



Safer Recruitment Policy

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Review: As new guidance is released

Introduction

Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. This means a recruitment panel must have at least one member who has completed the training; or where an individual is in charge of recruitment, that individual must have completed the training. It is the responsibility of schools to comply. At Ladywood ALT, SLT, SBM and Trustees have completed safer recruitment training.

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

Safer Recruitment Process and Selection

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education 2023.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received

appropriate safer recruitment training. In summary, all recruitment to posts that involve working with children must require the successful applicant to:-

- Complete a detailed application form for the post.
- Provide at least two pieces of identification, one of which should be photographic, which should identify name, current address and date of birth. Normally for proof of identification the individual should present their photo driving license or passport.
- Provide at least two written references, which will be followed up before a post is offered. One reference should be from the last substantive employer or from an organisation which has knowledge of the applicant's work or volunteering with vulnerable adults, children or young people if the last employer was from a different sector
- Consent to an Enhanced DBS check and barred list check (where necessary)
- Be aware that they have a responsibility to disclose any subsequent convictions, cautions etc.
- Undergo an interview which assesses the applicant's suitability for the particular role, his/her attitude towards vulnerable adults and/or children and young people and their ability to perform the role.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

Advertisements are to be emailed to Bolton HR Schools with a current job description, person specification and any supporting information.

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account
- How to apply and the closing date

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

Shortlisting

Application forms are strictly confidential. Panel members will treat all information on applicants as strictly confidential and the shortlisting process involves at least 2 people. The panel will:-

- Consider any inconsistencies and potential concerns within the application form
- Any anomalies, discrepancies or gaps in employment identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to shortlist the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply work or temporary work, also need to be explored and verified.
- Ensure the Head Teacher of the present or most recent school is named as a reference or if not applicable must be the most recent or present employer
- Check whether any applicants require any adjustments to the selection process
- Check all applicants qualifications and correct and in date
- Check and confirm referees relationship with the applicant

If a panel member knows at this stage that someone they are related to, or whom they know personally, has applied for the job they must declare this and a decision will be taken whether they can continue as a panel member considering the individual situation.

No-one is permitted to shortlist or interview a member of their own family and any panel member who feels that their knowledge of a candidate would seriously compromise their objectivity must withdraw from the selection process.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. Any failure to disclose relevant information will be regarded as a potentially serious breach of trust and confidence and may result in disciplinary action, potentially leading to dismissal of existing staff or non-appointment of applicants. The information we will ask for includes:

- Whether they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching

- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information that needs to be disclosed
- Sign a declaration confirming the information they have provided is a true record

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within the reference if required
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate

Since the introduction of the Equality Act 2010 it is now unlawful for employers to ask health-related questions of applicants before a conditional or unconditional job offer is made. Therefore employers should not ask questions about the attendance record on application forms, reference request forms or elsewhere, before an offer has been made.

Interview and selection

Candidates will be informed by letter that they have been invited to an interview, this letter will also include any task preparation that is required and ask candidates to bring documentary evidence to the interview to show proof of identity and right to work in the UK. Candidates will also be sent an pre disclosure form to complete prior to interview.

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this

- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Explore any information on the references
- Ask questions which are applicable to the person specification
- Record all information considered and any decisions made
- Ask the candidate at the end of the interview if they feel they have had a fair interview
- Pre-appointment vetting checks

Pre-appointment Vetting Checks

A new starter checklist (Appendix B) must be completed for all new staff, this will ensure all checks and documentation has been completed. The starter checklist is then stored within their staff file. We will also 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.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity. We will obtain the certificate before, or as soon as practicable after offer of appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check and risk assessment 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
- Complete a section 128 for any applicant who is a Trust members, Trustee or individual who will sit on committees or local governing bodies (LGBs) with delegated responsibilities.

- If working with under 5 year olds the successful candidate must complete a childcare disqualification form
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations 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.

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more
- We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- 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.

Supply Staff

The same range of checks which are required for school staff are also required for supply staff, including those employed by agencies. Where supply staff are employed directly by the school, the school will complete all relevant checks as for other employed staff. Before taking on a member of supply staff provided by a supply agency, school obtain written confirmation from the agency that the checks we required to carry out have been undertaken by the agency. A booking confirmation will be sent prior to the supply staff coming into school which will contain a picture so that we can check ID on arrival.

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
- Check the update service where applicable
- 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.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

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 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an application form and query any gaps
- Obtain two references for any volunteer who engages in regular 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 engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations 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

Trustees

All trustees, will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

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

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
- Identity and Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

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.

Single Central Record

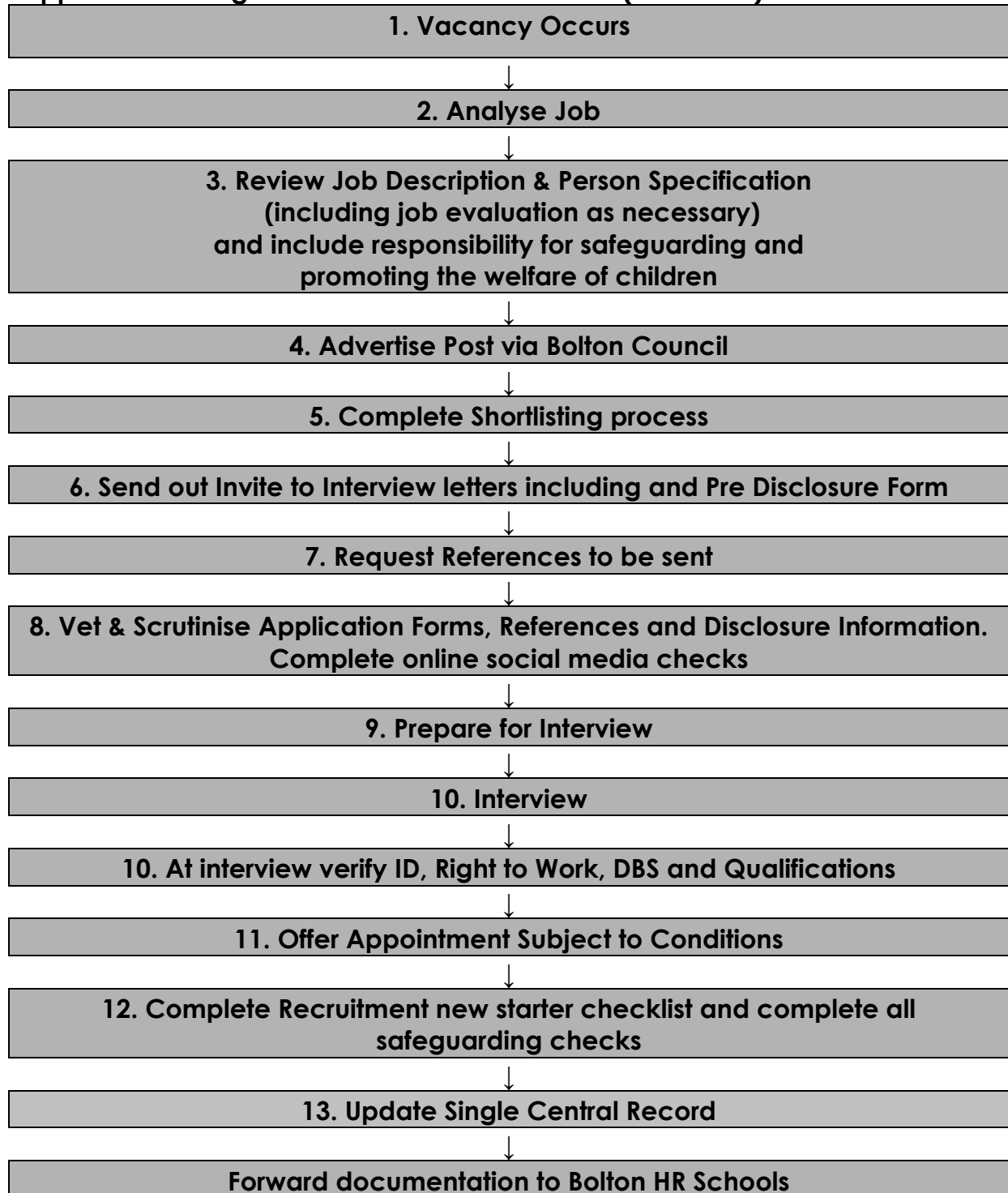
School maintain a single central record of all recruitment, vetting checks and DBS details for:-

- All staff who are employed to work at the school
- All supply staff whether employed through the Council or through an agency
- Any volunteers (including governors that work as volunteers) that are recruited to work regularly with children and for whom CRB/DBS checks have been requested because they are working unsupervised
- People brought into the school or college to provide regular additional teaching or instruction for pupils but who are not staff members; for example, a specialist sports coach or speech therapist

Retention of Personal Files

All personal files of those staff who have worked with children, young people or vulnerable adults will be retained for 25 years following the termination of their employment with the authority, in line with the council's retention guidelines.

Appendix A: Stages of the Recruitment Process (Flowchart)



APPENDIX B: NEW STARTER CHECKLIST

STAFF – NEW STARTER DOCUMENT CHECKLIST		
EMPLOYEE NAME:		
DATE OF STARTING:		
	DONE ✓	DATE
NEW STARTER CHECKLIST		
WELCOME LETTER SENT AND OFFER LETTER		
COMPLETE NOTIFICATION OF OFFER (outreach TA's + essential car allowance) PASS TO HEAD TO SIGN		
ORIGINAL SCANNED & SENT VIA anycomms +application form + bank mandate form		
COPY IN ELECTRONIC STAFF FILE		
ENTER ON SCR AND SIMS		
ENTER ON TEXTING SERVICE		
MAKE UP FILE IN HR DRIVE		
SEND DATA COLLECTION FORM TO EMPLOYEE		
COMPLETE HEALTH ASSESSMENT QUESTIONNAIRE ONLINE		
SAFEGUARDING DECLARATIONS COMPLETED (not Sept starters)		
CAR INSURANCE DECLARATION GIVEN		
EMAIL SET UP REQUESTED		

DOOR FOB ALLOCATED		
STAFF I.D. BADGE – requested		
NEW STARTER DOCUMENTS CHECKLIST – SAVE IN STAFF HR FILE		
APPLICATION FORM		
CERTIFICATES / QUALIFICATIONS		
ADDRESS I.D.		
PHOTO I.D.		
+ 1 OTHER I.D.		
RIGHT TO WORK IN UK		
REFERENCE 1		
REFERENCE 2		
ONLINE SOCIAL MEDIA CHECKS COMPLETED		
DRIVING LICENCE PROVIDED – OUTREACH STAFF AND SITE		
DBS ENTERED ON MAP IT N GO		
DBS Documents entered on MAP IT N GO		
DBS EVIDENCED AND DETAILS EMAILED TO HR		
PROHIBITION OF TEACHERS LIST CHECKED & TEACHER CLAIMED ON DFE		
AUTHORITY FOR PAYMENT FORM		
PRE INTERVIEW DISCLOSURE FORM		
DISQ BY ASSOC – LITTLE LADYWOOD STAFF & MANAGEMENT		
STAFF PHOTO CONSENT		
MEDICAL CLEARANCE		

SIGNED CONTRACT INFO RECEIVED FROM HR		
SIGNED ACCEPTANCE OF OFFER		
TEACHERS CERTIFICATES		
TEACHING ASSISTANT CERTIFICATES		
INTERVIEW NOTES		