

<b>Policy title</b>	<b>Safer Recruitment Policy</b>
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<b>Governing Body Sub-Committee</b>	<b>Personnel, Finance and Resources</b>

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## SAFER RECRUITMENT POLICY

Document Status			
Date of Policy Creation	November 2016	Responsibility	Business Manager
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### 1. INTRODUCTION

- 1.1. This document sets out the duties and responsibilities of all staff at The Hayfield School in relation to recruiting and vetting staff, contractors or volunteers and for maintaining a safe learning environment, including the process for dealing with allegations of abuse against staff or visitors.
- 1.2. We will comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Safeguarding Vulnerable Groups Act 2006 and the Education Act 2002 s157 (amended 2011, s5141), Working Together to Safeguard Children 2015 and Keeping Children Safe in Education, Part 3, 2015. We have a duty to ensure that all supply agencies and many contractors supplying services to the school also use Safer Recruitment techniques.
- 1.3. This policy should be read in conjunction with:
  - Child Protection Policy
  - Equality and also
  - Whistleblowing Policy

## 2. POLICY STATEMENT

2.1. ***“The School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.”***

2.2. The statement above should be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

## 3. CONTEXT

- 3.1. Experience shows the importance of organisations that provide services to students operating recruitment and selection procedures and other human resources (HR) management processes that help deter, reject, or identify people who might pose a risk of harm or abuse students, or are otherwise unsuited to work with them. Making safeguarding and promoting the welfare of students an integral factor in HR management is an essential part of creating safe environments for students.
- 3.2. The measures described in this policy will be applied in relation to everyone who works within the Trust and who are involved in teaching, training, instructing, caring or supervising students, and including those who may not have direct contact with students as a result of their job, but nevertheless will be seen as safe, trustworthy and proprietary position because of their regular presence in the setting. This includes workers not on the payroll, e.g. staff employed by contractors and unpaid volunteers.
- 3.3. This policy is not a comprehensive guide to recruitment and selection or employment issues. It does not cover all the issues relevant to that subject. It is not a substitute for training in those areas, or in interviewing and assessment techniques. Staff who recruit and select staff and volunteers will need appropriate training.

#### **4. SAFER RECRUITMENT TRAINING**

- 4.1. Keeping Children Safe in Education (DfE 2016) requires that the Headteacher and at least one governor must have completed either the NCSL (National College for Leadership of Schools & Children's Services) or the Safer Recruitment Consortium Safer Recruitment training (<http://www.saferrecruitmentconsortium.org/>). Contact Doncaster Safeguarding and Childrens Board for further information on 01302 734238.
- 4.2. Every interview panel for a school-based post must include at least one member with the NCSL or SRC certificate.

#### **5. ELEMENTS OF SAFER RECRUITMENT**

##### **5.1. General**

- 5.1.1. If an Academy knows or has any reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity. There are penalties of up to five years in prison if a barred individual is convicted of attempting to engage or engaging in such work. (Keeping Children Safe in Education 2016, Part Three, P26)
- 5.1.2. Safer practice in recruitment means thinking about and including issues to do with child/student protection and safeguarding and promoting the welfare of students at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of students. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Main elements of the process include:
  - a. ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of students;
  - b. ensuring that the person specification includes specific reference to suitability to work with students;
  - c. obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
  - d. obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
  - e. a face-to-face interview that explores the candidate's suitability to work with students as well as his or her suitability for the post;
  - f. verifying the successful applicant's identity;
  - g. verifying that the successful applicant has any academic or vocational qualifications claimed;
  - h. checking his or her previous employment history and experience;
  - i. verifying that s/he has the health and physical capacity for the job;

- j. checking that an applicant has the right to work in the UK;
- k. an Enhanced Disclosure via the DBS (Disclosure and Barring Service).

- 5.1.3. N.B. It is important not to rely solely on criminal record and List 99 checks to screen out unsuitable applicants. Those checks are an essential safeguard, but they will only pick up those abusers who have been convicted, or have come to the attention of the police, or who have been listed.
- 5.1.4. The checklist at Appendix 1 provides a convenient way of signing off each stage of the process and can be filed as a permanent record at the end of the process. Completion of this checklist will fulfil the statutory requirement to maintain a record of the recruitment and vetting checks which have been undertaken as specified in this guidance.
- 5.1.5. Curriculum Vitae will not be accepted alone. Completion of job applications will be the only method for consideration of a position within the School.

## **5.2. Recruitment of Ex-Offenders Statement**

- 5.2.1. As an organisation using the DBS to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.
- 5.2.2. We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of ethnicity, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 5.2.3. This policy on safer recruitment and the statement recruitment of ex-offenders, is made available to all disclosure applicants at the outset of the recruitment process.
- 5.2.4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- 5.2.5. Disclosure will be required for all positions at the Academy. Provisions relating to non-disclosure of criminal convictions do not apply.
- 5.2.6. All job applicants are asked to detail any criminal convictions which are not 'spent' under the terms of the Rehabilitation of Offenders Act (1974).
- 5.2.7. All convictions, cautions, reprimands and final written warnings on your criminal record need to be disclosed. Where an appointment is subject to Enhanced Disclosure you should also provide details of any police enquiries undertaken following allegations against you which may have a bearing on your suitability for this post.
- 5.2.8. You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to

reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- 5.2.9. We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- 5.2.10. We undertake to ensure that any matter revealed in a disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.
- 5.2.11. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

### **5.3. Interviews**

- 5.3.1. The selection process for people who will work within the school should always include a face-to-face interview even if there is only one candidate. At the interview, the identity of the successful candidate will be checked thoroughly to ensure the person is who he or she claims to be, and the successful candidate will be required to complete an application for a DBS disclosure straight away. Consequently all candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements.

### **5.4. Involving staff and students**

- 5.4.1. We are committed to involving staff and students in the recruitment and selection process where appropriate. This may be by student panel, lesson observation or group activities, for example.

### **5.5. Conditional offer of employment – pre-employment checks**

- 5.5.1. An offer of appointment to the successful candidate should be conditional upon:
  - a. the receipt of at least two satisfactory references (if those have not already been received – see below);
  - b. verification of the candidate's identity (if that could not be verified at interview);
  - c. verification of the right to work in the UK. If there is uncertainty the advice should be followed on GOV.UK website;
  - d. a satisfactory DBS Disclosure;
  - e. further checks if a candidate has lived or worked outside of the UK;
  - f. verification of the candidate's mental and medical fitness;
  - g. verification of qualifications (if not verified at interview);
  - h. verification of professional status where required e.g. QTS status (unless properly exempted), NPQH;

- i. (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and
- j. (for non-teaching posts) satisfactory completion of the probationary period.

5.5.2. NB: In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

5.5.3. All checks should be:

- a. confirmed in writing;
- b. documented and retained on the personnel file (subject to relevant advice contained in the DBS Code of Practice and our own data protection arrangements);
- c. followed up where they are unsatisfactory or there are discrepancies.

## **5.6. Post appointment: Induction**

5.6.1. There will be an induction programme for all staff and volunteers newly appointed to a position within the School, including teaching staff, regardless of previous experience. The purpose of induction is to:

- a. provide training and information about our policies and procedures;
- b. support individuals in a way that is appropriate for the role for which they have been engaged;
- c. confirm the conduct expected of staff within the school;
- d. provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- e. enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately;
- f. Provide training and access to policies and procedures in relation to safeguarding and promoting welfare e.g.
  - Child Protection,
  - Anti-bullying
  - E and Online Safety and,
  - Local child protection and safeguarding legislation and procedures;
- h. safe practice and the standards of conduct and behaviour expected of staff and students within the Trust;
- i. how and with whom any concerns about those issues should be raised and other relevant personnel procedures e.g. disciplinary, capability, allegations management and whistleblowing.

- 5.6.2. Child Protection induction training, including discrete INSET (In Service Training) for NQTs (Newly Qualified Teachers) will be provided.

## **6. RECRUITING AND VETTING CHECKS**

- 6.1. See also:

Keeping Children Safe in Education 2016

Safeguarding Vulnerable Groups Act 2006

Disclosure and Barring Service (<https://www.gov.uk/disclosure-barring-service-check/overview>)

- 6.2. All staff appointments to each individual Academy will be subject to an enhanced disclosure from the Disclosure and Barring Service (a DBS check) in line with current legislation. This requirement will also apply to all supply staff, volunteers visiting the school regularly - once a month or more, or for more than three days in one month – and some contractors (see Keeping Children Safe in Education, Part 3).
- 6.3. From 1<sup>st</sup> January 2017 DBS checks for all staff will be renewed at least every three years, earlier if there is cause to believe that the employee may no longer be a suitable person to work in an education setting. We expect all staff to notify the Principal of any cautions or convictions accrued whilst in the employ of this school.
- 6.4. We will ensure that all adults – whether employees or volunteers – involved in overnight or residential activities have a current enhanced DBS.

### **6.5. The Single Central Record**

- 6.5.1. We will also make all other recruitment checks as outlined earlier and will keep a single central record as described in Keeping Children Safe in Education 2016, DfE guidance. The single central record will include all employees, supply staff, governors, trainees, relevant contractors and volunteers. The single central record must indicate whether or not the following have been completed:
- a. Identity checks;
  - b. Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, etc;
  - c. Checks of permission to work in the United Kingdom;

- d. 'Barred list' checks;
- e. DBS Enhanced Disclosure; and
- f. Further overseas criminal records checks where appropriate (see 'Keeping Children Safe in Education' (DfE 2015, page 23 for advice on staff who have lived or worked outside the United Kingdom).

## **6.6. Supply Staff and Trainee Teachers**

- 6.6.1. The School will expect supply agencies to comply with 'Safer Recruitment' procedures and we will seek written confirmation from each agency to this effect. We will require the DBS disclosure reference for each agency worker in order that this can be recorded on the single central record. In addition, we will seek to verify the identity of each agency worker when they arrive on site and these checks will also be recorded, including the date that confirmation of disclosure was received.
- 6.6.2. Where applicants for initial teacher training are salaried by an Academy the necessary checks should be made by that Academy. When trainee teachers are fee funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

## **6.7. Local Governing Bodies**

- 6.7.1. All members of the Local Governing Body within the Trust must have an Enhanced DBS check which will include a barred list check prior to taking up their position.

## Appendix 1

### Recruitment and Selection Checklist for Externally Advertised Posts

PRE-INTERVIEW:	Initials	Date
<p><b>PLANNING</b></p> <p>Timetable decided: job specification, description and other documents to be provided. Application reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. – paragraphs 5.1.2 and 5.1.5</p>		
<p><b>VACANCY ADVERTISED</b> (where appropriate)</p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of students, and need for successful applicant to be DBS checked – paragraphs 5.1.2, i, ii, iv 5.1.3, 5.1.5 and 5.2.1</p>		
<p><b>APPLICATIONS</b> on receipt</p> <p>Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting – paragraphs 5.1.2, iii, iv, vii, viii, 5.1.4, 5.1.5</p>		
<p><b>SHORTLIST PREPARED</b></p>		
<p><b>REFERENCES – seeking</b></p> <p>Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy – paragraphs 5.1.2, iv/viii</p>		
<p><b>REFERENCES – on receipt</b></p> <p>Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible) – paragraphs 5.4.1 i and 5.4.2</p>		
<p><b>INVITATION TO INTERVIEW</b></p> <p>Includes all relevant information and instructions – paragraph 5.2 and 5.3</p>		
<p><b>INTERVIEW ARRANGEMENTS</b></p> <p>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/ assessment criteria/ standards – paragraphs 5.2 and 5.3</p>		

<b>PRE-INTERVIEW:</b>	<b>Initials</b>	<b>Date</b>
<b>INTERVIEW</b> Explores applicants' suitability for work with children/students as well as for the post – paragraph 5.2.1		
NB Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS Disclosure – paragraph 5.2.1		
<b>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</b> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period – paragraphs 5.4.1, 5.4.2 and 5.4.3		
<b>REFERENCES</b> (if not obtained and scrutinised previously) – 5.4.2		
<b>IDENTITY</b> (if that could not be verified straight after the interview) – paragraph 5.4.1 vi		
<b>QUALIFICATIONS</b> (if not verified on the day of interview) – paragraph 5.4.1, vii, viii, ix		
Permissions to work in UK if required – paragraph 5.4.1 v		
<b>DBS</b> – Where appropriate satisfactory DBS disclosure received – paragraphs 5.4.1 iv, 5.4.3, 6.2, 6.3, 6.4, 6.5		
<b>LIST 99</b> – person is not prohibited from taking up post – paragraph 5.1.3 (From Oct 2009 – ISA check)		
<b>HEALTH</b> – the candidate is medically fit – paragraph 5.1.1, ix		
<b>QTS</b> – (for teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher Education Institute (HEI), or the FE Teaching Certificate conferred by an awarding Body – paragraph 5.4.1, vii, viii, ix, x		
<b>STATUTORY INDUCTION</b> (for teachers who obtained OTS after 7 May 1999) – paragraph 5.5.1 and 5.5.2		