



## Safer Recruitment Policy

**Working together, learning together, succeeding together.**

Deepdene is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The School recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance contained in

- Keeping Children Safe in Education 2015
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings March 2009

This policy also has due regard for Prevent Duty Guidance: for England and Wales (March 2015 supplemented by the non- statutory advice and a briefing note The Prevent duty: Departmental Advice for Schools and Childminders and The Use of Social Media for On-line Radicalisation (July 2015).

This policy applies to the whole school, including the Early Years Foundation Stage.

Throughout the selection and recruitment procedure, the School will have regard to the guidance as set out in the aforementioned documents. The school is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply generally as well as specifically to EYFS children.

This will involve:

- Including the School's Child Protection policy statement in any job advertisements.
- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, a declaration of existing contacts in the School, details of referees and a declaration of criminal convictions that are not "protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013).

- Providing a Job Description and Person Specification which contains the School's Child Protection policy statement.
- Providing each applicant with a copy of a document detailing the application and recruitment process at Deepdene, which also contains the School's Child Protection policy statement.
- Ensuring all recruitment documents also clearly state that "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service".
- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.

## **Staff**

The School follows the following definition of staff:

"Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer"

## **Application**

All applicants for employment will be required to complete an Application Form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number.
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps.
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying.
- A declaration of any existing contacts in the School.
- Details of referees.
- A declaration of any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering rules apply. Please see <https://www.gov.uk/government/publications/dbs-filtering-guidance> for further information. The filtering guidance is published to candidates in the document entitled 'The Application and Recruitment Process'.

Candidates will be asked to complete any incomplete forms. A Curriculum Vitae will not be accepted in place of the completed application form.

Along with the Application Form, applicants will receive the following:

- A Job Description, containing a Person Specification, a statement of the terms and conditions relating to the post, the School's Child Protection Policy statement and an introduction to the School.
- A copy of the notes explaining the application and recruitment process at Deepdene.

### **Interview**

Long-listed applicants may be invited to a brief, informal, initial interview to enable a more accurate short-listing process.

Short-listed applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Further assessment is introduced, such as skills tests, or an observed lesson.

All candidates are asked to bring the following with them to interview:

- Documentary evidence of their ID that will satisfy DBS and Safer Recruitment requirements.
- Documents confirming any educational and professional qualifications that are necessary for the post.

It is at this point that a Warner-style Safer Recruitment interview will take place, to determine the candidate's reasons for working with children.

Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file.

References will be obtained prior to interview.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks listed under the following section, 'Appointment Procedures for Staff'.

### **Appointment Procedure for Staff**

The School adheres to the following procedure with regard to the recruitment of staff by undertaking the following checks prior to the first day at work:

#### **Career History**

- Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the Career History section of the Application Form.

## References

- The School will request two references for each candidate, which must be a combination of the candidate's current or most recent employer and their most recent instance of working with children. Ideally, these should cover roughly five years in a person's career history.
- Referees will be asked to state the following in the School's Reference Form:
  - Any disciplinary or child protection issues.
  - Any reasons why the candidate should not be employed for work with children.
  - The candidate's reasons for leaving.
- Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate.
- If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- The School will not accept references from relatives or referees writing solely in the capacity of friends.
- The School will not accept any references addressed to "To Whom It May Concern".

## ID Check

This is carried out in line with DBS requirements. Candidates will be asked to provide the following:

- Passport
- Driving Licence (photocard and paper counterpart)
- Utility bill or bank statement which is less than three months old
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed.

Copies will be taken and kept on the candidate's file.

## Right to Work in the UK

This will usually be the candidate's UK passport. However, the School will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport.

A copy of the evidence will be taken and kept on the candidate's file.

### **DBS Check**

It is anticipated that all regular positions (voluntary or paid) will fall within the definition of 'Regulated Activity' and will therefore require an Enhanced DBS check. A check against the barred list will be undertaken on all staff, either within the enhanced DBS disclosure or separately. Until the School has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked.

The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID. In accordance with DBS guidance, the School will ask the candidate to sign a statement to say that they give Deepdene permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate's file.

If the DBS is delayed, the Head may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed.
- The DBS application has been made in advance.
- A Risk Assessment is written and kept on file.
- A separate Barred List check is made and kept with the Risk Assessment.
- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives.
- The member of staff is informed as to what these safeguards are.

### **Disqualification by Association**

The School will ask all members of staff to complete a Disqualification by Association Self-Declaration Form, prior to the start of employment and annually.

### **Overseas Candidates**

If a candidate has lived overseas for more than three months at any point in the past five years, an overseas Police Check/Certificate of Good Conduct will be requested from the relevant country.

Where the candidate has worked in a school in the UK since moving from overseas, the School is entitled to decide to carry out only the standard checks.

All new staff are to declare the following on a Medical Declaration Form:

**“I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post I am applying for”.**

### **Qualifications Check**

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file.

If no original is to be found, the School will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

### **Outcomes of the Application and Recruitment Process**

Where the following apply, the School will report the facts to the Police and/or the Disclosure and Barring Service:

- The candidate is found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession.
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children

### **Appointment and Safeguarding Procedures for Others**

#### **Supply Staff**

The School does not engage supply teaching agencies, preferring to engage supply teachers directly and conducting the same recruitment checks as would apply to fully-employed staff.

#### **Volunteers**

Regular volunteers will be subject to the same checks as for employed staff.

If a volunteer does not fall into the definition of 'regular', the School will complete a risk assessment based on the circumstances and decide which additional, discretionary checks are required.

The definition of "regular" is as follows:

- Once a week, or more often
- On 3 or more days in a 30-day period
- Overnight (2am – 6am)

No vetting checks will be carried out for those who are one-off volunteers for School events or trips including holiday club outings.

### **Staff from Other Organisations**

The School will ensure that their contract with any company, which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself. Please see our Visitors To School Policy.

The Safeguarding and Child Protection Policy (September 2015) Page 13 states that where services or activities are provided separately by another body, supervising the School's pupils either on or off school site, the school will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate. E.g. the Sports provision provided by Sporty People Ltd.

### **Vetting Check Exemptions**

In line with Regulatory Requirements and our Visitors to School Policy, the School will not conduct vetting checks on the following:

- Visitors to the Head/other staff
- Those who have only brief contact with children in the presence of a teacher
- Pupils aged under 16 on work experience or similar
- Those on the school site when pupils are not present
- Visitors carrying out repairs or servicing equipment
- Secondary school pupils on work experience or similar

The School does not re-check staff returning from maternity leave, sabbaticals or similar.

### **Induction**

All new staff will take part in an induction programme designed to help familiarise them with the School's policies and procedures, including safeguarding, safe practice and the standards of conduct and behaviour expected of staff and pupils in the school.

The programme also includes attendance at Child Protection and Safeguarding training appropriate to the role.

## **The Single Central Record of Recruitment and Vetting checks**

In accordance with current legislation, the School keeps a Single Central Record of Recruitment and Vetting checks, indicating whether or not the following checks have been completed on all current members of staff at the school:

- Identity checks
- Qualification checks for any qualifications legally required for the position
- Enhanced Disclosure (or DBS Status Check)
- Barred List check (date of DBS check unless a separate earlier barred list check was undertaken)
- Right to work in the UK
- Overseas checks, where applicable
- Prohibition from Teaching Check (where appropriate)
- References
- Disqualified by Association
- Induction completed.

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed checklist is stored in each member of staff's personnel file.

## **Recruitment Process Summary**

### **Planning & Advertising**

Produce Job Description

Produce Advert, including statement re Safeguarding, references and DBS

Update all standard recruitment letters:

- Applicants & Referees spreadsheet
- Application Form
- Deepdene Application & Recruitment Process
- Reference Request (Form)
- Acknowledgement Letter
- 'No' Letters

Agree interview panel and interview questions

### **Response to Advert**

Keep details of all enquiries on spreadsheet

Send an application pack to each enquirer consisting of:

- Job Description
- Application Form
- Deepdene Application and Recruitment Process

## **Applications**

Number each application in the order in which they arrive.

Keep original in HR Office and give copies to the interviewer.

## **References**

If interviewer happy to proceed with obtaining references, request references. It is the School's policy to ask for two references and to ensure that referees are suitable by ensuring, as far as is possible, that:

- One reference is from the current or most recent employer
- One reference is from the most recent case of working with children
- A period of roughly five years (in line with the span of a DBS check) is covered

## **Interviews**

Depending on the position, interviews will normally consist of skills-related questions and a Safer Recruitment interview. There will be a lesson observation for teaching positions and possibly a skills test for non-teaching positions.

The interview panel should consist of more than one person. One interviewer will ask the questions while the second interviewer takes notes.

Candidates should be asked if there is anything they wish to declare in light of the requirement for a DBS check.

If references are not obtained before interview, the candidate should also be asked if there is anything he/she wishes to declare or discuss in light of the questions that have been (or will be) put to his/her referees.

## **Recruitment Decision and Checks**

The interviewer contacts the successful candidate directly to informally offer them the position.

This will generate a Letter of Appointment, to be produced in conjunction with the Business Manager and includes:

- Start Date

- Hours of Work
- Salary
- Who will be in charge of the candidate's induction
- Review period
- A list of the checks that need to be completed before the first day at work

Letters to unsuccessful candidates should be sent at the same time, including to those who have been on 'hold'.

## **Payroll**

Ensure that the candidate has:

- Handed their P45 to the Business Manager, or completed a P46

The business manager will discuss how the Automatic Enrolment Pension Scheme works and how the candidate would like to handle any existing pension arrangements. e.g. would they like to consolidate their pension arrangements into one fund or keep separate.

## **Deepline Paperwork**

Ensure that the candidate has completed the following:

- Letter of Acceptance
- ICT Acceptable Use Policy
- Safeguarding Children Introduction

Ensure that the candidate has read through the following:

- Keeping Children Safe in Education Part 1
- Deepline's Staff Code of Conduct

## **Child Protection Training & Safeguarding**

Has the successful candidate recently had CP training (i.e. within the past year)? If not training will need to be arranged.

In both cases, they will need to confirm in writing that they have read and understood Deepline's policies and Government-issued guidance.