



SAFER RECRUITMENT POLICY AND PROCEDURE

FOR TEACHING AND NON TEACHING STAFF

Author	Anna Williams
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Safer recruitment policy and procedure

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The Trust is committed to ensuring that the recruitment and selection of all who work within schools is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This policy is designed to assist with recruitment and selection in all schools within the Acorn Education Trust. It outlines our recruitment procedure and is in-line with the DFE statutory guidance on safeguarding.

Through this process, AET aims to embed safer recruitment practices and procedures to ensure a more robust safeguarding culture in our schools.

The responsibility of recruitment will be transferred to the Headteacher and the Academy Council of each school except for the recruitment and appointment of Headteachers, which will be the responsibility of the Trust, in liaison with the Academy Council and, when relevant, the Diocese.

Roles and responsibilities

Each school will:-

- Ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed the NCSL safe recruitment training assessment.
- Work towards every appointment panel to include one member who has received safer recruitment training.
- Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- Keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements.
- Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- Require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

The Academy Council of each school will:-

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with dfe guidance and legal requirements.
- Monitor the school's compliance with them.

Academy Council members may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

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 safe recruitment pre-employment checks.

The procedure

Where there is a, schools should add the title of the school administrator who will carry out this task e.g Business manager, Head's PA etc. This may vary depending if the post is teaching or non-teaching.

Step 1	The need for a member of staff
Step 2	Advertisements
Step 3	Information for candidates
Step 4	Applications
Step 5	References
Step 6	Shortlisting
Step 7	Interview preparation
Step 8	The interview
Step 9	Employment checks and DBS
Step 10	The successful candidate
Step 11	Other considerations
Step 12	The Single Central Record

1. THE NEED FOR A MEMBER OF STAFF

1.1 The Headteacher must ensure that there are sufficient funds available to recruit a member of staff. This should be discussed with the AET Finance Director.

2. ADVERTISEMENTS

2.1 The school should contact AET PA to HR Director and explain the advert needed.

2.2 Vacancies will be advertised through external media. A commitment to equal rights will be stated in the advertisement.

2.3 The advert must include relevant information about the post and detail the closing date.

2.4 The contact point for telephone or email enquiries will be clearly outlined. Where adverts are placed in TES, the school email will be given to enable candidates to submit applications. For non-teaching posts, the advert may be placed in the local press and schools must decide who receives the applications and submit an email address. AET HR will need to know before placing an advert.

3. INFORMATION FOR CANDIDATES

- 3.1 The school must decide what information must be submitted for applicants. Good practice is a job description, department information, person specification.

4. APPLICATIONS

- 4.1 All queries by the applicant must be dealt with by the school.
- 4.2 If the advert is placed on TES, then the TES application must be used. AET has an application form that can be used when requested. CVs will only be accepted as additional evidence with a completed application form. The Trust requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- 4.3 Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.
- 4.4 The Trust requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether “spent” or “unspent” and include any cautions and pending prosecution. Such declarations should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel/Headteacher, prior to the interview. The chair of the panel/Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview.
- 4.5 The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as a positive disclosure from the DBS (Disclosure & Barring Service).

5. REFERENCES

- 5.1 Two referees are required. One must be the candidate’s most recent employer. In the case of a teacher, it must be the most recent Headteacher even if not currently working as a teacher.
- 5.1 References for shortlisted candidates will be sent for immediately after shortlisting by_____. The only exception to this is where candidates have indicated on their application forms that that they do not wish their current employer to be contacted. This is usually non-teaching posts. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.
- 5.2 References must be in writing and be specific to the job for which the candidate has applied; open references or testimonials are not acceptable. The Trust will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable. References can be emailed.

5.3 The AET reference form should be used which will obtain the following information -

- The referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.
- The applicant's current post and salary.
- Performance history and conduct.
- Any disciplinary procedures in which the sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired.
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

5.4 References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

5.5 Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

6. SHORTLISTING

6.1 The school _____ collates all applications.

6.2 Those involved in the process should meet to shortlist. Candidates shortlisted should meet all essential aspects of the person specification, requirements. The amount of candidates shortlisted is up to the school.

7. INTERVIEW PREPARATION

7.1 The school will decide on an interview date and prepare a programme. For a teacher, this must involve a lesson to teach and could involve a mini panel and student panel.

7.2 The school _____ will send out a programme where applicable to the shortlisted candidates.

7.3 The school will agree a panel. This must consist of a chair and then 2-4 colleagues. A member must be safer recruitment trained.

7.4 The school _____ will book a suitable venue, organise refreshments and other logistical issues.

7.5 The school will devise a suitable set of questions (see below)

7.6 It is good practice to ensure that all panel members have access to all paperwork including applications, letters, CVs and available references the day before.

8. THE INTERVIEW

- 8.1 Candidates will be asked standard questions and their response recorded by each panel member for ease of comparison.
- 8.2 The questions should be a range to gather as much relevant information as possible. This could include questions about experience, qualifications, qualities to bring to the post and how they would deal with various scenarios.
- 8.3 The following questions must be asked as part of safeguarding:-
- 1) What do you understand by the term safeguarding?
 - 2) Have any issues been raised with you concerning the Safeguarding and welfare of students or have you ever been the subject of any investigations under Child Protection? If so what was the outcome?
- 8.4 Candidates should be given an opportunity to ask questions.
- 8.5 They should be asked by the panel chair if they are still interested in the job.
- 8.6 For teaching posts, the post can be offered after panel deliberation. Where the decision is difficult, the candidates can be sent away and informed later by the panel chair.
- 8.7 For non-teaching posts, candidates should be allowed to leave after the interview and contacted later that day or the next day.
- 8.8 It must be made clear to all successful candidates that the post is subject to references/ DBS checks and health checks.

9. EMPLOYMENT CHECKS AND DBS CHECKS

- 9.1 For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance, "regulated activity" means:
- a) The employee will be responsible for the care or supervision of children on a regular basis.
 - b) The employee will regularly work in the school while children are on the premises (whether or not the person is directly employed by the school, is a contractor or a volunteer).
 - c) The employee will come into contact with children under 18 years old on a regular basis.
- 9.2 Regulated activity includes:
- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
 - a) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

- b) Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.

Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

- 9.3 The level of DBS check, including whether a prohibition check is required, will depend on the applicant's role. For most applicants i.e. those in 'regulated activity', an enhanced DBS check with barred list information is sufficient.

- 9.4 The following checks will be needed:-

- A candidate's identity must be verified, preferably from a current photographic ID and proof of address.
- Appropriate DBS checks must be obtained for all candidates, including barred list information where the person is engaged in regulated activity.
- Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used instead.
- Successful candidates for teaching positions are not subject to a prohibition order issued by the Secretary of State. This will be done using the Employer Access Online service.
- The successful candidate must have the right to work in the UK.
- Where a candidate has worked overseas, appropriate checks must be carried out per this policy.
- A health form must be filled in and, depending on the answers, a visit or conversation with OH may be needed.

NOTE: There is **no requirement** to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked:

- In a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or
- In a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

But a school or college **may** request an enhanced DBS check with barred list information should there be concerns and bearing in mind the duty schools and colleges are under not to allow a barred person to work in regulated activity.

10. THE SUCCESSFUL CANDIDATE

- 10.1 References must be verified by phone with the referee.
- 10.2 Once the candidate has accepted the job and all safeguarding checks have been verified, the school _____ must inform HR via a **new post form** and **personal details form**.
- 10.3 AET HR will check the form and send to payroll.
- 10.4 AET HR will send a **contract letter with a contract and the AET code of conduct** to the successful candidate.
- 10.5 The candidate will send **the signed letter** back to AET HR which is then stored in an electronic file. Schools must keep application forms, references and health check forms.
- 10.6 During induction, it is good practice for the school _____ to go through the contract with the candidates and ensure all is fully understood. This is particularly important for non-teaching posts. AET HR will do this for staff employed by the Trust.

11. OTHER CONSIDERATIONS

Individuals who have lived outside the UK

- 11.1 No exceptions will be made for candidates who have lived outside the UK; all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 11.2 The DfE guidance on the employment of overseas-trained teachers will be consulted should an overseas candidate apply for a teaching position.

Agency and third party

- 11.3 In the case of any employee working at any school sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary DBS checks have been completed.
- 11.4 Confirmation must also be obtained that the individual who presents for the work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

Trainee teachers

- 11.5 Enhanced DBS certificates and barred list checks must be obtained on all 'salaried' applicants for initial teacher training.
- 11.6 Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks.

12. THE SINGLE CENTRAL RECORD

12.1 Per legal requirements, all schools must maintain and regularly update the single central record. All new employees will be added to the record, which must include:

All staff including supply staff who work at the school

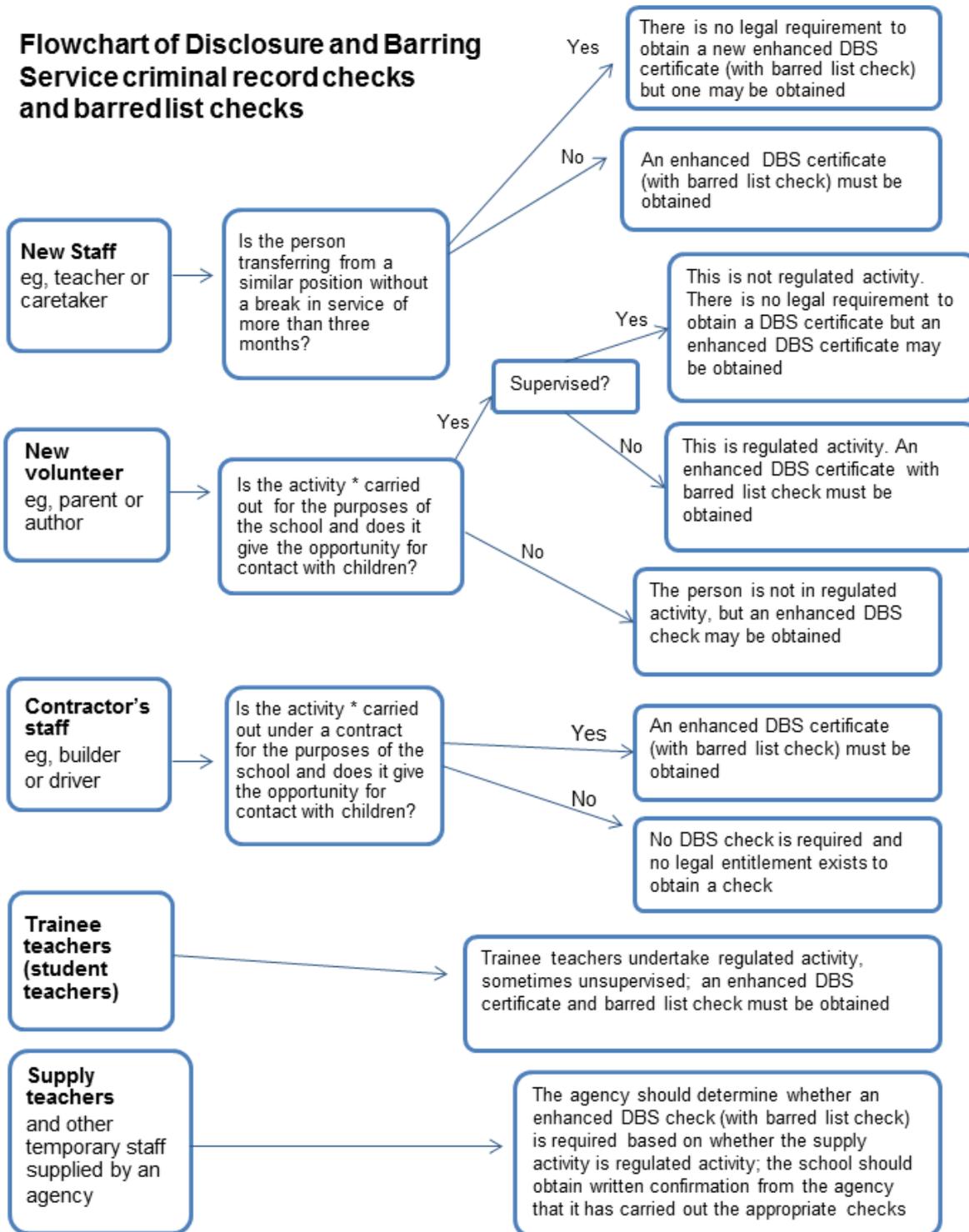
All others who work in regular contact with children in the school or college, including volunteers.

12.2 For each individual, the single central record will outline whether or not the following checks have been carried out/ certificates obtained, along with the date of the check. The headings are as follows:-

- Name
- Date of birth
- Address and date ID seen and documents specified
- Date photo ID seen
- Employment category eg teacher / TA
- Teacher number
- Teacher qualification
- Date awarded
- Employment start date
- Date ID checks verified
- DBS certificate number
- DBS number
- Right to work in UK (date)
- Overseas police check if applicable
- Date barring list checked
- Prohibition of teacher check.
- ID verified by (name of person)
- Name of both referees

Date of safeguarding training

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'