



## SAFER RECRUITMENT POLICY

Policy Level:	2	<u>ODBST Statutory and Mandatory Policy</u> All schools must adopt these policies with local amendment strongly discouraged. These policies are centrally amended and binding on LGBs from the date of Board approval. They must be displayed on the School’s website. Approval for all proposed local amendments must be sought from the ODBST Governance Lead prior to Local Governing Body resolution.
Other related ODBST policies and procedures:	ODBST Whistleblowing Policy Sept 2017	
Committee responsible:	FRAPP	
Approved by:	FRAPP	
Date Approved:	4 <sup>th</sup> March 2021	
Date for Next Review:	March 2023	

Version Control			
Version Number	Date issued	Author	Update information
1.0	19/3/21	Trust	Revised policy sent to school by Trust for adoption – no changes permitted by school as Level 2 policy. Presented to

			LGB for adoption 22.3.21.



In reviewing this policy the Trust Board has had regards to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

## **1. INTRODUCTION**

This policy is an essential element 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 by:

- attracting the best possible candidates/volunteers to vacancies;
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies;
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

Safer recruitment means thinking about and including issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the recruitment process.

## **2. SCOPE**

This policy applies to trustees, governors, all school staff, central office staff and contractors, service providers and volunteers.

## **3. LEGISLATION**

This policy is written in line with Keeping Children Safe in Education (2020, updated January 2021) and Childcare Disqualification Regulations (2018).

## **4. GENERAL PRINCIPLES**

### **4.1. Definitions**

- Unless indicated otherwise, all references to “teacher” include the headteacher;
- Unless indicated otherwise, all references to ‘staff’ include teaching, support and centrally employed staff.

### **4.2. Consistency of Treatment and Fairness**

The Trust is committed to ensuring consistency of treatment and fairness and will abide by all relevant employment and equality legislation.

### **4.3. Delegation**

The Trust has chosen to delegate some of its functions to local governing bodies as set out in this policy and the scheme of delegation.



#### **4.4. Monitoring and Evaluation**

The local governing body and headteacher will monitor the operation and effectiveness of the school's safer recruitment policy and may be required to provide feedback to officers and Trustees of ODBST, or the Local Authority Designated Officer where appropriate.

### **5. RESPONSIBILITIES**

#### **5.1. Responsibilities of the Trust**

It is the responsibility of the Trust to ensure that ODBST has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements and the relevant Local Authority's Safeguarding Children's Board procedures and to monitor members school's compliance with them.

#### **5.2. Responsibilities of the Headteacher/ School**

- To ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance;
- To ensure that all appropriate checks have been carried out on staff and volunteers in the school;
- To ensure that appropriate staff and governors have completed safer recruitment training and that this is updated where appropriate;
- To monitor any contractors and agencies compliance with this document;
- To promote the safety and well-being of children and young people at every stage of this process.

#### **5.3. General Responsibilities**

- It is the responsibility of all potential and existing workers, including volunteers to comply with this document;
- It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks;
- The responsibilities of Ofsted, within inspection and regulation work, also include identifying safeguarding concerns such as inadequate recruitment checking processes.

### **6. OVERVIEW**

**ODBST and Woodside School** is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.



We are under a duty to refer any allegation of abuse made against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- acted in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Under certain circumstances, we have a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following investigation, is either dismissed or resigns prior to the completion of disciplinary procedures, because of conduct or action towards a pupil that has placed that pupil at harm or risk of harm.

## 7. INVITING APPLICATIONS FOR A ROLE

All advertisements for posts of regulated<sup>1</sup> activity, paid or unpaid, will include the following statement:

“**Woodside School** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced check”.

It is expected that all vacant posts will usually be advertised externally so as to encourage as wide a field of potential candidates as possible. In certain circumstances there may be justification for an internal advertisement only but the rationale for this should be discussed with the ODBST HR team prior to advertising.

All applicants will receive a pack or link to a website containing the following when applying for a post:

- Job description and person specification;
- An application form;

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<sup>1</sup> A post-holder will be deemed to be in regulated activity if as a result of their work they will be responsible on a regular basis in a school or college for teaching, training, instructing, caring for or supervising children; or they carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or they engage in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.



- Information about ODBST, the school and other general information such as reference to the school's commitment to ensuring the safety and well-being of the pupils and to legislation concerning the protection of children;
- Details of the selection procedure for the post;
- The contact details of any person who will be able to provide additional information about the post;
- A statement about access to the school for applicants who may wish to see it or who may wish to speak with the Headteacher before making an application.

Prospective applicants must complete, in full, and return a standard application form. A curriculum vitae will not be accepted in place of a completed application form although may be submitted as additional evidence. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. Written information about previous employment history will be requested and will be checked to ensure that it is not contradictory or incomplete.

By completing and submitting an application form, applicants are deemed to have provided a signed declaration (even if this is sent by e-mail) that the information given is factually correct and that they possess the qualifications, skills and experience that they have stated on the form.

## **8. IDENTIFICATION OF THE RECRUITMENT PANEL**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

### **Shortlisting and References**

Candidates will be short listed against the person specification for the post. A minimum of two people should carry out the short-listing process, one of whom should have completed appropriate safer recruitment and selection training.

References for shortlisted candidates will normally be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any confirmed offer of employment being made. One reference will be sought prior to interview wherever possible. In all cases references will be reviewed and any discrepancies probed either during the selection process or prior to an offer of employment being confirmed.



References will be sought directly from the referee, and where necessary, the referee will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people;
- Their relationship to the candidate;
- Any substantiated allegations;
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
- The candidate's suitability for the post.

Reference requests will also include the following factual information:

- Applicants post and salary for the period in question;
- Disciplinary record.

All appointments will be subject to satisfactory references, vetting procedures and DBS clearance.

## **9. INVITATION TO SELECTION PROCESS**

Candidates invited to the selection process will receive:

- A letter confirming details of the interview and any other selection techniques;
- Details of the panel members;
- A copy of the job description and person specification;
- The opportunity to discuss the process prior to the interview;
- A request to provide proof of identity, proof of current address and proof of right to work in the UK documentation to support a DBS check and right to work check.

## **10. THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.

A robust selection process should not rely solely on an interview and a range of selection activities should be designed in order to help assess who is the most suitable candidate for the job.



Interviews should be conducted face to face in person, wherever possible. In exceptional circumstances, interviews may be conducted remotely over a video platform. In such a situation the candidate and recruitment panel must be visible to each other; a telephone only interview will not be sufficient.

Panels of at least 2 people should always be involved in interviews so as to allow observation of the candidate and notes to be taken and to minimise the risk of any allegation of bias.

Candidates will be required to:

- Explain any gaps in employment of more than one month;
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- Declare any information that is likely to appear on the DBS disclosure;
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

To assess the suitability of a candidate to work in a school the interview may examine:

- The candidate's attitude and motivation to work with children;
- Their ability to support the school's agenda for safeguarding and promoting the welfare of children;
- Their attitudes in managing discipline and towards authority.

## **11. EMPLOYMENT CHECKS**

An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity and proof of address;
- Complete an enhanced DBS application with document verification (including barred list check for those in regulated activity) and receive satisfactory clearance;
- Undergo appropriate checks to ensure that they are not disqualified under the Childcare Disqualification Regulations 2018 and Childcare Act 2006;
- Provide proof of professional status and actual certificates of relevant qualifications;
- Confirm completion of an induction period if joining in a teaching role, unless starting as an NQT;
- Complete a confidential health questionnaire;
- Provide proof of eligibility to live and work in the UK;
- Request an overseas police check, if applicable, where the individual has lived or worked outside the United Kingdom; Have at least two satisfactory references.



Additional checks will be carried out depending on the role such as:

- Verification that anyone employed as a teacher is not subject to a prohibition order or restrictions from overseas;
- Confirmation that anyone taking up a managerial position (i.e. in the SLT) is not subject to a prohibition from management (Section 128) direction made by the Secretary of State

All checks will be:

- Confirmed in writing;
- Documented and retained on the personnel file;
- Recorded on the school's Single Central Record;
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

It is strongly recommended that all efforts are made to obtain all pre-employment checks prior to the commencement of employment, particularly in relation to references and DBS checks. Where this is not possible, appointments should be delayed until satisfactory checks are received, or arrangements made for supervision of the staff member until such time that they are received.

Documented evidence of the checks made- e.g. eligibility to work, notification of the DBS certificate number (although not the certificate itself), references etc. – should be kept on the individual's personnel file in the school.

## **12. INDUCTION**

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures, guidance on safe working practices which would include guidance on acceptable conduct/behaviour and a copy of part one of the latest '[Keeping Children Safe in Education](#)' guidance from the Department for Education. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with their line manager;
- Attend any appropriate training including generalist child protection training.

## **13. SUPPLY STAFF**



**Woodside School** will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

**Woodside School** will carry out identity checks when the individual arrives at school.

#### **14. PERIPATETIC STAFF**

**Woodside School** will require and seek confirmation that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

#### **15. SINGLE CENTRAL RECORD**

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach. A record of checks completed for Trustees will be maintained centrally.

#### **16. VOLUNTEERS**

As a school we commit to:

- 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
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaged in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations or Childcare Act 2006.

#### **17. CONTRACTORS**

As a school 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;
- Ensure that any contractor who has not been subject to an appropriate check will not be allowed to work unsupervised or engage in regulated activity under any circumstances;



- Check the identity of all contractors and their staff on arrival at the school.

### **18. TRAINEE/STUDENT TEACHERS**

Where applicants for initial teacher training are salaried by ODBST, we will ensure that all necessary checks have been carried out. Where trainee teachers are fee-funded we will obtain written confirmation from the training provider that necessary checks have been carried out.

### **19. USEFUL INFORMATION**

*DfE Guidance on Keeping Children Safe in Education (September 2020):*

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

*Ofsted Policy on Safeguarding*

<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

