Key Changes and additions to make note of in the Safer Recruitment Policy

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| Section | Addition | Notes |
| Selection Panel | Those involved in the stages of recruitment at the school have to have up to date, relevant training including Safer Recruitment and Single Central Record Training.  | Training is available on National College and can also be obtained in person through Insight. Please ensure training is kept up to date. |
| Advertisements | The safeguarding requirements and responsibilities of the role will be made clear in the advert, such as the extent to which the role will involve contact with children. | This is already being done but the policy has made it compulsory.  |
| Application Forms | All applicants will also be provided in the application pack (or with a link to the website) with a copy of the Safer Recruitment policy, the Child Protection/ Safeguarding policy, and policy on the employment of ex-offenders.  | These will be provided on the template email telling applicants to visit the school’s websites for the latest versions. KS to action.  |
| Shortlisting | Our shortlisting process will involve at least 2 people and will:* Consider any inconsistencies and look for gaps in employment and reasons given for them
* Explore all potential concerns

It is recommended that those who shortlist carry out the interview for a consistent approach | Added in for clarity |
| References | References will be sought on all shortlisted candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. Where it is not possible to obtain references prior to interview because of delay on the part of the referee a reference will be received and scrutinised prior to confirmation of appointment. A conditional offer may be made in this instance, but an unconditional offer can only be made once both references have been supplied and they are satisfactory. This must be made clear to the candidate. |  |
| References | A reference must always be obtained from the candidate’s current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the school, college, or organisation at which they were last employed. The second reference can be from a previous place of work, or a character reference. |  |
| References | Referees will be contacted by telephone or email in order to verify the reference and clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. |  |
| Interviews |  | Please note that we have removed virtual interviews due to Covid – all must now be face to face. |
| Vetting checks | We will record all information on the checks carried out in the school’s single central record (SCR). Copies of these checks, where appropriate, will be held in individuals’ personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below. | Just added in to set the tone for the section. |
| Vetting Checks – New Staff | * The DBS must be obtained before the person starts working. Manor Hall Academy Trust does not permit any school to allow someone to commence working before the enhanced DBS certificate has been obtained.
* We will not keep a copy of the certificate for longer than 6 months (in line with the probationary period), but when the copy is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.
* We will keep a copy of this verification for the duration of the staff’s employment and for the two years afterwards.
* We may carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
* For all staff, including teaching positions: criminal records checks for overseas applicants
* For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teaching
* A copy of the other documents used to verify the successful candidate’s identity, right to work and required qualifications will be kept for the personnel file for their duration of employment and for two years afterwards
 | New additions. Please note. |
| Vetting Checks – regulated activity definition | Regulated activity means a person who will be:* Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
* Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
* Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.
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| Vetting Checks – Existing Staff | In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:* + There are concerns about an existing member of staff’s suitability to work with children; or
	+ An individual moves from a post that is not regulated activity to one that is; or
	+ There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:* + We believe the individual has engaged in relevant conduct; or
	+ We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
	+ We believe the ‘harm test’ is satisfied in respect of the individual (i.e., they may harm a child or vulnerable adult or put them at risk of harm); and
	+ The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left
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| Vetting Checks – Volunteers | 7. 5 For schools with pupils aged 8 and under we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought 7.6 For more information regarding Volunteers please see our volunteers’ policy – available on Parago. |  |
| Vetting Checks - Directors | The chair of the Trust board will have their DBS check countersigned by the secretary of state.  |  |
| Vetting Checks – contractors, suppliers and professional organisations | 10.4 We will obtain the DBS check for self-employed contractors. 10.5 We will not keep copies of such checks for longer than 6 months. 10.6 Schools with pupils aged under 8: For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought. |  |
| Vetting Checks – Trainee / student teachers / internships | 11. 1 Where applicants for initial teacher training or internships are salaried by us, we will ensure that all necessary pre-employment checks are carried out.11.2 Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. 11.3 In schools with children aged 8 or below we will perform checks for both salaried and funded staff, to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. |  |
| Induction | 15.1 All new employees will be given an induction programme which will include systems within the school which support safeguarding. It is the responsibility of the line manager for the new employee to ensure that these documents and information is shared within the first week of employment.This includes (but is not limited to): * the individual school’s child protection/ safeguarding policy;
* the individual school’s behaviour policy
* the Employees Code of Conduct
* the safeguarding response to children who go missing from education
* the role and identity of the designated safeguarding lead (and any deputies).

15.4 All staff will complete an annual declaration online form to confirm that they understand Safeguarding policies and updates to KCSIE and confirm that they have not any spent or unspent conviction, caution, reprimand or final warning on their record, other than those deemed ‘protected’ under the Exceptions Order 2013, agreeing to immediately make the Headteacher aware of any changes in my circumstances, including if I am the subject of a Police investigation (which includes being Released under Investigation), if I am charged or receive any caution, conviction or reprimand |  |
| Record Retention | 17.4 Employees records will be retained for their period of employment with the Trust and for two years afterwards. |  |
| Applications from Overseas Applicants | 18.1 Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. The Home Office guidance on criminal records checks for overseas applicants can be found on GOV.UK. 18.2 These checks could include, where available:* criminal records check for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions
* obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body. Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability.

18.3 Where this information is not available schools and colleges should seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.  |  |