



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 2022

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 that all applicants are considered equally and consistently;
- 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 2022 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.

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.

Recruitment and selection procedure

Inviting applications

- Advertisements for posts – whether in newspapers, journals or on-line – 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;
 - the candidate's suitability for this post.
- 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.
- 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 complete an enhanced DBS disclosure application and receive satisfactory clearance
 - to provide actual 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. Therefore, for candidates from overseas from the EEA who will be carrying out 'teaching work' the School will check they are not subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers. The check will be carried out using the NCTL Teacher Services system.

- 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.

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.

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

- 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.
- Regular meetings will be held during the first 12 months of employment between the new employee(s) and the appropriate line manager(s).

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 2022*
- Safeguarding and Child Protection Policy

July 2022

Review July 2023

