



Safer Recruitment

(Approved Autumn 2018 for review Autumn 2019)

Safer recruitment and DBS checks – policy and procedures

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.

Appointing new staff

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- 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. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent

- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete
- We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.
- The selection/interview panel will include at least 2 members of staff with up to date safer recruitment training.

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

Where we take a decision 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 on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

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
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

A recruitment checklist is used for all recruitment. Appendix 1

Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

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. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

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.

We will not keep copies of such checks for longer than 6 months.

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.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

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.

In both cases, this includes checks to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 and Childcare Act 2006.

Volunteers

We 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
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations) 2009 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

Governors

- All governors and Trustees will have an enhanced DBS check without barred list information and section 128 check

. They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board of trustees will have their DBS check countersigned by the secretary of state.

All trustees, proprietors and local governors will also have the following checks:

- Right to work in the UK

- Other checks deemed necessary if they have lived or worked outside the UK

Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Pupils staying with host families

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Appendix 1

Recruitment Checklist Part A

Vacancy :

Date

Event	Notes	Date Completed	Signed
Justification for Role Head Teacher	Headteacher & BSM agree budget.		
Planning SLT	Timescales Person specification/Job Description including expectation to follow all safeguarding procedures Application Form (state no CVs accepted) Include commitment to safeguarding on all recruitment materials, including website Applicant Pack created, including safeguarding information Statement that DBS/other vetting checks will be completed		
Vacancy Advertised BSM			
Applications received SLT	Scrutiny of dates, gaps, discrepancies and link to Person Spec,/JDs		
Short-listing SLT	At least two people involved (one must be Safer Recruitment Trained) Judged against standard criteria		

Recruitment Checklist Part B

Vacancy :

Date

Shortlisted Candidate

Event	Notes	Date Completed	Signed
References requested BSM	Request directly from appropriate referee Ask specific safeguarding questions		
References received SLT	Scrutinised against information given on application form Note issues of concern to be followed up at interview or with referee (Head)		
Invitation to interview sent out BSM	Include full instructions for the day, including request to bring along proof(s) of identity, evidence of qualifications and right to work in UK. For teachers, proof of QTS.		
Interview day - applicants BSM	Copies of documents taken and any issues noted and shared with interview panel for clarification. Any lack of documents queried and panel agree whether to interview or not.		
Interview day – panel Head	Panel must include at least one person who has completed Safer Recruitment training Panel must include people who are authorised to appoint staff Panel to have met prior to interviewing and have discussed the questions and assessment criteria The same people interview every candidate		
Interview Head	Check any discrepancies in application form/ references/ identity/qualification evidence Check suitability to work with children Explore safeguarding/child protection understanding Record made of questions/answers		
Candidate unsuccessful	No further action - File all paperwork and any feedback requested.		

Conditional offer of employment made SLT	Made clear to successful applicant that the offer of employment is conditional on successful vetting and other pre-employment checks (eg. medical) (and for non-teaching posts, a probationary period)		
Records of Interview information filed BSM	For unsuccessful candidates - kept from date of appointment of successful candidate plus 6 months (include name of interviewers with safer recruitment training) For successful candidate – placed in personnel file and kept until termination of employment plus 6 years (include name of interviewers with safer recruitment training) Evidence of Right to work in UK – kept until termination of employment plus not less than two years Copies of DBS Certificates – must not be kept for longer than 6 months Copies of other evidence may be kept on file until termination of employment plus 6 years		
Enhanced DBS form completed and sent off BSM	For all staff and governors.		
DBS Barred List requested BSM	For staff or governors in regulated activity only.		
Health Form completed and requested BSM			
Prohibition from teaching check completed BSM	Using Teacher Services		
Prohibition from management check BSM	(Not needed in maintained schools; only required in independent/academies/free schools) Known as Section 128 check and completed via Teacher Services		
Disqualification by Association check BSM	For those working with under-8s Self-declaration		

QTS Check for teachers BSM	Confirmation of qualified teacher status, including confirmation that where relevant the probationary period has been completed. Confirmation statutory induction completed. Checked via Teacher Services		
Overseas Checks BSM	Not prohibited or restricted from teaching by another EU country. Completed via Teacher Services. Police check/Certificate of Good Conduct obtained according to school policy For overseas trained teachers, letter that NARIC has agreed equivalence of qualification with UK standards		
Single Central Record BSM	All relevant checks recorded on the Single Central Record		
Recommendation to appoint. Head	All paperwork to the CFO		
Contract Issued CFO	Within 5 working days of receiving recommendation to appoint paperwork issued by CFO Signed copy returned by employee within 5 further working days		
Induction completed Head	Including: Safeguarding induction to process and procedure on first day of employment at the latest. Child Protection Training Code of Conduct or Staff Behaviour Policy Read 'Keeping children safe in education'		
Signing off CFO	Final signing off confirming all procedures completed and recorded		

Other information

Event	Notes	Date Completed	Signed
Key fob for car park signed for			
Door fob signed for			
Email set up/SIMS Login/Computer Login			

Staff Emergency Contact Details Form			
Fire register updated			
Hanging File created			
Add to Staff Absence Scheme if applicable			
Staff list updated			
Name badge ordered			