



Safer recruitment and Selection Policy

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1. Introduction

1.1. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.

1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the School's Equality and Diversity Policy.

1.3. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

1.4. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

1.5. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and our general Privacy Statement can be found here.

2. Delegation of Appointments and Constitution of Appointments Panels

2.1. The power to offer employment for all posts below the level of Assistant Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.

2.2. The Headteacher is expected to attempt to involve at least one governor in the appointment of all employees/all teaching staff.

2.3. Shortlisting panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every shortlisting panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training (it is recommended that those who shortlist carry out the interview for a consistent approach).

3. Advertising

3.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the shortlisting panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

3.2. The advert will include the level of DBS check required depending on the role being recruited for and whether the role will involve regulated activity.

3.3. Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

3.4. All adverts state the requirement for a certificate of good conduct where applicable, in addition, for teaching posts, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

3.5. Within the advert the applicant will be provided with the school's policy and practice in relation to safeguarding and promoting the welfare of children.

4. Information for Applicants

4.1. All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School
- A person specification may also be provided. This will also include a statement on behalf of the governing body of their commitment to safeguarding and promoting the welfare of children and young people
- An application form (CVs will not be accepted)
- An Information pack containing:
 - Reference to the School's Equality and Diversity Policy
 - Reference to the Child Protection/Safeguarding Policy
 - DBS and other pre-employment checks required
- A statement that canvassing any employee, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification

- The closing date for the receipt of applications
- An outline of the terms of employment including salary
- Reference to the School's Safer recruitment and Selection Policy

5. Short Listing

- 5.1** Our shortlisting process will involve at least 2 people and will:
- Consider any inconsistencies and look for gaps in employment and reasons given for them
 - Explore all potential concerns
- 5.2** Once we have shortlisted candidates, we will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
- If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
 - Sign a declaration confirming the information they have provided is true
- 5.3** We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

6. Reference Requests

- 6.1** We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.
- 6.2** When seeking references we will:
- Not accept open references
 - Liaise directly with referees and verify any information contained within references with the referees
 - Ensure any references are from the candidate's current employer and completed by a senior person.
 - Where the referee is school based, we will ask for the reference to be confirmed by the Headteacher/principal as accurate in respect to disciplinary investigations
 - Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
 - Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children

- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed.

6. Interviews

6.1 When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

6.2. The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors [or trustees] involved in the process but the following will be adhered to:

6.2.1 Briefing:

All candidates will be given relevant information about the School to enable the candidate to make further enquiries about the suitability of the advertised job.

6.2.2 The formal interview:

Before the interviews the selection panel will agree on the interview format [including any other assessment methods]. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. Questions will include:

- Finding out what attracted the candidate to the post being applied for and their motivation for working with children
- Exploring their skills and asking for examples of experience of working with children which are relevant to the role
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking for the reasons for this

6.2.3 The interview will also explore potential areas of concern to determine the applicant's suitability to work with children. Area that may be concerning and lead to further probing include:

- Implication that adults and children are equal
- Lack of recognition and/or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Indicators of negative safeguarding behaviours

6.3 Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

6.4 The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.5 The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

7. Offer of Employment by the Selection Panel

7.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identify (including Birth Certificate)
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

7.2. Unsuccessful candidates will be notified.

8. Personnel File and Single Central Record

8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the School including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of two
- Proof of identity (including Birth certificate)
- Proof of right to work in the UK
- Proof of relevant qualifications
- Certificate of Good Conduct (where applicable) which may include for teaching positions, a letter of professional standing from the professional regulating authority in the country (or countries) in which the applicant has worked

- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks (where applicable)
- Evidence of a Section 128 direction (where applicable)
- Offer of employment letter and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

8.2. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the School's Data Retention Policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.

8.3. The School will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

8.4. The School will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The School will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

8.5. You have the right to withdraw your consent at any time and can do so by informing the School's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

8.6. The School will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

9. Start of Employment and Induction

9.1. The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

9.2. All new employees will be provided with an induction programme which will cover all relevant matters of School policy but in particular safeguarding and promoting the welfare of children, this will include the:

- Child protection policy which will include amongst other things the policy and procedures to deal with peer on peer abuse
- Behaviour policy (which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)

- Staff behaviour policy (also known as code of conduct)
- Safeguarding response to children who go missing from education
- Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and deputies)

Copies of all policies and a copy of Part one or Annex A of KCSIE, if appropriate will be provided to all staff at induction.

10. Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

11. Contractors

11.1 We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

11.2 For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

12. Trainee/student teachers

12.1 Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

12.2 Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

12.3 In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

13. Volunteers

13.1 We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

14. Governors

14.1 All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

14.2 All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

14.3 All governors will also have the following checks:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

