



St. Nicholas C of E Primary School

Safer Recruitment Policy

Our vision

We prepare every pupil for their best future by ensuring they reach their full potential and attain the knowledge, skills and understanding required for success as we believe that 'With God, all things are possible'. Matthew 19:26



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1. Statement of Intent

- 1.1 St Nicholas C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff (including volunteers, agency workers and contractors) to share this commitment.
- 1.2 Fair and thorough recruitment, selection and interview processes are in place to ensure that our pupils are safeguarded and the risk of harm, from those who are in contact with them in whatever capacity, is minimised. In addition, our recruitment and selection procedures must deter, reject, or identify people who might abuse children or are otherwise unsuited to work with them.

2. Recruitment and Selection Process

2.1 Advertising

When advertising roles, we will include:

- Our school's commitment to safeguarding and promoting the welfare of children;
- A statement to say that safeguarding checks will be undertaken.
- A link to the school's Safeguarding & Child Protection Policy.
- A link to the school's Policy on the Employment of Ex-Offenders: this includes the statement that all positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974; it also includes a statement informing applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.
- A statement to say that CVs are not accepted.
- Our school's commitment to abiding by all relevant equality legislation.

2.2 Application forms

Our application forms require applicants to provide:

- Personal details, current and former names, current address and National Insurance number.
- Details of their present / most recent employment and reason for leaving.
- Full employment history since leaving school including education, employment and voluntary work, also including reasons for any gaps in the chronology.
- Qualifications, the awarding body and date of award.
- Details of referees.
- A covering letter which outlines the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

Our application forms also include a declaration detailing what pre-employment vetting checks will be completed.

2.3 Shortlisting

Our shortlisting process will involve at least two people – at least one of whom will have attended Safer Recruitment training within the last three years – and will:

- Assess whether there are any inconsistencies or gaps in the applicant's employment history and consider the reasons given for them.
- Explore all potential concerns.
- Assess the extent to which the applicant meets the requirements stated in the person specification and advert.

The school's Business Manager will carry out an online search for each shortlisted candidate as follows:

- a) Carry out a search in the school's default web browser, including any common diminutives, e.g. Joseph Brown, Joe Brown, as follows:
 - ❖ *Candidate current / past names* convicted
 - ❖ *Candidate current / past names* crown court
 - ❖ *Candidate current / past names* magistrates court
 - ❖ *Candidate current / past names* followed by towns/cities in which they have lived/worked
 - ❖ *Candidate current / past names* guilty
 - ❖ *Candidate current / past names* investigation
- b) Print off three pages of search results.
- c) Note whether any concerns are identified.
- d) Stamp or write the date the search was conducted at the top of the page.
- e) Print and sign their name on the document.
- f) Store this document with other recruitment materials for the candidate in line with the school's Records Management Policy and Retention Schedule.

On the day of the interviews, the chair of the recruitment panel will ensure that any relevant information that has been found in the online search is compared with the candidate's application form and then discussed with them at interview. The questions asked and responses provided will be recorded in the interview notes.

2.4 Invitation to interview

Once a shortlist has been confirmed, the panel will confirm a timetable and interview arrangements. This information will be passed to the school's Business Support Officer who will write letters to all shortlisted candidates accordingly. Each letter will be emailed to the respective candidates along with:

- The job description and person specification for the role applied for.
- A Staff Disqualification Declaration form (if the role includes the care of children up to and including Reception age or providing childcare for

children under the age of 8 years or is directly involved in the management of such childcare).

- A Declaration of Criminal Records form.
- A list of accepted documents needed to carry out the DBS check.
- A list of accepted documents needed to carry out the right to work in the UK check.

Candidates are instructed to complete the forms listed above and bring them to interview, along with the documents needed to carry out both checks listed above. They are also asked to bring with them certificates for any qualifications that are necessary or relevant to the post applied for.

If candidates have not brought completed forms with them, they will be asked to complete them on arrival. Completed forms are passed to the chair of the panel before the interview begins in order that they might be reviewed and any relevant questions asked in the interview.

A member of the school's office staff will photocopy all documents associated with the DBS and right to work checks, also all qualifications, and store these securely until they are requested by the Business Manager at the end of the interview process.

2.5 Requesting references

Once candidates have been shortlisted, references will be requested. The request will state the interview date and ask for references to be returned before this date.

References are sought from all previous employers within the last 2 years as well as those named by candidates on their application form, where applicable. In addition, a reference will always be sought from the candidates' last employment working with children, which may be longer than 2 years ago. A statement to this effect is on our application forms.

When seeking references, we will:

- Not accept open references.
- Ensure that electronic references originate from a legitimate source.
- Liaise directly with referees and verify any information contained within references with the referees.
- Ensure that at least one reference is from the candidate's current / most recent employer and completed by a senior person. Where the referee is school-based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate at the interview. If references are received after the interview has taken place, any inconsistencies will be raised with the candidate as soon as possible.
- Resolve any concerns before any appointment is confirmed.

2.6 Interview and selection

Each interview panel will consist of at least 2 people; at least 1 person on each panel will have completed Safer Recruitment training within the last 3 years.

The school will use a range of selection techniques to identify the most suitable person for the post, depending on the nature of the role. When interviewing candidates, we will:

- Find out what attracted the candidate to the post applied for and their motivation to work with children.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Ask about any inconsistencies between references and the candidate's application form.
- Ask any relevant questions relating to the Declaration of Criminal Records and/or Disqualification Declaration.
- Ask any relevant questions relating to the online search about the candidate.
- Seek examples of the candidate's previous experience.
- Give candidates the opportunity to ask any questions or discuss any concerns about the process.
- Record all information considered and decisions made; this will be stored in line with the school's Records Management Policy.

3. Pre-appointment Vetting Checks

3.1 Record-keeping

We will record all information on the checks carried out on the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personal files. We follow requirements and best practice in retaining copies of these checks, for further information see our Records Management Policy and Retention Schedule.

3.2 New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. If an individual starts their employment with the school before all checks are satisfactorily completed, a risk assessment will be carried out and any additional controls identified as part of this process will be put in place; we will retain a record of this risk assessment.

When appointing new staff, we will:

- Verify their identity.

- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable thereafter, appointment including when using the DBS update service. Whilst there is no requirement to carry out an enhanced DBS check on individuals who have worked in a school in England within the last 3 months, within the conditions outlined in paragraph 233 of *Keeping Children Safe in Education (DfE)*, at this school we will always do so.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Verify their mental and physical fitness to carry out their work responsibilities.
- Verify their right to work in the UK.
- Verify their professional qualifications, as appropriate.
- Ensure they are not subject to a prohibition order if they are employed to be a teacher.
- Where relevant to the post, ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.
- Carry out further additional checks, as appropriate, on individuals who have lived or worked outside of the UK. These could include, where available:
 - [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/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 teach.

3.3 Regulated activity

Regulated activity includes:

- Being 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.

3.4 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.

3.5 Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform on any individual who will be working at the school. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

3.6 Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity.
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

We will obtain the DBS check for self-employed contractors.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

3.7 Trainee/student teachers

The school will ensure that enhanced DBS certificates and barred list checks are obtained on all salaried candidates for initial teacher training who are in regulated activity.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The school will obtain written confirmation from the agency that the checks have been carried out.

3.8 Volunteers

The school will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and the 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.

3.9 Governors

All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also be subject to a section 128 check, as a section 128 direction disqualifies an individual from being a governor of a maintained school.

3.10 Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.