



Safer Recruitment Policy

APPROVED BY GOVERNORS

RESPONSIBLE PERSON – HEADTEACHER

December 2018

Contents:

[Statement of intent](#)

1. [Roles and responsibilities](#)
2. [Inviting applications](#)
3. [Information for candidates](#)
4. [Identification of the recruitment panel](#)
5. [Shortlisting](#)
6. [Interview invitations](#)
7. [References](#)
8. [Digital footprints](#)
9. [Selection process](#)
10. [Employment checks and DBS checks \(inc. "regulated activity"\)](#)
 - 10.1. [General recruitment](#)
 - 10.2. [Volunteers](#)
 - 10.3. [Individuals who have lived outside the UK](#)
 - 10.4. [Agency and third party staff](#)
 - 10.5. [Trainee/student teachers](#)
11. [Decision making](#)
12. [Single central record](#)

Appendix

13. [Annex 1](#): Flowchart of Disclosure and Barring Service criminal record checks and barred list checks.
14. Annex 2: Childcare Disqualification requirements form

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.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

December 2018

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 will also ensure appropriate checks have been carried out on staff, volunteers, contractors and agencies working within the school.

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.

2. Inviting applications - advertisements

Vacancies will be advertised through external media, keeping in mind the school's Equal Opportunities and Dignity at Work Policy and the need to reach disadvantaged groups. 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.

3. 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 statement.
- 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.

4. 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.

5. Shortlisting

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

6. Interview invitations

- a. Once a shortlist has been decided, the successful applicants will be contacted to arrange an interview time.
- b. Permission will be asked to contact the candidate's referees prior to interview.

7 References

- a. Two referees, one of which must be the candidate's most recent employer, will be contacted by the personnel administrator where possible, before candidates are interviewed.
- b. A structured reference form will be sent to referees.
- c. 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.
 - Details of sickness/attendance will be obtained prior to offering a position.
- d. 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.
- e. Following reference checks, any concerns raised by referees will be put to the candidate at interview. Such conversations will also be recorded.

8. Digital footprints

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

- a. 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.
- b. This process may include a search for the candidate via:
- Google
 - Facebook
 - Linked In
 - Twitter

9. Selection process

- a. During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.
- b. Any concerns raised through contact with referees will be put to the candidate at this stage.
- c. 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.

10. Employment checks and DBS checks (inc. "regulated activity")

- a. 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.
- b. 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.
- c. 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.

10.1 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.

10.2 Volunteers

Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

10.3 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.

10.4 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.

10.5 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.

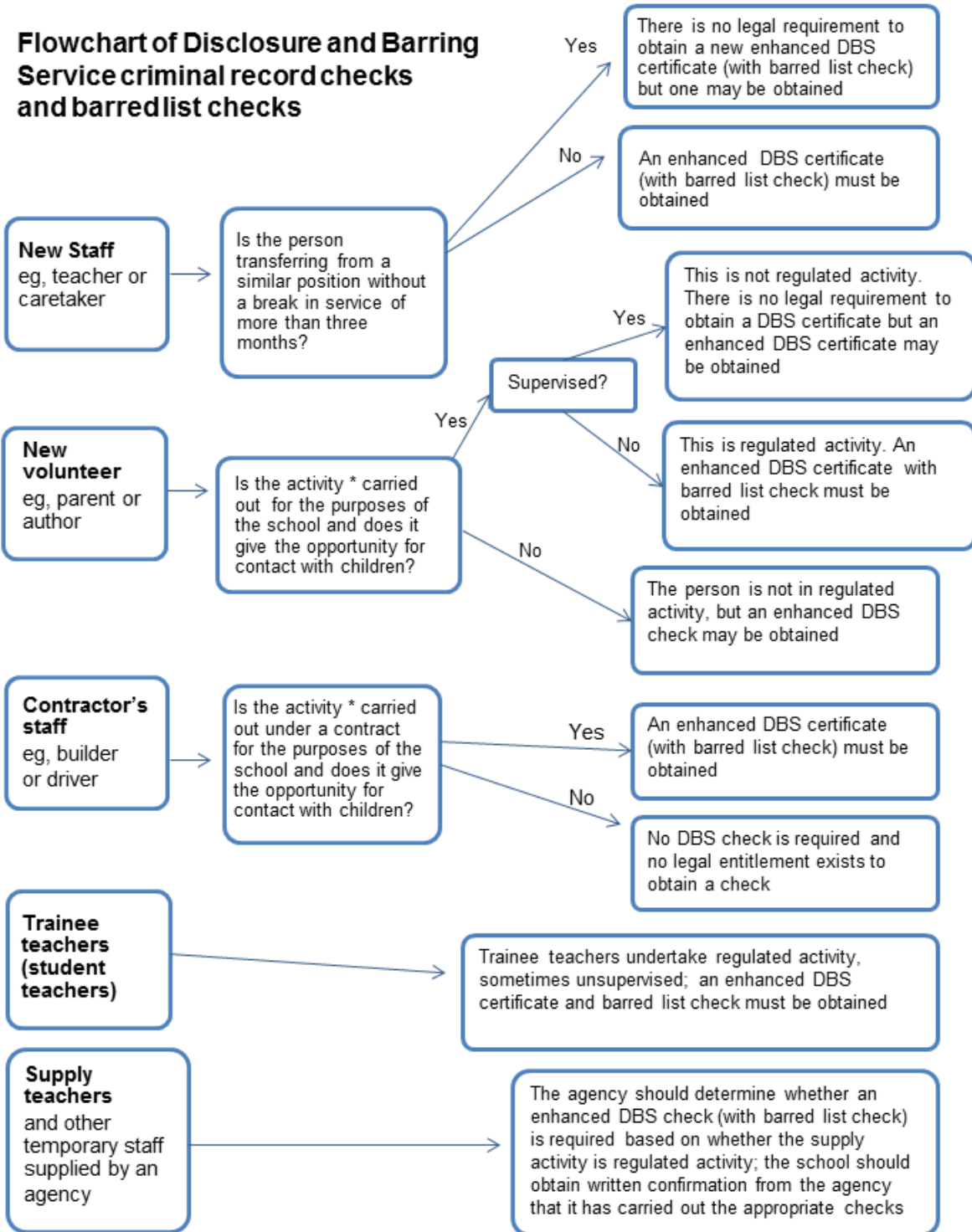
11. Decision making

- a. 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.
- b. 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.

15. Single central record

- a. 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.
- b. 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

Annex 1: Flowchart of Disclosure and Barring Service criminal



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

record checks and barred list checks.

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/uksi/2009/1547/schedule/2/made http://www.legislation.gov.uk/uksi/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