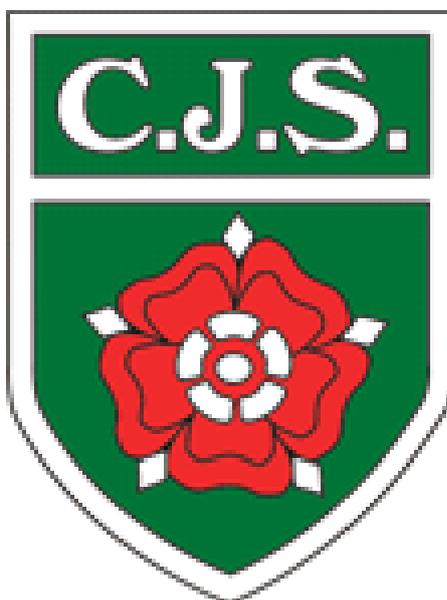


Policy & Procedure



Safer Recruitment Policy 2020-2022

This policy is reviewed every three years and was agreed by the Governing Body of Chellaston Junior School in Spring 2020 **and will be reviewed again in Spring 2022**

Signed: _____ Chair of Governors

Date: _____

Non-Statutory Policy

Chellaston Junior School

Safer Recruitment Policy

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1. Policy Statement

- 1.1 The safe recruitment of staff in Chellaston Junior School is the first step to safeguarding and promoting the welfare of the children in our care. CJS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 1.2 It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake. It is also understood that sound recruitment procedures help deter, reject or identify people who might abuse children.
- 1.3 Chellaston Junior School recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. We are 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 of opportunity.
- 1.4 The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment and honour the Protected Characteristics as defined by the Equality Act 2010.
- 1.5 All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.
- 1.6 The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.
- 1.7 Chellaston Junior School will:
 - ensure that at least two members of staff involved in the recruitment process have received safer recruitment training and successfully completed the safe recruitment training assessment.
 - Work towards every appointment panel to include one member who has received safer recruitment training.
 - 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.
 - Keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements.
 - Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The Head teacher will monitor the compliance with these measures.
 - 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.
 - Notify PEAK MAT of any members of staff who are convicted or cautioned for any offence during their employment with the school.

1.8 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 Barred List Check
- A prohibition from teaching check
- A satisfactory DBS clearance
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional registration as required by law for teachers

2. Roles and Responsibilities

2.1 It is the responsibility of PEAK MAT 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

2.2 It is the responsibility of the Head teacher and other managers involved in recruitment (such as the Zone Manager) 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

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

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

2.5 It is the responsibility of school administrative team to deal with the administration of a central disclosure system for the school

The Procedure (see specifically **Safer Recruitment Checklist** in **Appendix 3**)

3.1 Advertising

3.1.1 Prior to advertising a role in the school, the Head teacher will complete the PEAK MAT Recruitment Authorisation Form (Appendix 4)

3.1.2 Chellaston Junior School will ensure equality of opportunity; in that 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.

3.2 Applications

- 3.2.1 The form – Standard Application forms are used by all schools in PEAK MAT. CVs will only be accepted as additional evidence with a completed application form. CJS requires candidates to account for any gaps or discrepancies in employment history on its application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- 3.2.2 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 other professional regulatory bodies (e.g. General Teaching Council)

3.3 References

- 3.3.1 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. References will be sought prior to interview wherever possible.
- 3.3.2 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 references from a trusted authoritative source will be acceptable.
- 3.3.3 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.
- 3.3.4 Referees will also be asked to confirm details of:
- The applicant's current post, salary and attendance record
 - 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 substantiated 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
- 3.3.5 Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns of allegations which have all been found to be false, unsubstantiated or malicious should not be included in any reference.

3.4. Self-Declaration of Convictions by Job Applicants

3.4.1 Chellaston Junior School's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and includes 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 Head teacher, prior to the interview, who will then discuss it with PEAK MAT HR advisors. The Head teacher will also 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.

3.5 Interviews

3.5.1 The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children (in line with Keeping Children Safe in Education legislation)
- A question relating to confidentiality

3.6 Pre-Employment Vetting

3.6.1 The school will act reasonably in making decisions about the suitability of the prospective employee, based on checks and evidence including: criminal records checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

3.6.2 The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in the school, as outlined below.

3.6.3 For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

- Will be responsible, on a regular basis in the school, for teaching, training, instructing, caring for or supervising children; or
- Will carry out paid, or unsupervised unpaid work regularly in the school where that work provides an opportunity for contact with children; or
- Engage in intimate or personal care or overnight activity even if this happens only once
- For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity (see appendix 1 for more information regarding 'regulated activity'), an enhanced DBS certificate, which does not include a barred list check, will be appropriate. This would include contractors that would have the opportunity for contact with children and who work under a temporary or occasional contract.
- In the school, a supervised volunteer who regularly teaches or looks after children is not in regulated activity
- In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

3.7 Employment Offer

3.7.1 It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed 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 and a risk assessment carried out.

Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made and the contract of employment issued. The contract will be issued (from PEAK MAT) as soon as possible but in all circumstances within 8 weeks of employment commencing.

3.8 Probation Periods

3.8.1 Newly appointed teachers who are new to the employment of the governing body will be subject to the Chellaston Junior School probationary period.

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

- 4.1 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 Criminal Records Bureau check on the preferred candidate.
- 4.2 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 will also be required.
- 4.3 Proof of identity and other documentation will be verified by Head teacher.

5. Commencement of Employment Prior to DBS Check Being Received

- 5.1 In unusual circumstances it is permitted to commence employment prior to receiving a DBS check. However, a Barred List check and risk assessment must be completed. In such circumstances, staff must not have unsupervised access to children.

6. Record Retention/Data Protection

- 6.1 See CJS Retention Policy.

7. Personal File Records

7.1 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
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (i.e.: the DBS certificate reference number, NOT the actual DBS form or certificate)
- All written evidence of the interview process
- A copy of the completed Safer Recruitment Checklist

8. Single Central Record of Recruitment Vetting Checks

8.1 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, e.g.: specialist sports coach or Hot House Music staff.

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

- Identity checks
- Barred List checks
- An enhanced DBS check/certificate
- 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

See Appendix 2 for further information on the different types of DBS checks

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

8.4 In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above and the date these checks were carried out. 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.

8.5 The school does not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. A copy of other documents used to verify the

successful candidate's identity, right to work and required qualifications should be kept for the personnel file.

8.6 PEAK MAT has a specific safeguarding related Whistleblowing Policy which has been disseminated to all staff and volunteers.

8.7 Chellaston Junior School promotes a culture of vigilance where all concerns are listened to and taken seriously.

8.8 The school will follow DfE and Derby Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer (see also the Safeguarding Policy).

Equality Statement

At Chellaston Junior School, we actively seek to encourage equity and equality through our teaching. As such, we seek to advance the equality of opportunity between people who share any of the following characteristic:

- gender;
- ethnicity;
- disability;
- religion or belief;
- sexual orientation;
- gender reassignment;
- pregnancy or maternity.

The use of stereotypes under any of the above headings will always be challenged.

Appendix 1 – Regulated Activity

Appendix 2 – Types of DBS Checks

Appendix 3 – Safer Recruitment Checklist

Appendix 4 – PEAK MAT Recruitment Authorisation Form

Appendix 1 – Regulated Activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a factual note on *Regulated Activity in relation to Children: scope*.

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;

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:

c) Relevant personal care or health care provided by or provided under the supervision of a health care professional:

- 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;³⁶
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Appendix 2 - Types of DBS Checks

Disclosure and Barring Service (DBS) Checks

The DBS is responsible for administering three types of checks:

- **Standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- **Enhanced:** a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and
- **Enhanced, which will automatically include barred list information:** for people working in regulated activity with children. This adds checks of the DBS Children's Barred List to the enhanced check.

Appendix 3 - Chellaston Junior School **Safer Recruitment Checklist**

Date _____ Position _____ Name of Candidate _____

Pre-Interview				Initials	Date
Identifying recruitment need – complete PEAK MAT Recruitment form; await confirmation from KG; proceed with recruitment process in line with what has been agreed.					
Planning – timetable decide; Job Spec and Description; Person Spec. Application form seeks all relevant information and includes relevant statements about references etc.					
Vacancy Advertised (where appropriate) Advert includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting the welfare of children and need for successful applicants to be DBS checked. Vacancy is advertised MAT-wide on each school's website, on Social Media sites and on TES/Indeed.					
Applications on receipt scrutinised; any discrepancies, anomalies, gaps in employment explored to consider if candidate should be shortlisted					
Candidate Shortlisted?				Yes	No
Shortlisted Candidates				Initials	Date
References – seeking ; sort directly from referee of shortlisted candidates; ask recommended, specific questions; include statement about liability for accuracy.					
TWO References Received checked against information on application; scrutinised; and discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)					
Invitation to interview includes all relevant information and instructions					
Interview arrangements - at least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards					
Interview – explores applicant's suitability for work with children as well as the post (questions to include confidentiality and safeguarding)					
Note - identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file.					
Qualifications if not verified on the day of the interview (photocopies to be kept on file)					
Qualified Teacher Status (QTS) – for teaching posts in maintained schools; the teacher has obtained QTS, PGCE, Cert Ed.					
Basic Skills Tests passed					
Right to Work in the UK / Identify				Which documentation?	
Right to Work Documentation provided (one from List A or List B – see appendix 1)					
Other Identity (e.g. passport, driving licence)					
Other Identity (e.g. passport, driving licence)					
<i>NB - If the person is already employed at the school – check personnel file</i>					
Copies of the three documents taken?				Yes	No
Is the photograph consistent with the appearance of the person?					
Are addresses consistent ?					
Are the dates of birth consistent across the documents?					
Where names differ, have you attached further documents to explain why there are different names (e.g. marriage certificate, divorce decree, deed poll)?					
Are you satisfied that the documents are genuine (not tampered with, belong to the holder and they are allowed to do the type of work you are offering)?					
Conditional Offer Made				Yes	No
Conditional offer of appointment ; pre-appointment checks; offer of appointment is made conditional to satisfactory completion of the above and below pre-appointment checks and, for non-teaching posts, a probationary period					
DBS Application completed (or the individual is registered with update service)					
Disclosure Number	Date Issued	Certificate seen (Y/N)	Information disclosed (Y/N)	If Yes (information has been disclosed) attach a copy of the Criminal Record Impact Assessment Form(s)	
DBS barred list – check that the person is not prohibited from taking up the post					
Prohibition – for teaching posts; the teacher has not been included in the prohibition list or the interim prohibition list					
Section 128 Direction Check (only for Leadership and Chair of Governors)					
Conditional Offer accepted?					
Self-Disclosure – complete?					
Self Disclosure – Any disclosures					
Appointed Candidates				Initials	Date
Where appropriate, Occupational Health Pre-Employment online application completed					
Health – the candidate is medically fit					
Statutory Induction (for teachers who obtained QTS after 7 th May 1999)					
Child Protection Training and other induction such as H&S, safe working practice / code of staff behaviour etc					

Appendix 4- RECRUITMENT/EXTENSION AUTHORISATION FORM

School:	Department:
 Chellaston Junior School	(e.g. Administration)

Post Details

Title of the post																									
Is the post already specified in the budget?																									
If yes, current/previous postholder (where applicable)																									
If yes, expiry date of current contract (where applicable)																									
Anticipated start date for the appointment:																									
Anticipated end date for the appointment: (for fixed-term staff)																									
Contract Type	<input type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term																								
Please confirm if you have considered recruiting an Apprentice for this position. <i>For more details about apprenticeships please visit: www.gov.uk/further-education-skills/apprenticeships</i>	<input type="checkbox"/> Yes – I would like to appoint an Apprentice <input type="checkbox"/> Yes – Role not suitable <input type="checkbox"/> Would consider with further details <input type="checkbox"/> No																								
Scale Point of Post (Please note this may be subject to evaluation)																									
Tick all boxes that apply:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Full-year <input type="checkbox"/> Part-year																								
If part-time , number of hours worked per week																									
If part year , number of working weeks per year																									
Working Pattern:																									
Hours of Work (24hr clock)	<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td>Start:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Finish:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Start:								Finish:							
	Mon	Tue	Wed	Thurs	Fri	Sat	Sun																		
Start:																									
Finish:																									
If approved, what are you being authorised to do?																									
	Recruit to an existing permanent post?																								
	Recruit to a new permanent post?																								
	Recruit to an existing fixed term contract?																								
	Recruit to a new fixed term contract?																								
Extend a fixed term contract?																									

Reason for using fixed term contract	Cover for staff absence	
	Career development opportunity	
	Short Term/Need Funding	

Funding Details

If limited duration funds please specify:	
Funding body / Project:	
Date funds effective from:	
Date funds effective to:	

Disclosure and Barring Service (DBS)

Is a standard Criminal Records Check required for this postholder?		Is an enhanced Criminal Records Check required for this postholder?	
Does the role involve working with children on a substantial, unsupervised basis?			

Post Consideration

Please answer the following:	
• Can advertising/recruitment be deferred?	
• Is there any potential for reallocating some of the duties to existing staff and reducing the FTE?	
Could you second a member of staff from elsewhere in the Trust? If not, why not?	
• Is there any potential (perhaps with the help of IT Services) for automating some of the current processes?	
Is there any overlap with functions carried out in other parts of the Trust?	
Could the position be fulfilled by temporary resource whilst process review is being carried out?	
Could the position be restructured to recruit staff on a lower scale point or on reduced hours?	

Post Justification

Briefly summarise the benefits of recruiting to the post:

Please append an up to date job description before submitting for approval.

General Comments

The general tasks undertaken are:

-

Recruiting Manager’s Name:

Signature (recruiting manager):

Dated:

CEO Approval: ----- Dated: -----

Comments / Details:

Chellaston Academy Only

Shortlisting & Interview Panel Names:									
Proposed shortlisting date:									
Proposed interview date:									
Where would you like to advertise? e.g. internal only or external									
If external where would you like to advertise?	<table> <tr> <td>School/Trust Website</td> <td>TES</td> <td>Indeed</td> <td>Other - Please Specify</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	School/Trust Website	TES	Indeed	Other - Please Specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School/Trust Website	TES	Indeed	Other - Please Specify						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Duration of advert/proposed closing date:									