

All Cannings CE Primary School



Safer Recruitment Policy

Ethos Statement

I have come that they might have life, and have it to the full.

John 10 v 10

At All Cannings Church of England School, everyone embarks on a unique journey of learning, personal development and faith.

We consider our school a family, travelling together with support from people at home, the community and the church.

Our attitudes to learning and our attitudes to life are interwoven, with the Christian values of the school evident in all aspects of daily life.

By being fully involved in our own development and an active member of both the school and wider community, we leave All Cannings equipped to achieve personal success and shape the future.

Version Control

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Signed – Chair of Governors	
Signed - Headteacher	

Everyone who works in the school and comes into regular contact with children, or who will be responsible for children as a result of their work, will be subject to the measures described below. This includes staff employed by contractors, agency supply staff and unpaid volunteers. The school must ensure that volunteers recruited from another organisation, e.g. sports coaches from a local club, are suitably vetted.

This policy is based on guidance contained in 'Keeping Children Safe in Education – September 2020'.

Definition

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 process starting with planning the recruitment exercise. It requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. The main elements of the process include:

- Ensuring the emphasis on safeguarding and promoting the welfare of children is clearly evident throughout all parts of the process;
- Incorporating all current guidance within the recruitment process and ensuring it reflects best practice;
- Ensuring the process provides all parties with the necessary information to allow school to make a successful appointment;
- Ensuring the person specification includes specific reference to suitability to work with children;
- Obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies, omissions or anomalies;
- Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children. Open references will not be accepted;
- Ensuring the interview process is well-planned and appropriate for the position, with all members of the interview panel clear about their roles and responsibilities and how they will be involved.
- Ensuring the process is consistent and fair to all candidates.

- A face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post, however, in certain circumstances, technology may be used to enable the face-to-face interview to take place;
- Verifying the successful candidate's identity;
- Verifying that the successful applicant has any academic, or vocational qualifications, claimed;
- Checking his, or her, previous employment history and experience;
- Verifying that s/he has the health and physical capacity for the job, taking account of any reasonable adjustments that could be made in accordance with the Equality Act 2010;
- Verifying the person's right to work in the UK;
- Ensure that a candidate to be employed as a teacher is not subject to a prohibition order using the Employer Access Online service;
- An enhanced DBS check which will automatically include barred list information.

In addition, it is important that everyone working in school is aware of the need to adopt ways of working and appropriate practice to help reduce allegations and is aware of the procedures for raising concerns. All concerns must be taken seriously and, where appropriate, action should be taken in accordance with the procedures.

Practice

Pre-Interview

When recruiting, the school will adhere to its Equal Opportunities and Dignity at Work Policy.

The school will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.

The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates will be asked to inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.

Planning, advertising and Shortlisting

Once a vacancy has been identified, the school will start the recruitment process. This must be planned to ensure that sufficient time for planning, scheduling and structuring can be organised. As a result, safeguarding remains stringent and all parties can be confident that the best possible appointment will be made.

A recruitment panel will be set up for the particular position that has arisen. The panel will comprise of at least three members, one of which is likely to be the Head teacher, or a member of SLT who has had the responsibility delegated to them. Ideally the panel should be comprised of an odd number of members, so that majority votes can be cast. At least one member of the recruitment panel will have completed up-to-date safer recruitment training.

The panel shall then decide on the recruitment timeframe and prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.

The recruitment panel will create the advertisement and ensure it includes the following requirements:

-  Information specific to the role on offer and the school as a whole
-  The context of the role within the organisation
-  The terms and conditions of the role are highlighted
-  The advertisement is relevant to and clearly understood by the target audience
-  The advertisement is communicated directly and concisely
-  Applications can be submitted electronically

The following statement will be included in all recruitment material (advertisements, candidate information packs, person specifications, job descriptions):

"Equa Multi-Academy Trust and the school are committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to

this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the Council's agreed Child Protection procedures will be followed, alongside implementation of the school's Disciplinary Procedure".

Before interview invitations are sent, the recruitment panel will ensure that application packs are prepared, which will include the following:

- A copy of the advertisement
- A comprehensive job description
- A comprehensive person specification
- Any equal rights material, e.g. an equal opportunities statement
- A brief outline of the school, its values and aims
- Request for Referees

Vacancies will be advertised through external media, such as the LA vacancy bulletin and local newspaper, with due consideration to the school's Equal Opportunities Policy, thus ensuring that the advertisement reaches a wide range of groups. The job information and associated documents will be published online, including on the school website.

Requests for further information from applicants will be replied to promptly. Visits to school will be encouraged, but candidates who are not able to do so will not be disadvantaged. All applications will be replied to with a letter/email notifying candidates of the outcome of their application. Interviews will be arranged for the shortlisted candidates.

Advertisements will include a job description, person specification and detail the closing date.

The contact numbers of the organisation and details of the application process will be clearly outlined. The school will use agreed application forms only, based upon Equa / Wiltshire Council. Curriculum Vitae will not be accepted on their own.

The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check. The person specification will set out the extent of the relationships and contact with children and the degree of responsibility for children that the person will have.

For applicants for all types of post the form should obtain:

- full identifying details of the applicant including current and former names, date of birth, current address, and National Insurance number;
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
- a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates,
- explanations for periods not in employment, education or training, and reasons for leaving previous employment;
- a declaration of any family or close relationship to existing employees or employers (including councillors and governors);
- details of referees. One referee should be the applicant's current or most recent employer, and normally two referees should be sufficient. Where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. The form should make it clear that references will not be accepted from relatives, or from people writing solely in the capacity of friends;

and

- a statement of the personal qualities and experience that the applicant believes are relevant to his, or her, suitability for the post advertised and how s/he meets the person specification.
- if the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any for which the penalty

is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any safeguarding concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children, but has done so in the past, that previous employer will be asked about those issues.

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.

The Job Description will clearly state the main duties and responsibilities of the post as well as the individual's responsibility for promoting and safeguarding the welfare of children. It is acknowledged that all work within school will involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

The Person Specification will make reference to issues relating to safeguarding being explored at interview. This will include motivation to work with children, ability to form and maintain appropriate relationships and personal boundaries, emotional resilience and attitudes to authority and maintaining discipline.

The candidate information pack, in addition to the documents above, will include a copy of the Safeguarding and Child Protection Policy.

Shortlisting

- When shortlisting candidates for an interview, all application forms will be considered.
- At least two members of the recruitment panel will be involved in the shortlisting process.
- Candidates who are shortlisted will meet all the essential aspects of the person specification requirements.
- The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. Each member of the panel will create their own shortlist which will then be collated and discussed to create an agreed shortlist. Any concerns, or issues, regarding safeguarding will be discussed.
- Applicants will be assessed against the same shortlisting criteria to ensure a fair process.

Invitation to interview

Once a shortlist has been confirmed, the applicants to be invited for interviews will be contacted by the school and suitable interview times will be decided. The recruitment panel will ensure that all shortlisted candidates receive information about the interview arrangements, how they will be conducted, the areas that will be explored and what documents they should bring.

The recruitment panel will send shortlisted candidates the self-declaration of criminal record form, alongside a copy of the school's disqualification form, where appropriate. Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.

Where appropriate, pupils may be involved in the recruitment process in some way, e.g. as part of a lesson, showing candidates around, meeting the School Council. This will always take place in the presence of a nominated member of staff, or member of the recruitment panel.

Where possible, the recruitment panel will obtain two references before interviewing candidates to allow for any concerns to be explored with the referee and discussed with the candidate. One of the references will be from the candidate's most recent employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer. References will be from a senior member of staff and not a colleague.

Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.

Electronic references will be vetted to ensure they originate from a credible source. References from internal candidates will also always be scrutinised before interview. Permission will be sought from the candidates

before the recruitment panel contacts referees. Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.

Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.

The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online activity prior to interview.

This process may include a search for the candidate via:

Google

Facebook

LinkedIn

Any concerns will be addressed during the interview process

All candidates will be asked to bring with them documentary evidence of their identity and their educational and professional qualifications, i.e. originals or certified copies.

Interviews

Interviews will be carried out by a minimum of two people (one member having undergone Safer Recruitment training). The interview will explore the candidate's attitude to children, his or her ability to support the school's agenda for safeguarding, gaps in the candidate's employment history and concerns or discrepancies from the information provided.

During the interview process, candidates will be asked standard questions and their responses will be recorded for ease of comparison. Any concerns raised through contact with referees will be discussed with the candidate at this stage. The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.

The candidate will be given the opportunity to discuss any concerns, or ask any questions.

The interview will always comprise a face-to-face interview; however, the recruitment panel may also request that candidates complete appropriate exercises linked to the role advertised.

Post Interview

After the interview has been completed, the recruitment panel will:

- 🏰 Assess all candidates' performance using the same agreed criteria.
- 🏰 Ask the successful candidate to provide proof of identification and qualifications, and to complete the DBS check as soon as possible.
- 🏰 Contact and provide feedback to the unsuccessful candidates – feedback will be verbal and based on evidence of their performance against the person specification for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the Records Management Policy, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate.
- Ask the successful candidate to provide identification and proof of qualifications, if this has not already been done.
- Complete the relevant pre-appointment checks.

Pre-Appointment Checks

Any offer of employment will be dependent upon:

- The receipt of at least two satisfactory references;
- Verification of the candidate's identity;
- A satisfactory barred list/ enhanced DBS Disclosure.

- Verification of the candidate's mental and physical fitness. 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;
- Verification of the person's right to work in the UK;
- Make further checks on any individual who has lived or worked outside the UK
- Verification of professional status, e.g. QTS status;
- (for teaching posts) verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7th May 1999); and
- Verification that a teacher is not on the Prohibition List
- (for non teaching posts) satisfactory completion of the probationary period.
- ensuring any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

All checks will be confirmed in writing, documented and retained on the personnel file and followed up where they are unsatisfactory, or where there are discrepancies in the information provided.

Recruitment and Vetting Checks

- All new appointments will be subject to an enhanced DBS Disclosure/prohibition check despite legislation stating that DBS Disclosures are not required where the person has worked in a relevant post within the 3 months prior to appointment;
- The school must keep a Single Central Record detailing checks carried out on staff;
- All appointments will be subject to identity checks, checks to confirm qualifications that are a legal requirement for the post, including QTS, medical fitness requirements and checks to confirm the right to work in the United Kingdom.

Apart from the DBS Disclosure, the above checks must be completed before a person's appointment. In the case of agency staff, agencies are required to carry out the same checks as schools and it is the school's responsibility to ensure they obtain a letter from the agency stating they have carried out the appropriate checks.

In addition to the above mandatory checks the school will check professional and character references and previous employment history.

Identity Checks

The school will ask to see proof of identity such as a birth certificate, driving licence or passport combined with evidence of address and some form of photographic identity, which is also required for the DBS disclosure.

Starting work pending a DBS Disclosure

The Headteacher has the discretion to allow an individual to begin work within school pending receipt of a DBS Disclosure, but should ensure that the individual is appropriately supervised and a risk assessment is carried out.

References

References will be sought for all short-listed candidates prior to interview and will be checked to ensure that all specific questions have been answered satisfactorily. All referees will be given a copy of the job description and person specification for the post. References will always be requested from a candidate's current or previous employer. If questions have not been answered or the reference is vague, the referee will be contacted for further details.

Update Single Central Record

The school will maintain a single central record covering all staff (including supply staff and teacher trainees). The information recorded will be: identity check, barred list check, enhanced DBS check, prohibition from teaching check, a check on professional qualifications, a check to establish the person's right to work in the United Kingdom. Where checks are carried out on volunteers these will be recorded on the single central record.

The school follows the most up to date guidance with regards to retaining copies of personal information such as DBS certificates. A copy of the documents used to verify the successful candidate's identity, right to work and required qualifications should be kept for the personnel file.

Where the candidate is found to be on List 99 or the DBS Disclosure shows they have been disqualified from working with children, or has provided false information or where there are serious concerns about the candidate's suitability to work with children, the facts must be reported to the police and the DfE.

Induction

All staff will receive an induction programme to provide training and information about the school's policies and procedures, support appropriate for the role and opportunities to discuss any issues or concerns. This will include information about safeguarding and promoting welfare, e.g. child protection, anti-bullying, physical intervention, internet safety and any local procedures. This will include Safeguarding training appropriate to the role.

It is important that staff have appropriate training and induction to ensure they understand their roles and responsibilities and are confident about carrying them out. The school is committed to maintaining an ethos of safeguarding and promoting the welfare of children through:

- A clear written statement of the standards of behaviour expected of staff and pupils;
- Appropriate induction and training;
- Safeguarding training – both school-specific systems / policy and on general areas such as Prevent, FGM, Neglect, E-Safety, County Lines etc.
- Regular discussion of issues;
- Regular PSHE material in the curriculum;
- Ensuring that all staff are familiar with the good practice guidance;
- A clear reporting system for concerns
- Both the recruitment and induction arrangements will be monitored, e.g. staff turnover and reasons for leaving, exit interviews and attendance of new recruits at child protection training.

Existing Staff

If the school has concerns about an existing staff member's suitability to work with children, it will carry out all relevant checks as if the person were a new member of staff. Similarly, if a member of staff moves from a post that was not regulated activity into work is regulated activity, the relevant checks will be carried out.

Other Groups where Safer Recruitment is necessary

Supply Staff

School will obtain written confirmation that the agency supplying the member of staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided and the date that confirmation was received.

Volunteers

The school will obtain a DBS check on all volunteers engaging in 'regulated activity'* and may choose to request a check on a supervised volunteer.

*A person will be considered to be in regulated activity if they are

- responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children;
- will be carrying out paid or unpaid voluntary work in school which involves contact with children

A supervised volunteer who regularly works with children is not in a regulated activity.

Governors/ Trustees

The school will obtain a DBS check on all governors and trustees and a section 128 check. For those governors who engage in 'regulated activity' they will be subject to an enhanced DBS.

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- responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children;
- will be carrying out paid or unpaid voluntary work in school which involves contact with children

A supervised volunteer who regularly works with children is not in a regulated activity.

Contractors

The school will ensure that any contractor or employee of a contractor, engaged in regulated activity, has been subject to the appropriate level of DBS check. The school will always check the identity of contractors and their staff on arrival at the school.

Visitors

Schools do not have the power to request DBS checks for visitors and the Headteacher will use their professional judgement about the need to escort or supervise visitors.

Individuals who have lived or worked outside the UK will undergo the same checks as all other staff and further checks, as appropriate, may be carried out.

For third-party organisations, the school will obtain written notification that the organisation has carried out the checks on any individual who will be working at the school. The school will check that the person presenting themselves for work is the same person on whom the checks have been made.

It is the responsibility of the initial teacher training provider to give the school written confirmation that it has carried out the necessary checks.

Children staying with host families

The school, on occasion, may make arrangements for learning experiences which involve the children being provided with care and accommodation by a host family to whom they are not related, for example an exchange visit to France. The school recognises that the DBS cannot access criminal records held overseas and, therefore, cannot check host families or staff in overseas schools in the same way. The school, however, will work closely with any partner school to ensure that similar assurances are undertaken prior to a visit.

Maintaining a Safer Culture

The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence, and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

As a measure of good practice, the school will ensure that staff safer recruitment training is renewed every five years.

This policy is reviewed at least every two years by the governing board and the headteacher.

Any changes made to this policy will be communicated to all members of staff and relevant stakeholders.

All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.

The next scheduled review date for this policy is March 2023.