

RIVERSIDE SCHOOL



Safer Recruitment

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

December 2023

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Statement of intent

This policy is designed to assist with recruitment and selection at Riverside School. It outlines our recruitment procedure and is in-line with the DfE statutory guidance on safeguarding.

Through this policy, Riverside School aims to embed safer recruitment practices and procedures to ensure a more robust safeguarding culture at our school.

This Policy should be read in conjunction with the Safeguarding Policy and safer recruitment section contained therein.

Introduction

The safe recruitment of staff at Riverside is the first step to safeguarding and promoting the welfare of children in education. Riverside school is committed to safeguarding and promoting the welfare of pupils in its care. The school expects all staff and volunteers to share this commitment.

Aims and Objectives

The aims of the Safer Recruitment policy are as follows:

- To ensure the best possible staff are recruited on the basis of their merits, abilities and suitability of the position
- To ensure that all job applicants are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partnership status, disability or age
- To ensure compliance with relevant legislation, recommendations and guidance including statutory guidance published by the Department of Education (DfE), Keeping Children Safe in Education – September 2023, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any other guidance or code of practice published by the Disclosure and Barring Service (DBS) and
- To ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The school has a principle of open competition in its approach to recruitment and will seek the best applicant for the job. The recruitment and selection process should ensure the

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identification of the person best suited to the job at the school and based on the applicant's abilities, qualification, experience and merits against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2023 and Prevent Duty Guidance).

1. Roles and responsibilities:

The governing board of the school is responsible for ensuring there are effective policies and procedures in place to ensure recruitment at Riverside School is in-line with DfE guidance and legal requirements.

At Riverside School our governing board strives to ensure that staff recruitment is safe and fair, and the governing board continues to monitor this aspect of the school's Recruitment Policy alongside legal and statutory compliance.

The Headteacher will assist the governing board in ensuring that staff recruitment is safe, fair and compliant.

The Headteacher is also responsible for ensuring that appropriate supervision of employees/volunteers is organised, where necessary, and for promoting the safety and wellbeing of pupils generally and throughout this process.

It is the responsibility of the Headteacher and other Leadership in recruitment to:

- Ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers that work at the school
- To monitor contractors and agencies compliance with this document
- Promote the welfare of children and young people at every stage of the procedure

The Governing Board has delegated responsibility to the Headteacher to lead in all appointments.

2. Definition of Regulated Activity and Frequency

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.
- a. 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.
 - b) 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.
 - c) 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:
 - i. Relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - a. 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.
 - b. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.
- b. The level of DBS check, including whether a prohibition check is required, will depend on the applicant's role. For most appointments, i.e. those in 'regulated activity', an enhanced DBS check with barred list information is sufficient.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

3. Recruitment and Selection Procedure

Inviting applications – advertisements

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this involves an external advert on multiple platforms such as TES, Bromley website and School Website.

The school is passionate about its need to reach disadvantaged groups; as such a commitment to equal rights will be stated in advertisements.

Advertisements will refer to further details including a job description and outlining the person specifications potential candidates should display, and detail the closing date.

Recruitment will not be through 'word of mouth' and advertisement will aim to reach as broad an audience as possible (i.e. local advertising may not be appropriate).

The contact point for telephone or email enquiries will be clearly outlined and application forms are accessible both on the school's website, as well as being sent out to applicants.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act & GDPR regulations.

4. Information for candidates

Information for candidates will generally be provided in the form of an information pack. This will include:

- A copy of the advertisement.
- A more comprehensive job description.
- A more comprehensive person specification.
- Equal opportunities, Safeguarding and Health & Safety statements. These may be included on the Job Descriptions or separate paperwork.
- A brief outline of the school, its values and aims.
- An application form – to assist with fair comparisons between applicants. This will also include a section for references to be recorded, one of which should be the candidate's most recent employer.

5. Application Forms

Riverside School uses the Bromley application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants will be made 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 referral to the police and/or the DBS.

6. Job Description

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children with special educational needs.

The job description will include a statement summarising the school's position on equal opportunities.

7. Identification of the recruitment panel

The recruitment panel will comprise of an 'appointing officer', responsible for the management of the entire recruitment process. Between two and four selectors is appropriate for most appointments.

At least one member of the panel should have successfully completed training in safer recruitment.

8. Shortlisting

All application forms (whether incomplete or completed) must be taken into account when shortlisting candidates for an interview.

Candidates who are shortlisted should meet all the essential aspects of the person specification requirements. This process will be as systematic as possible and all selectors will read through all applications, each creating their own shortlist. These will be collated and discussed between selectors before a final shortlist is decided on.

9. Interview invitations

Once a shortlist has been decided, the successful applicants will be contacted to arrange an interview time.

Permission will be asked to contact the candidate's referees prior to interview.

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the

applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

10. References

Two referees, one of which must be the candidate's most recent employer, will be contacted by the personnel administrator before candidates are interviewed. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school.

A structured reference form will be sent to referees. Questions will include:

- General information about the candidate's previous professional performance and suitability for the post.
- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
- The applicant's disciplinary record.

If the candidate is applying for a teaching post and is not currently employed as a teacher, the school/college/local authority where they were most recently employed as a teacher should be contacted.

In line with the Equality Act 2010, only once a job offer has been made can employers ask questions about matters such as sick leave and medical fitness.

Records will be kept of these conversations, or written references requested, and any uncertainties or issues followed up with the referee verbally will be recorded.

Following reference checks, any concerns raised by referees will be put to the candidate at interview. Such conversations will also be recorded.

11. Digital footprints

At Riverside School we are committed to ensuring that safeguarding is a top priority.

In light of this commitment, where appropriate, potential candidates' social media or other online activity will be checked prior to interview and records made of any offensive or inappropriate material.

This process may include a search for the candidate via:

- Google
- Facebook
- Linked In
- Twitter

12. Selection process

During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.

Any concerns raised through contact with referees will be put to the candidate at this stage.

A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

13. Offer of Appointment and New Employee Process

In accordance with the recommendations set out in KCSIE the school carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
for positions which involve "teaching work":
 - the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and
 - the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any

reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;

- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List ;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Riverside School.

14 General recruitment

Riverside School will take care to ensure that:

- A candidate's identity is verified, preferably from a current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Appropriate DBS checks are obtained for all candidates, including barred list information where the person is engaged in regulated activity.

- Where an individual is successful in their application, and begins work in a regulated activity before a DBS certificate is available, a separate barred list check will be obtained:
 - 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 has a right to work in the UK.
- Where a candidate has worked overseas, that appropriate checks are carried out per this policy.
- A childcare disqualification check has been completed.

15 Individuals who have lived outside the UK

No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

The DfE [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.

16 Agency and third party staff

In the case of any employee working at Riverside 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.

Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

17 Trainee/student teachers

At Riverside School we will ensure that enhanced DBS certificates and barred list checks are obtained on all 'salaried' applicants for initial teacher training.

18 Decision making

At Riverside School, we are committed to ensuring the best individuals are recruited to work at our school. Applicants will therefore be carefully checked against the selection criteria and all essential criteria from the person specification must be met before any offers of employment are made.

In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the Employer Access Online checks.

19. Single central record

Per legal requirements, Riverside School will maintain and regularly update our single central record. All new employees will be added to the record, which will 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.

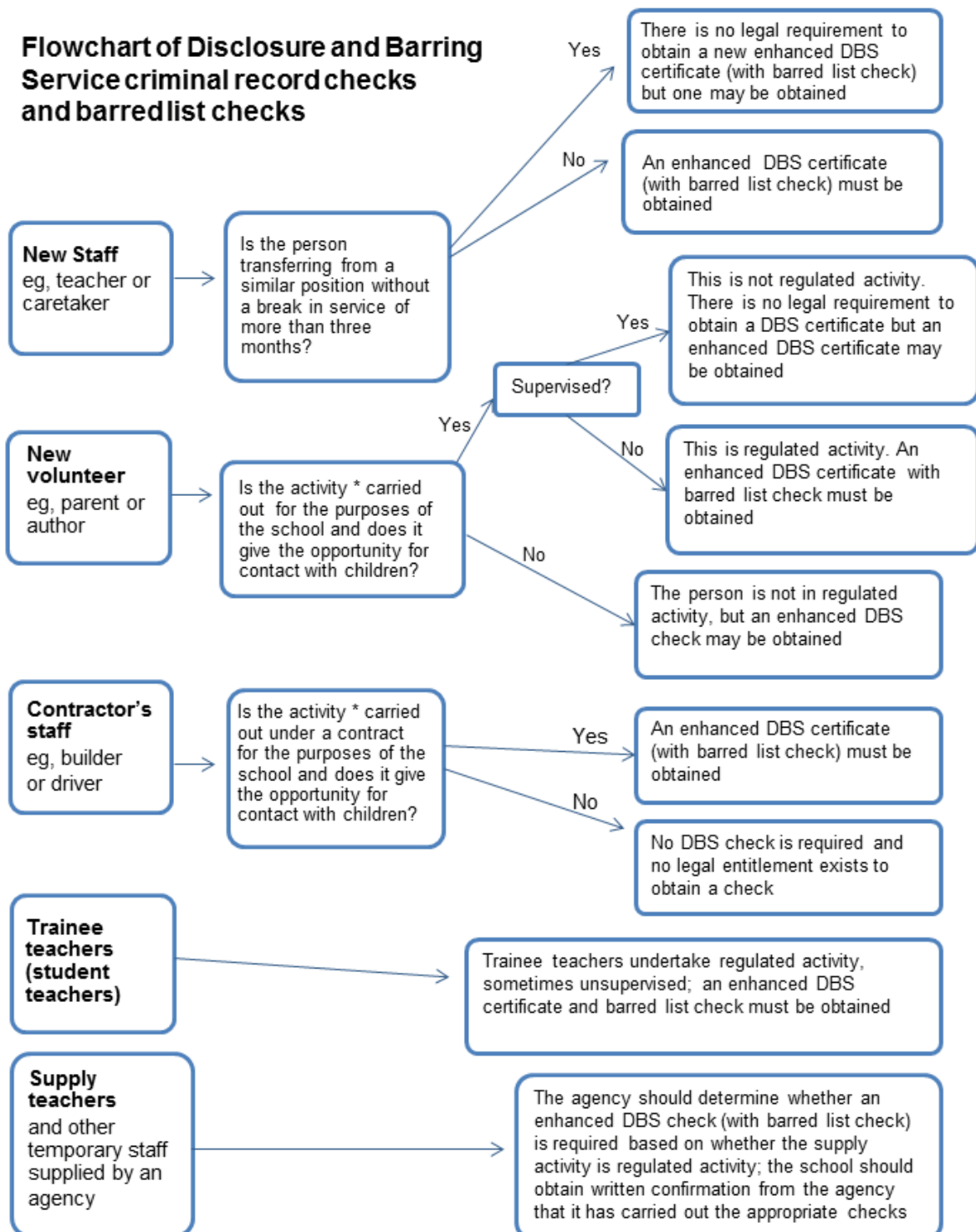
For each individual, the single central record will outline whether or not the following checks have been carried out/certificates obtained, along with the date of the check:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK
- A check on childcare disqualification

Appendix 1: Flowchart of Disclosure and Barring Service criminal

Record checks and barred list checks.

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'

Appendix 2

Keeping Children Safe in Education: Childcare Disqualification Requirements

Employee/Worker/Volunteer Declaration

School/Setting Name		
<p>Please refer to the accompanying letter for detailed information about the requirement for you to make this declaration.</p> <p>In accordance with the legislation you are required to sign the declaration below confirming that you are not disqualified from working in, or being concerned in the management of, the above settings.</p> <p>If you fail to complete and return the form, this will mean that your application cannot be progressed further and, in the case of existing staff or volunteers, will mean that you can no longer work at this establishment.</p> <p>A disqualified person is not permitted to continue to work in the above settings unless they apply for and are granted a waiver from OFSTED.</p> <p>Reference: http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-providers</p>		
Name of Person signing the Declaration		Post Held
Please circle one option for every question		
Section 1 – Orders or other restrictions		
Have any orders or other determinations related to childcare been made in respect of you?		YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?		YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?		YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available at the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made		YES / NO

Are you barred from working with Children (Disclosure and Barring (DBS))?		YES / NO
Teachers only - Are you prohibited from Teaching?		YES / NO
Section 2 – Specified and Statutory Offences		
Have you ever been cautioned, reprimanded, given a warning for, or convicted of:		
Any offence against or involving a child? (A child is a person under the age of 18)?		YES / NO
Any violent or sexual offence against an adult?		YES / NO
Any offence under the Sexual Offences Act?		YES / NO
Any other relevant offence? Available at the links below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made		YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO
Section 3 – Provision of Information		
If you have answered YES to any of the questions above you should provide details below. You may supply this information separately if you so wish, but you must do so without delay.		
Details of the order, restriction, conviction, caution or other ground for disqualification under the Childcare (Disqualification) Regulations 2009 etc.		
The date(s) of these		
The relevant court(s) or body(ies) and the sentence (if any) imposed		
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.		

Section 4 - Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

I understand my responsibilities to safeguard children.

I understand that I must notify my head teacher/manager immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children

Signed		
Print Name		Date