



Shebbear College

SAFER RECRUITMENT POLICY

Whole School policy from EYFS to Sixth Form

Reviewed and ratified by the Governing Body – 16th November 2017

Next review by the Governing Body by November 2018

Policy Review at Shebbear College

The Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

Policy statement

Shebbear College is committed to safeguarding and promoting the welfare of children and young people. We expect and require all staff, pupils and volunteers to share this commitment. This policy statement and the School's Recruitment Procedures, which set out the requirements in more detail, are compliant with DfE advice on Safeguarding Children and Safer Recruitment in Education. They also pay due regard to Keeping Children Safe in Education – KCSIE (2016)

1. Procedure for Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the procedure. It starts with the process of planning the necessary recruitment and, where the post is advertised, ensuring that the advertisement makes clear the school's commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. A checklist is used to sign-off each stage of the recruitment process and is retained on the recruitment file as a permanent record to fulfil the necessary statutory requirement.

Recruitment and Selection

All applicants will receive a copy of the **School's Safeguarding and Child Protection Policy**, together with a comprehensive candidate information pack containing information about Shebbear College and the vacant position (**Job Description and Person Specification**). Applicants will also be advised of the need to undertake an Enhanced DBS check and any other checks relevant to teaching (including Prohibition orders)

All those who wish to be formally considered for the vacancy will be required to complete an **application form** including the following information:

- Personal details. This information is required for the School to meet its obligations with regard to child protection and safer recruitment and will not be circulated to those considering the application outside of the School's HR Department (i.e. the Bursary) before the shortlisting decision is made.
- Education, Academic Qualifications and other training: those candidates invited for interview will be required to provide proof of their qualifications and professional status by producing documentation on the day of the interview. The School will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate or a letter of confirmation from the awarding body/institution. If the original documents are not available, the School will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC (National Academic Recognition Information Centre) may also be required.
- Previous Employment History: any gaps or discrepancies in employment history should be explained.
- References: The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They are always sought and obtained directly from the referee; we do not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom it May Concern". Referees are asked to give any reason why the applicant should not be employed for work with children. Applicants should be aware that any previous employer may be contacted. References may be taken up on short listed candidates prior to interview.
- This post is exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Please see <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> If you have any convictions, cautions, reprimands or final warnings that are either unspent or are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) must be provided in a sealed envelope to the Headmaster.

Short listing

All applications will be scrutinised to ensure that they are fully completed; that the information provided is consistent and does not contain any discrepancies; and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion. Any anomalies or 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 short list the applicant. A curriculum vitae will not be accepted in place of the completed application form. All candidates will be assessed equally against the criteria contained in the person specification without exception or variation. 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/or professional regulatory bodies.

Invitation to interview

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with pupils. The selection process will always be a face-to-face interview and in addition to assessing and evaluating the applicant's suitability for the particular post, it will also explore:

- the candidate's attitudes toward children and young people;
- their ability to support the School's agenda for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history; and
- any concerns or discrepancies arising from the information provided by the candidate and/or their referee.

All candidates invited to interview must bring with them:

1. a current driving licence or a full birth certificate;
2. a current EU passport or other passport with appropriate visa;
3. a utility bill or financial statement showing the candidates current name and address;
4. where appropriate any documentation evidencing a change of name.

Originals must be provided. Photocopies or certified copies are not sufficient.

Conditional Offer of Employment

Pre-Employment Checks

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references (if not already been received);
- verification of the candidate's identity (if that could not be verified straight after the interview) and right to work in the UK;
- a satisfactory DBS check at Enhanced level with a barred list check;
- is not subject to a Prohibition Order issued by the Secretary of State (Teachers and those applying for School Management roles only);
- verification of the candidate's medical fitness;
- verification of qualifications (if not verified after the interview);
- satisfactory checks if the candidate has worked or been resident overseas in the previous 5 years – this includes a check if they have worked in the EEA (if applicable)
- completion of a self-declaration form to attest that the applicant and/or others living in

the same household are not disqualified under the Disqualification under the Childcare Act 2006 (March 2015, revised June 2016)

- satisfactory completion of a probationary period.

Disclosure and Barring Service (DBS) check

Due to the nature of the work, the School applies for an enhanced disclosure from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

For all staff an Enhanced DBS check will normally be obtained **before** they start employment. This may be an existing qualifying DBS while a new DBS is applied for.

An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. For appointments to regulated activity, an enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DBS. An enhanced disclosure may also contain non-conviction information from local police records which a Chief Police Officer thinks may be relevant in connection with the matter in question.

If there is a delay in receiving a DBS check The Headmaster has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List and/or Adult's Barred List if applicable, have been completed and once appropriate supervision has been put in place. DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a DBS check from the relevant jurisdiction(s).

Shebbear College Staff Self-Declaration Form

KCSIE (2016) requires that schools establish whether adults working or volunteering in the school lived in households with others who were a real or potential threat to children under the age of 8.

Given the geography of the school all adults working or volunteering at the school are asked to sign a self-declaration form to confirm that there is no one in their households who match this criteria and also to undertake to inform the school in the event that someone in their household was deemed unsafe to work with children. In the event of a disclosure 'by association' the DSL (Designated Safeguarding Lead) will seek advice immediately from Ofsted and/or the DFE.

Induction

All staff and volunteers, regardless of previous experience, will receive a school Induction. The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned, the induction programme will be comprehensive and refer to the relevant policies and procedures. All training received will be documented and kept within the person's recruitment file.

Contractors and Agency Staff

Contractors engaged by the school must complete the same checks for their employees that will have access to areas where unsupervised contact with children is possible as the School is required to complete for its staff. The school requires confirmation that these checks have been completed before the contractor can commence work at the school.

Agencies who supply staff to the school must also complete the pre-employment checks which the school would otherwise complete for its staff. Again, the school requires confirmation that these checks have been completed before an individual can commence work at the school.

The school will independently verify the identity of staff supplied by such an agency.

Supply Staff

When the school needs to use a supply agency to support recruitment needs, the following guidelines apply (and are conditions of the contract drawn up with the supply agency):

- The supply agency **MUST** provide written notification that all appropriate safeguarding checks have been made before a supplied person can commence work at Shebbear College.
- In cases where the DBS check contains information, then the school **MUST** receive a copy of the DBS check before a supplied person can commence work.
- The DBS check must have been made not more than 3 months prior to the commencement of employment at the School.
- The person offered for supply must satisfy the identity checks that all employees of the school are subject to (irrespective of any previous identity check).
- For any supply staff working in a boarding context the school will require (independently of the supply agency) an Enhanced DBS check.

Volunteers

If the school is actively seeking volunteers, and those concerned are considering candidates about whom they have little or no recent knowledge, we will adopt the same recruitment measures that would apply to paid staff. In other circumstances, for example where a parent who is well known is asked to take on a particular role, a streamlined procedure will be adopted by seeking references, checking to ensure others in the school community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking a DBS check. Volunteers will be briefed by the DSL about the responsibilities attached to their role

In other circumstances, e.g. where a volunteer's role will be a one-off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of pupils. This also extends to senior school pupils on work placements (or similar) and students aged 18 or over in a normal student capacity.

However, any overnight supervision would require an Enhanced DBS check.

Where volunteers recruited by another organisation work at Shebbear College, e.g. sports coaches from a local club, the supervising member of staff is to obtain assurance from that organisation that the person has been properly vetted.

Retention and security of disclosure information

The school complies with the provisions of the DBS code of practice, a copy of which is available on the DBS website.

In particular, the school will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's Senior Management Team (SMT) and staff involved in HR;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a **maximum of six months**. The school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- and prohibit the photocopying or scanning of any disclosure information.

Retention of records

If an applicant is appointed, the school will retain any relevant information provided on his/her application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after one year. This retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints to an Employment Tribunal.

The school will retain the following information, which will make up part of their personnel file, for the successful candidate:

1. Application form
2. Curriculum Vitae, where applicable
3. References
4. Proof of identification
5. Right to work in the UK document
6. Proof of academic qualifications, where applicable
7. Medical Fitness form
8. Evidence of DBS clearance (i.e. the DBS certificate number)
9. Job Description
10. Person Specification
11. Letter of Appointment
12. Contract
13. Staff Self-Declaration Form (KCSIE 2016)

SCR

Under DFE requirements the school keeps an electronic Single Central Register (SCR) for all who are in 'regulated activity' that includes the dates on which various pre-employment checks were made. This information is protected by law.