

### Safer Recruitment policy

(Revised December 2018)

This policy is prepared using the DfE September 2018 publication “Keeping children safe in education. Statutory guidance for schools and colleges”

#### **INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- 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**

There are some statutory requirements for the appointment of some staff in schools – notably teachers. These requirements change from time-to-time and must be met.

#### **IDENTIFICATION OF RECRUITERS**

The school has three managers trained in safer recruitment/ These are **Fiona Stuart (school manager)**- Course taken- Safer recruitment, Aug 18 High Speed training, **Janine Skivington (nursery manager)** We also have one trustee trained in safer recruitment- **Martin Taylor** -Course taken- Safer recruitment, High Speed training July 18

#### **INVITING APPLICATIONS**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding children and young people, we expect all applicants to uphold this. All post holders are subject to a satisfactory enhanced Disclosure Barring Service check.”

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- staff code of conduct
- The school’s recruitment policy (this document);
- Whistleblowing policy
- Safeguarding policy
- Iona Prospectus
- Disqualification disclosure
- Reference Pro-Forma
- Iona Self Disclosure form

All prospective applicants must submit a fully 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 taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- All interviewees must supply photo I.D in order to check their identity prior to starting interviews.

- References will be sought directly from the referee and must be on The Iona School reference form.
- References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 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.

**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. At least 1 member of the panel will have completed the Safer Recruitment Training (hold certificate)
- Interviews will always be face-to face
- Gaps in employment history will be challenged
- All application information will be kept on record for six months following the interview for the unsuccessful candidates.

**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 disclosure;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 

**EMPLOYMENT CHECKS**

**All successful applicants are required:**

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance and an overseas check where needed
- To provide actual certificates of qualifications
- To honestly fill out a staff disqualification disclosure and for this to be clear
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK (passport or birth certificate and national insurance card/letter)

**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 3 months of employment between the new employee(s) and the appropriate manager(s).

### **Volunteers**

All volunteers are subject to the same checks as outlined above

They must fill out a volunteer application form, providing two referees. Their application will be considered by at least three members of staff, one of which will have safer recruitment training.

They may only start once all the references, suitability checks and DBS come back clear.

If on occasion we have several parent volunteers carrying out a task in which they do not have contact with children, we may place a checked volunteer or staff member in charge of this task, we will not, under any circumstances allow unsupervised children to work with unchecked volunteers, not allow unchecked volunteers unsupervised access to the school areas where children are.

### **Agency and supply staff**

We may, from time to time need to employ an agency worker to fill a position. if we do this, the following must be observed

The person can only start within the school and nursery if we receive the following;

Written confirmation has been received that the employment business supplying the member of supply staff (SS) has carried out the relevant checks these are;

- The SS identity
- If the SS is barred from regulated activity relating to children in accordance with the section 3(2) of the 2006 act
- A check is made to establish if the SS is subject to any direction made under section 128 of the 2008 act or section 142 of the 2002 act or any disqualification, prohibition or restriction which takes effect if contained in such a direction
- If the SS has relevant qualifications
- a check to ensure the SS right to work in the UK
- a check to establish if SS is subject to a prohibition order or an interim prohibition order including the date on which such check was obtained
- an enhanced DBS certificate has been obtained, ideally with the person being registered with the DBS update service. This must be attached so that we can see any disclosures that were made, this must be done before the person starts at the school or nursery

### **Before the supply staff start**

- The agency must receive a “agency information form” from the school which must be fully completed
- The school or nursery must only allow a SS to start if we feel the person is suitable, this will involve an interview, where a fully completed application form will be required.
- We must also check the person’s Identity, regardless of the agency carrying out these checks and physically see the DBS.
- They must complete and Supply staff detail form, this includes a full disclosure
- The SS must receive the policies outlined on the Supply staff detail form.
- check the Teacher services to check if a person has any restrictions or barring

### **Trustees**

All trustees are subject to checks, when a person applies to be a trustee they must fill out and receive a trustee application pack (which includes a full disclosure) We treat these applications with the same vigilance as our recruitment. Therefore we will need;

- A clean enhanced DBS (done by ourselves) with note to the Section 128 directive and the individual be registered with the update service, if the individual has spent time overseas a certificate must be obtained
- Two good employers references noting suitability for their role
- Identity confirmation and right to work in the UK
- Entry to the SCR
- The chair of trustees must have an enhanced DBS checked by the secretary of state.

### **Overseas applicants**

For those applicants who have lived or worked overseas in the last ten years, we will require an overseas check.

Each country has its own ruling on who can obtain a certificate, these will be checked. However, in line with advice from the DfE we will ask the applicant to provide a certificate of good conduct from the countries criminal governing body. This will be checked and translated to ensure authenticity. A great deal of certificates will have the passport number of the individual on, this must always be checked.

In addition, if applicable, we will obtain overseas references for further clarification. We will also obtain a DBS and require the applicant to be on the DBS update service.

### **Disqualification under the Child Care Act**

This applies to staff who work in a child care capacity, whether paid, volunteer or are on work placements.

Keeping Children Safe in Education (DfE, 2018) paragraph 116 also refers to disqualification: "For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009".

We no longer carry out checks for disqualification by association. This ceased in September 2018. Any historic data held will be destroyed by February 2018, we will expect staff to fill out a new form to replace the old one, this will not have disqualification by association on this.

### **Teacher prohibition list and checking all staff for prohibition and barring**

**If a person works at the school but does not have a TRN**

**<https://teacherservices.education.gov.uk/>**

Use Teacher Services to find out if they've any current prohibitions, restrictions or sanctions. This information is accessed using the following lists:

- teachers who have failed to successfully complete their induction or probation period
- teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition)
- teachers and others who are prohibited from teaching in England
- individuals who have been barred from taking part in the management of an independent school (including academies and free schools)
- teachers sanctioned (since 18 January 2016) in other EEA member states by an EEA member state regulator of the teaching profession

Each list describes how the sanction, prohibition or failure to successfully complete their induction or probation affects the type of work the individual can be employed to do.

If we find a match to your prospective employee you'll be able to access their individual account and view further information. You'll need to consider how this might affect your decision to employ

**Issue date**

This policy takes effect March 2015

**Review date**

This policy will be reviewed and revised by the school manager on an annual basis.

**Endorsement**

Full endorsement to this policy is given by:

Name: Mr Martin Taylor  
Position: Iona School Trustee  
Signed: *MW Taylor*  
Date: 21/12/18

Related policies

- Safeguarding policy
- Volunteer policy
- DBS policy
- Child Protection policy
- Protect policy

Iona School & Nursery