Governor involved in recruitment to posts with access to children are strongly encouraged to complete safer recruitment training.

Facilitate such checks on a voluntary basis, to ensure maximum management of risk in the protection of children.

### **POSITIVE DISCLOSURES**

The term "positive disclosure" refers to a disclosure containing information relating to convictions, cautions, reprimands, etc., plus "soft information" relating to non-convictions, but which police forces deem relevant. If a positive disclosure is received for an employee who has already commenced work, the individual should be immediately withdrawn pending further enquiries.

Little Ilford School will follow a consistent process for considering such disclosures and for making subsequent judgements regarding an applicant's suitability for employment.

The following key stages must occur in the process:

Positive disclosure should be passed to the Headteacher who will liaise with a Senior Personnel Officer (if appropriate) at Newham Schools HR.

The Headteacher will do an initial assessment of whether the offence(s) listed are sufficiently serious to cause concern. This assessment will be in accordance with the following checklist:

- The seriousness and nature of the offence(s)
- The nature of the appointment
- Length of time since the offence(s) occurred
- Number and pattern of offences
- The applicant's age at the time
- Any explanation of the circumstances that may have already been given
- Concealment of offences at application stage

If offences were not declared, this will automatically warrant an interview with the applicant.

Judgements at this stage will often err on the side of caution.

If the Headteacher and HR Officer recommend that the offence(s) is/are not sufficiently serious to warrant an interview, the decision to employ will be signed off by the Headteacher.

If it is judged that an interview is necessary, this should be undertaken between the Headteacher/Newham Personnel Officer and the prospective employee. Another officer should be present, such as an appropriate senior manager or the school's Personnel Officer.

The meeting is an essential part of the process, as it is necessary to verify that the information contained on the disclosure does indeed relate to the individual concerned. This verification must be sought prior to any judgements being made. There have been occasions where DBS system errors have occurred and information supplied has been wrongly attributed to individuals.

The disclosure should be discussed with the prospective employee. The discussion will aid the decision-making process, and should again broadly focus around the following:

- The seriousness and nature of the offence(s)
- The nature of the appointment
- Length of time since the offence(s) occurred
- Number and pattern of offences
- The applicant's age at the time, circumstances/explanation
- Concealment of offences at application stage

Based upon the findings of the interview, the Headteacher will undertake a risk assessment with regard to the suitability of the employee. Judgements regarding suitability are not wholly confined to the disclosure revealing offences against children. Other types of offences may render a prospective employee unsuitable. In addition to convictions or cautions, this may also include having harmed or placed children at risk of harm or having exhibited behaviour which leads to the belief that there may be a child at risk of harm in the future.

The Headteacher should not take the decision in isolation, but will be accountable for it. There should be a clear record made of the decision, bearing the judgement and signature of the accountable Headteacher/Head of Service (see "Record Keeping", paragraphs 25-28,

and appendix 3). This judgement should not contain details of the offences.

## **RECORD KEEPING**

Little Ilford School keeps a single, central record collating when, and by whom, checks on the identity, qualifications and outcomes of List 99 and DBS checks on staff were made. Newham School's HR to also keep similar records. Information disclosed as part of a DBS check must be treated as confidential.

For supply staff, the Single Central Record includes whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff. Staff who are in school for up to a week have their DBS and photo ID checked by the cover organiser. If the supply is longer term, the teacher is entered onto the Single Central Record and additional checks are made (e.g. passport, bill with proof of address, QTS certificates, NI number etc.). The SCR includes a record of the safeguarding training received by staff, including confirmation that each staff member has signed to affirm that they have read the relevant section of the Keep Children Safe in Education document. Every staff member receives an update in safeguarding training on an annual basis.