Hardwick Primary School

Caring Achieving Respectful Exciting

School Safer Recruitment Policy

School Leader:	**R Sandhu**	
Link Governor:	**A Repesa**	
Policy Approved	**Signed: A Repesa**	**Date: 08.06.17**
Policy Reviewed	Signed: A Repesa	Date: 07.06.18
Policy Reviewed	Signed:	Date:
Policy Reviewed	Signed:	Date:
Policy Reviewed	Signed:	Date:

School Safer Recruitment Policy

Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality and opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the school's Equality Policy.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spend and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for position.

The school will:

1. ensure that appropriate staff who undertake recruitment have received and successfully completed safer recruitment training
2. Every appointment panel to include one member who has received safer recruitment training.
3. implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements.
5. keep and maintain a record of staff who are employed to work in or manage relevant childcare and record the date on which disqualified by association checks were completed in the single central record.
6. ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
7. require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A satisfactory enhanced DBS clearance
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional registration as required by law for teachers
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)
- Verification that a candidate to be employed or qualified as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employee Access Online service.
- Verification of the candidates right to work in the UK
- Receipt of Certificate of Good Conduct or satisfactory references if candidate has worked abroad in the previous 5 years or other checks as considered appropriate.
- Ask candidate to complete a 'Childcare Disqualification Declaration' form.

Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements.
- Monitor the school's compliance with them

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

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

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

It is the responsibility of the school's HR provider to:
Deal with the administration of the disclosure system for the school

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group.

School governors may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

The Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Applications

The form – The school uses a standard application form. CVs will not be accepted
The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

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 DFE

References

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied – open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only reference from a trusted authoritative source will be acceptable. Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post and salary.
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.
- Hardwick Primary School uses the template *Appendix 1* for all prospective candidates.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants

The school's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel/Headtof School, prior to the interview. The chair of the panel/Head of School will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children (in line with NCSL Safe Recruitment Training)
- Young people panel/activity with children

Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Disclosure Barring Service Request check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of 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 will also be required.

Proof of identity and other documentation will be verified by the chair of the panel/Head of School

Commencement of Employment prior to DBS check being received

In exceptional circumstances it is permitted to commence employment prior to receiving a DBS check. However a List 99 check and risk assessment must be completed.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks details above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made and the contract of employment issued.

Record Retention/Data Protection

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel/Head of School within 6 months of the interview date.

Personal file records

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

- Application form
- References
- Disclosure of convictions form
- Childcare Disqualification Declaration form
- Proof of identification
- Proof of academic qualifications
- Proof of NQT Induction (for teaching staff)
- Employee Access Online prohibition of teaching check (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance

Single Central Record of Recruitment Vetting Checks

In line with DFE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

- Identity checks
- A barred list check(99)
- Enhanced DBS check
- Check of professional qualifications legally required for the job
- Access on line - Section 128 Barred and Prohibition Check
- Checks of right to work in the United Kingdom
- DBS Enhanced Disclosure
- Childcare Disqualification Declaration form, if relevant
- Further overseas records where appropriate on people living or working outside the UK

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency (Appendix B) that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where

there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

School staff will be given a copy of the DFE guidance on Safe Working Practice and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time.

The school has a specific safeguarding related whistle policy which has been disseminated to all staff and volunteers.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously.

The school will follow DFE and Derby Safeguarding Children Board allegations procedures and refer any allegation for initial consultation to the Local Authority Designated Officer.

Appendix A

Post Applied For:	**Teacher**		
Candidate Name		**Candidate Job Title**	
Referee Name		**Referee Job Title**	
School/Organisation			
Date Employed From		**To**	
Full/Part Time		**If PT how many days p/w?**	

Please rate the candidate by ticking the appropriate box for each category:

	Outstanding	Good	Acceptable	Poor	Unable to Comment
Overall Ability					
Able to reflect on and evaluate the quality of their work					
Able to listen to advice and respond positively					
Able to work effectively as part of a team					
Understands what constitutes high quality and high standards in learning and teaching					
Has high expectations for children regardless of their starting point					
Understands how to differentiate teaching and resources to meet the needs of different learners					
Demonstrates the skills to make learning fun, practical and engaging					
Understands what constitutes appropriate and successful relationships with learners					
Uses a positive approach to behaviour management					
Displays warmth, care and sensitivity in dealing with children					
Ability to work well with parents and carers					
Effective organisational skills including time management and the ability to meet deadlines					

Confident user of ICT to support learning					
Open minded and adaptable					
Passionate about children and the power of education to transform lives					
Tidy!					

Please use the box below to elaborate on any of the above tick boxes:

Has the candidate ever been subject to any disciplinary action during your employment?
Yes/No
If yes, please provide additional details:

Has the candidate ever been subject of any child protection issues or allegations? Yes/No
If yes, what was the outcome?

Do you consider the candidate to be suitable to work with children? Yes/No
If no, please provide additional details:

If a suitable position were available would you re-employ this person?
Yes/No
If no, please provide additional details:

Recommendation in terms of suitability for the post applied for?
Without Reservation Strongly Recommend With Reservation Not Recommended
If with reservations please provide additional details:

If you would like to provide any additional information that you feel would aid the candidate in their application to us, please provide it the box below:

By signing below you are declaring that the reference is accurate and does not contain any misstatement or omission.

Referee Signature: _____

Print Name: _____

Date: _____

Hardwick Primary School treats all references with confidentiality but please be aware that under the Data Protection Act 1998, candidates can apply in writing to see a copy of this reference. In this scenario Hardwick Primary School may have no option but to disclose it.
Please email the completed reference to: **admin@hardwick.derby.sch.uk**

Many thanks for your kind support in completing this reference.

Jonathan Gallimore

Executive Head
Hardwick Primary School
Dover Street
Derby
DE23 6QP

Tel: 01332 272249.

Appendix B

Letter of Comfort

Keeping Children Safe in Education

In accordance with the Department for Education statutory guidance, Keeping Children Safe in Education and other recommended practices, I write to request a letter on company headed paper, which confirms that the relevant checks for all employees who work under a contract for services or training placement at Hardwick Primary School have been completed.

You must confirm in writing to me that all your staff have had a full enhanced DBS check and have under gone rigorous background checks, including:

- An enhanced DBS disclosure (including barred check if in regulated activity)
- Right to work in the UK checks and further ID Checks
- Prohibition check for teachers / Section 128 for Management
- Minimum of two references supporting their employment
- Verified proof of QTS and Qualifications
- Satisfactory medical clearance
- Declarations relating to Disqualification under the Childcare Act 2006 including by association

The information provided is collated in a 'Single Central Record' which is a statutory requirement within education and is only accessible my authorised personnel.

If the person (s) is working in regulated activity, please note that upon their first visit to the academy site, their original DBS certificate will be reviewed alongside photo ID, therefore in circumstances where this is not available, please be advised that the person (s) will not be permitted on site.

If you have any questions, don't hesitate to contact myself on 01332 272249 ext 200 email admin@hardwick.derby.sch.uk or Michelle Richardson School Business Manager ext 205 bursar@hardwick.derby.sch.uk

Yours sincerely

