

Safer Recruitment Guidelines and Checklist

Created: Feb 2016

Reviewed: July 2017

Safe Recruitment

**adopted from the Safeguarding Policy (Created; July 2014 Reviewed; 13th July 2016 and 10th July 2017)*

The school recognises the importance of following recruitment and selection procedures on the appointment of employees and volunteers which help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. Recruitment procedures are carried out in accordance with guidance given in 'Keeping Children Safe in Education (May 2016 version, implemented September 2016) (KCSIE)'

- To ensure safer recruitment, the procedures are designed to:
 - Scrutinise applicants
 - Verify identity
 - Verify academic or vocational qualifications, as required by the job specification
 - Verify applicant's right to work in the UK.
 - Obtain professional and character references, as appropriate for the position
 - Include, for the intended successful candidate, a phone call or face to face conversation with the first referee
 - Check previous employment history, including for any unexplained gaps
 - Ensure that a candidate has the health and physical capacity for the job, as described in the job specification
 - Incorporate a face to face interview
 - Include a Disclosure and Barring Services (DBS) check
 - Include a separate barred list check, whenever this is required. This is an absolute requirement should the school accept a DBS check from another employer/organisation and when the school uses the DBS update service.
 - Include an overseas check equivalent to the DBS check for staff appointed directly from overseas, for each country they have lived or worked in since last working in the UK
 - Include a prohibition order check (for those who undertake 'teaching work'*)
 - Include an EEA prohibition order check for those appointed to do teaching work from countries in the EEA other than England.
 - Include a prohibition from management check (for the Headteacher, those who are on the school's leadership team and for teaching heads of department)**
 - Include, when required, a self-declaration in respect of the Childcare Disqualification Regulations (see notes below).
 - Ensure that all required checks are completed before a person begins work. The only possible exception to this requirement is the DBS check. This is reliant on the following criteria being fulfilled:
 - o The DBS application form must have been submitted
 - o All other required checks must have been completed. This includes the Barred List check, which must, therefore, be obtained separately, rather than with the DBS. It is obtained through the Teachers Pensions Online website. The school is registered with this website to obtain a separate barred list check when required.
 - o A risk assessment must be completed with the prime purpose of determine the extent to which supervision of the new member of staff is required.
 - o There must be a supervision agreement, signed by both the new member of staff and the person(s) appointed as supervisor
 - o There must be a timescale for review of the arrangements. Ideally this will be weekly and must not exceed 14 days.
 - o It is practical for a single document to be created which addressed the three points immediately above.

* 'Teaching work': a definition is provided in The Teachers' Disciplinary (England) Regulations 2012 and cited at paragraph 272 in the ISI Commentary on the Regulations. The school will judge each appointment on a case-by-case basis to determine whether the role includes 'teaching work'.

** Obtained through the DBS check. This check is not required for staff promoted internally to a position which qualifies for the check, since the school will have been notified in advance if any existing member of staff is prohibited from promotion to a position of management.

These procedures apply to all adults who may undertake a regulated activity (unsupervised) with the children in either a paid or voluntary capacity and any other staff where KCSIE, independent schools standards regulations (ISSRs), Early Years Foundation Stage requirements or National Minimum Standards for Boarding (NMS) require checks to be undertaken.

The school will use the Bellevue template letter to verify that child protection checks and procedures listed above have been successfully undertaken for all staff employed by another organisation and who work with the school's pupils either at the school or on another site. In addition to staff such as agency supply staff, contract caterers and cleaners, this applies, for example, to staff at a swimming pool or an outward bound activity centre and to visiting staff running activities or undertaking sports coaching, even where such staff are paid directly by the parents. In cases where the school obtains confirmation from another employer that all the required appointment checks have been undertaken, the school must still undertake its own identity check on or before the person's first day of work.

When the school has a contract with someone who is self-employed, he/she cannot make a DBS application directly and the normal route is for the school to undertake the DBS check and other appointment requirements. In some situations, the self-employed person may have a DBS check from his/her professional association.

It is the responsibility of those who work or volunteer at the school, or with the school's pupils at a different venue, to inform the Headteacher immediately if, during the time of their engagement with the school, their circumstances change in such a way that they become disqualified from working in childcare, prohibited from teaching or in any other way barred from working with children.

Childcare Disqualification Regulations Guidance, available separately, has been published by Bellevue in relation to these requirements, covering disqualification from working in childcare, including disqualification by association. The school will;

- a) use the current Bellevue template to obtain a self-declaration from staff for whom this is a requirement
- b) inform relevant staff and volunteers about the legislation, including that they may be disqualified by association,
- c) gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified, including by association and;
- d) keep a record on the Single Central Register, including the date disqualification checks were completed. If a person is found to be disqualified, he or she will not be able to continue working in a role covered by the regulations.
- e) ask staff on an annual basis to reconfirm that they are not disqualified or disqualified by association, this will be done through the annual policy check form

If appropriate, the school will consider a transfer to other duties.

The school will inform Ofsted (and copy to ISI) if satisfied that a person working in a relevant setting falls within one of the disqualification criteria. If appropriate, the school and/or Bellevue will assist in the application to Ofsted for a waiver of disqualification.

Recruitment and Selection Checklist

This checklist, once completed, should be retained in the applicant's personnel file

Name of applicant:		
Pre-interview:	Initials	Date
Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.		
Applications on receipt - Scrutinised - any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing.		
Short-list prepared		
References (professional and character) - seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy.		

References - on receipt - Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)	1. 2.	1. 2.
Invitation to interview - Includes all relevant information and instructions		
Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards At least one person involved in the recruitment process holds a current safer recruitment qualification.		
Face to Face Interview - Explores applicants' suitability for work with children as well as for the post.		
Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure.		
Conditional offer of appointment: pre appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks pre-appointment checks and, if relevant, a probationary period.		
References (professional and character): (if not obtained and scrutinised previously)		
Identity (if that could not be verified at interview)		
Qualifications (if not verified on the day of interview)		
Right to work in UK Obtain a copy of the applicant's passport (or birth/adoption		
DBS certificate - where appropriate satisfactory DBS certificate received		
DBS Barred list - person is not prohibited from taking up the post		
Overseas Check - see note above and Home Office website for more information		
Health - the candidate is physically and medically fit for the post as described in the specification		
Prohibition - (for teaching posts) the teacher has not been included in the prohibition list or interim prohibition list		
EEA Prohibition Check – for teaching work where the applicant is coming from employment outside England, but within the EEA. This check is for appointments from 5 th September 2016.		
Prohibition from Management Check - (applicable for SLT and teaching heads of department roles and, at Head Office level, those involved in school governance)		
Childcare Disqualification Regulations Self Declaration - to obtain for those required.		
Qualified Teacher Status (QTS) - (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		
Statutory NQT induction (for teachers who obtained QTS after 7 May 1999)		
School Induction (refer to the Bellevue Induction Policy and Checklist and annotate here when the induction checklist is complete) To cover all induction requirements stipulated by ISSRs, EYFS requirements, NMS and KCSIE, including Child Protection training , Health and Safety, first aid and fire procedures, Safe Working Practice, staff code of conduct, whistleblowing, the role of the DSL, evacuation routines and the reading and understanding of required policies etc.		

FINAL CONFIRMATIONS

I confirm that all the required appointment checks have been completed and have been entered in the single central register.

Signed _____ Headteacher

I confirm that the initial stage of induction (prior to starting work) has been completed and this member of staff has signed to confirm that he/she has read and understands all the policies, as required at induction.

Signed _____ Headteacher

No person may start work or volunteering with the school until the Headteacher has signed this form to confirm that all the required recruitment checks and procedures have been successfully completed.