



KENSINGTON WADE

Safer Recruitment Policy

Introduction and rationale

Kensington Wade aims to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. This policy describes in detail those checks that are, or may be, required for any individual working in any capacity at, or visiting, the School. The Proprietor and the Head will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

This policy adheres to Keeping Children Safe In Education September 2023

The purpose of this policy is to set out clearly the essential components in creating and maintaining a safe and supportive environment for all pupils, staff and others within the School community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers and aims to:

- attract the best possible applicants to vacancies;
- ensure the school meets its commitments to safeguarding and promoting the welfare of the pupils by carrying out all necessary pre-employment checks and interview procedures
- ensure that all applicants are considered equally and consistently in line with our Equal Opportunities Policy;
- ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Statutory requirements

We comply with all statutory requirements in the appointment of staff and implement all relevant updates from statutory agencies including guidance published by the Department for Education (DfE), Keeping Children Safe in Education (September 2023 KCSiE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people by carrying out all the necessary pre-employment checks and interview procedures. This Policy also has regard to Working Together to Safeguard Children (WTTSC) July 2018, updated December 2020, and the Equality Act 2010.

Data Protection

The school is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. All documentation relating to applicants will be treated confidentially in accordance with data protection legislation.

Recruitment and selection procedure

Inviting applications

- Advertisements for posts – whether in newspapers, journals or online – will include the statement:

Kensington Wade is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced criminal records check (DBS checks).

- Prospective applicants will be supplied, as a minimum, with the following:
 - Job Description and Person Specification;
 - Background Information and details of the post and selection procedure;
 - An Application Form
- All prospective applicants must complete, in full, an Application Form. A curriculum vitae will not be accepted in place of the completed Application Form.

Short-listing and references

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be sought on all short-listed candidates including internal ones before interview, and scrutinised so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview.
- References will be sought directly from the referee inviting them to use the School Reference Request Form. References or testimonials provided by the candidate will never be accepted.
- The School will always ask about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, the School will, where possible, check with the school, college or local authority at which the candidate has been most recently employed, to confirm details of their employment and their reasons for leaving. If there are any periods in the application that are not accounted for, for example, periods of time spent raising family, or extended travel, details should be given on the application form.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- On receipt of the references, they will be checked to ensure that all specific questions have been answered satisfactorily.
- The referee will be contacted to provide further clarification as appropriate: for example if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate. A detailed written note will be kept of such exchanges.
- Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).
- Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - any substantiated allegations;
 - the candidate's suitability for this post;
 - current post and salary;
 - attendance record.
- School employees are entitled to see and receive, if requested, copies of their employment references.

The selection process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage, but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Under section 60 of the Equality Act, the School will only ask health-related questions of applicants before the appointment is offered if the questions are specifically related to an intrinsic function of the work.
- Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS check;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.
 - to declare any reason why they may be disqualified by association

- It is the School's policy that at least one person on the appointment panel will have undertaken safer recruitment training.

Appointment

- An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks required for the Single Central Register (SCR) (see below).
- A candidate's identity will be verified by photographic ID and proof of address except where, for exceptional reasons, none is available.
- An offer letter will be written and upon receipt of acceptance and confirmation of the satisfactory completion of pre-employment checks a contract will be issued.
- An offer of employment will be conditional on the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.

Employment checks

- All successful applicants are required:
 - to provide proof of identity
 - to provide a birth certificate (where possible)
 - to complete an enhanced DBS disclosure application and receive satisfactory clearance
 - to provide original certificates of qualifications, not copies.
 - to confirm they are medically and mentally fit to carry out the role
 - to provide proof of eligibility to live and work in the UK
- The School must receive two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory.
- The School will obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity and will obtain a separate barred list check, if an individual is due to start work in regulated activity before the DBS certificate is available.
- The School will check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service. The School will also check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State
- The School will verify the person's right to work in the UK. Where a candidate has lived or worked outside the UK, the School will make any further checks considered appropriate. For teachers who have worked overseas, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. The [UK National Information Centre](#) (UK ENIC) can provide advice relating to overseas regulatory or professional body.
- The School will require the successful candidate to provide original copies of their qualifications usually A Level, Degree and Teaching Qualifications, as appropriate. The successful candidate must show the DBS certificate to the School before they take up post or as soon as practicable afterwards. The School may ask necessary health questions after the appointment has been offered, ensuring that health-related questions are necessary and relevant to the specific role. This would not include asking for information about previous sickness absences.
- Regarding the DBS Update Service in which an individual can join the DBS Update Service at the point an application for a new DBS check, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. Before using the Update Service the School will:
 - obtain consent from the applicant to do so;
 - confirm the certificate matches the individual's identity; and
 - examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.
- The School can then subsequently carry out a free online check. This would identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether the individual should apply for a new certificate. Individuals will be able to see a full list of those organisations that have carried out a status check on their account. Further information about the update service can be found at GOV.UK.

Dealing with Convictions

The School follows a formal procedure if a DBS Certificate is returned with details of convictions.

Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Head. A decision will be made following this meeting.

Single Central Register (SCR)

A Single Central Record (SCR) of recruitment and vetting checks, in line with legal requirements, is maintained by the School. All individuals who work in regular contact with children, including governors, volunteers and those employed by third parties (supply agencies), are included. The SCR is kept up to date and checked by the safeguarding governor regularly. The SCR contains details of the following;

- Proof of identity and address;
- Confirmation of reference checks;
- Disqualification from childcare disclosure;
- Medical fitness disclosure;
- Enhanced DBS check for all those in regulated activity;
- Professional qualifications if appropriate;
- Overseas police checks where applicable;
- Right to work in the UK;
- Prohibition from teaching orders check where applicable;
- Prohibition from Management (s.128) check where applicable.

Social Media Checks

All shortlisted candidates will be subject to online searches, to enable the school to identify any incidents or issues that have happened related to their suitability to work with children, and are publicly available online.

- The online search will include a search of the candidates name and associated terms via a standard search engine, and professional networking sites.
- The search must be carried out prior to the interview so any identified issues can be raised at point of interview.
- The search should be carried out by a member of staff not directly involved in the decision making process.
- A record of the search should be made and shared with the lead interviewer.

With regard to supply staff the register will record notification from the supply agency that all necessary checks have been made. Peripatetic staff such as music teachers and sports coaches will be subject to the checks as listed above before commencing employment.

Retention of applications

If an applicant is appointed, the School will retain any relevant information provided on his / her application form on his / her personnel file. If the application is unsuccessful, subject to consent from the applicant, all documentation relating to the application will be held for a maximum of six months before being confidentially destroyed.

Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other appropriate checks have been completed and once appropriate supervision has been put in place. A risk assessment will be completed by the School's DSL and reviewed fortnightly until the DBS disclosure is received.

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. All applicants to whom an offer is made must complete a Health Questionnaire. The School will review the completed questionnaire against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. timetable, extra-curricular activities, layout etc. If the School has any doubts about an applicant's fitness they will consider reasonable adjustments in consultation with the applicant.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.

EYFS and Childcare for Children Under 8 – disqualification requirements

The Childcare Act 2006, the Childcare (Disqualification) Regulations 2009, and 'Disqualification under the Childcare Act 2006' place separate and additional requirements on schools. Staff are covered by this legislation if they are involved in;

- Early years provision - staff who provide any care for a child up to and including reception age. This includes education in Nursery and Reception classes and/or any supervised activity (such as lunchtime supervision and after school clubs or care provided by the school) both during and outside of school hours for children in the early years age range
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above Reception age but who have not attained the age of 8. This does not include education or supervised activity for children above Reception age during school hours (including extended school hours for co-curricular learning activities).
- The management of early or later years provision. This includes the Head and, on occasion, other members of the school's management team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

The key requirement of the Act upon schools is that they must not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they are 'disqualified' unless they have received a valid waiver from Ofsted.

This school fulfils the duty to have regard to the Disqualification guidance by:

- Requiring all new staff to complete a self-disclosure form
- Ensuring all those connected with EYFS and childcare in the school have access to this policy and understand the requirements of the legislation, including that they may be disqualified by association
- Taking all required steps to gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified

Contractors and agency staff

The School must complete the same checks for contractors (and their employees) undertaking regulated activity at the School as it does for its own employees. The School requires written confirmation from the contractor that it has completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of individuals supplied by contractors or an agency and requires the provision of the DBS disclosure certificate before those individual can commence work at the School.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at the School.

The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstance will the School permit an unchecked volunteer to have unsupervised contact with pupils.

In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:

- formal or informal information provided by staff, parents and other volunteers
- character references from the volunteer's place of work or any other relevant source
- an informal safer recruitment interview
- the completion of a Volunteer Application Form

Melcombe Primary School

We exchange assurances with the SLT at Melcombe Primary School about safer recruitment procedures and the admissions of visitors, contractors as volunteers, sharing our practice as laid out above.

Induction

The induction programme at Kensington Wade seeks to ensure that:

- All staff who are new to the school will receive induction training that will include the School's safeguarding policies and guidance on safe working practices.
- All staff must read Part 1 and the appropriate Annex of the current KCSiE, in addition to key school policies and procedure (see Induction Policy and Checklist)
- Regular meetings will be held during the first 12 months of employment between the new employee(s) and the appropriate line manager(s), to ensure that individuals are supported in a way that is appropriate to the role to which they have been appointed. This enables the line manager to identify any concerns regarding the settling in process, teaching, behaviour management, relationships with pupils or staff and resolve these swiftly.

Whistleblowing

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Whistleblowing Policy, the Safeguarding Policy and the Staff Code of Conduct).

Referrals to the DBS and Teaching Regulation Agency

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the Teaching Regulation Agency.

Linked documents

- *Keeping Children Safe in Education September 2023*
- Safeguarding and Child Protection Policy

HM September 2023

Review August 2024