

# Safer Recruitment



**Brambleside**  
**Primary School**

Brambleside Academy Trust

<b>Head Teacher Name &amp; Signature:</b>	Drew Brown	<b>Date:</b>
<b>Chair of Governors Name &amp; Signature</b>	Bill Parker	<b>Date:</b>
<b>Last reviewed on:</b>	22.11.23	
<b>Next review due by:</b>	21.11.24	
<b>Review Frequency</b>	Annual	
<b>Lead</b>	Fiona Schofield	
<b>Situation</b>	0 - 32   Changes / <b>No Changes</b> / New	

## **Introduction**

Brambleside Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if an adult has:

- ☐ behaved in a way that has harmed a child, or may have harmed a child
- ☐ possibly committed a criminal offence against or related to a child
- ☐ behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- ☐ Attract the best possible applicants to vacancies
- ☐ Deter prospective applicants who are unsuitable to work with children or young people
- ☐ Identify and reject applicants who are unsuitable to work with children or young people

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 Single Equality Scheme.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Single Equality Scheme.

We will comply with the requirements of DfE Keeping Children Safe in Education.

## **Roles and Responsibilities**

The Board of Governors the school will:

- ☐ ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- ☐ monitor the school's compliance with them
- ☐ ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:

- ☐ ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance

- ☐ ensure that all appropriate checks have been carried out on staff and volunteers in the school (see Appendix i)
- ☐ monitor any contractors' and agencies' compliance with this document
- ☐ promote the safety and well-being of children and young people at every stage of this process

### **Delegation of Appointments and Constitution of Selection Panel**

The Board of Governors delegates the power to offer employment for all posts to the Headteacher. The Headteacher may not delegate the power to offer employment to any other senior manager or governor. The Headteacher will aim to involve at least one governor in the appointment of all teaching staff and also in the appointment of other posts, where possible.

Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

### **Advertising**

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 staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

*"Brambleside Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment"*

*"The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references."*

### **Information for Applicants**

All applicants will be provided with:

- ☐ A Job Description, outlining the duties of the post, and a Person Specification
- ☐ An Application Form (CVs not accepted)
- ☐ A description of the school, relevant to the vacant post
- ☐ Reference to the school's policy on Single Equality
- ☐ Reference to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- ☐ An outline of terms of employment including salary
- ☐ The closing date for the receipt of applications

Prospective applicants must complete an online application through Teach Northamptonshire, in full, and sign a copy of the application form at interview if shortlisted.

### **Short Listing and Reference Requests**

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/most recent employer, will be taken up, where possible, before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- ☐ The referee's relationship to the candidate
- ☐ Details of the candidate's current post and salary
- ☐ The candidate's performance history and conduct
- ☐ Whether the candidate has been subject to capability procedures and the outcome of this
- ☐ Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- ☐ Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- ☐ Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- ☐ The candidate's suitability for the post with explicit reference to the job description and person specification

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

## **Interviews**

Before the interviews, the selection panel will agree on the interview format.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates invited to interview will receive:

- ☐ A letter/email confirming the interview and any other selection techniques
- ☐ Details of the interview day including details of the panel members
- ☐ Details of any tasks to be undertaken as part of the interview process
- ☐ The opportunity to discuss the process prior to the interview

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 will be asked.

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

Candidates will always be required:

- ☐ To explain satisfactorily any gaps in employment
- ☐ To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- ☐ To declare any information that is likely to appear on a DBS disclosure
- ☐ To demonstrate their capacity to safeguard and protect the welfare of children and young people

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.

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

### **Pre-appointment checks**

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- ☐ Verify a candidate's identity from current photo ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case
- ☐ Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity
- ☐ Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available
- ☐ Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- ☐ Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- ☐ Verify the candidate's mental and physical fitness to carry out their work responsibilities (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)
- ☐ Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- ☐ Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- ☐ Verify professional qualifications (original certificates), as appropriate
- ☐ Require the candidate to complete the school's Staff Suitability Declaration (to check for potential 'by association' safeguarding concerns) where applicable to the role in school i.e. in a 'relevant childcare' role – Appendix ii

All checks will be:

- ☐ Documented and retained on the personnel file
- ☐ Recorded on the school's Single Central Record
- ☐ Followed up if they are unsatisfactory or if there are any discrepancies in the information received

### **Offer of Employment by the Selection Panel**

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment

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

### **Personnel file and Single Central Record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her 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
- ☐ Proof of right to work in the UK
- ☐ Proof of relevant academic qualifications
- ☐ Evidence of medical clearance from the Occupational Health service
- ☐ Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- ☐ Offer of employment letter and signed contract of employment

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

### **Start of Employment and Induction**

The pre-employment checks listed 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.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

### **Adults working with children who are not employed directly by the school**

#### **Supply Staff**

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

#### **Peripatetic staff**

We use staff employed by **Northamptonshire Music and Performing Arts Trust** who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

## **Volunteers**

We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

## **Students on placement**

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

## **Students on work experience**

Students on work experience will always be supervised.

## **Contractors**

We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised by a member of staff.

If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will check the identity of contractors and their staff on arrival at the school or college.

## **Governors**

Governors at Brambleside are subject to a DBS check. A S128 Management check is also carried out in the form of a List 99 check. The Governors right to work in the UK is checked and recorded on the Single Central Record.

**This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.**



## Appendix i

- In regulated activity = people who work with or have access to children between 8.40 a.m. and 3.30 a.m. ....or more than 3 times in a 30 day period ...or once a week or more (or who carry out personal care or health care (carried out on behalf of, or by, a health care professional) at any time))
- In unregulated activity = people who work with or have access to children fewer than 3 times in 30 days ...or less than once a week
- Staff can start work before DBS clearance but need a risk assessment and barred list check before commencing and appropriate supervision
- Volunteers who need to be supervised (in non-regulated activity): we would need to carry out a risk assessment as to the level of supervision needed – needs to be supervision by a DBS-enhanced-and-barred-checked person, 'day to day' and 'reasonable in the circumstances to ensure the protection of children'. *Clarified as someone fully DBS checked 'in the vicinity, most of the time'....*

Category	Checks needed:				
	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
Existing Teachers (including those on maternity leave or long term sick)	Already have	Already have	Already have		Not required - only if we have concerns
New teachers (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	Check existing	Yes	Yes		Not required but we have the right to carry out if we deem necessary or have concerns
New teachers (who have not worked in another school during the last 3 months)	Yes	Yes	Yes		Only if we have concerns
Existing TAs	Already have	Already have			Only if we have concerns
New TAs (who have worked in another school or FE institution in regulated activity in the 3 months prior to appointment)	Check existing	Yes			Not required but we have the right to carry out if we deem necessary or have concerns
New TAs (who have not worked in another school in regulated activity in the 3 months prior to appointment)	Yes	Yes			Only if we have concerns
Other existing staff in regulated activity	Already have	Already have			Only if we have concerns
Other new staff in regulated activity	Yes	Yes			Only if we have concerns

Category	Checks needed:				
	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
Existing Volunteers <b>in regulated activity</b>	Already have	Already have			Only if we have concerns
Existing Volunteers <b>in unregulated activity</b>	Already have	Already have		Need to be supervised	Only if we have concerns – but not barred list
New Volunteers <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
New Volunteers <b>in unregulated activity</b>	Yes	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Existing Governors <b>in regulated activity</b>	Already have	Already have			Only if we have concerns
Existing Governors <b>in unregulated activity</b>	Already have	Already have		Need to be supervised	Only if we have concerns – but not barred list
New Governors <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
New Governors <b>in unregulated activity</b>	If we want	S128 request this		Need to be supervised	Only if we have concerns – but not barred list
Supply teachers	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Students on placement <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
Work experience <b>in regulated activity</b>	Yes	Yes			Only if we have concerns
Work Experience <b>in unregulated activity</b>	If we want	Not allowed to request this		Need to be supervised	Only if we have concerns – but not barred list
Club coaches <b>in regulated activity</b>	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Health care professionals <b>in regulated activity</b>	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Visitors <b>in unregulated activity</b>	Not allowed to request this	Not allowed to request this		Need to be supervised	Not allowed to request this
Catering staff <b>in regulated activity</b>	Yes -agency/third party to confirm	Yes -agency/third party to confirm			

Category	Checks needed:				
	DBS enhanced check?	DBS barred list check?	Prohibition check?	Other:	Subsequent DBS checks needed?
Cleaners in regulated activity	Yes -agency/third party to confirm	Yes -agency/third party to confirm			
Contractors in unregulated activity	No (unless they have the opportunity for regular contact with children in which case an enhanced DBS check will be requested)	Not allowed to request this		Need to be supervised	
BITS our technician is in regulated activity	Yes -agency/third party to confirm	Yes -agency/third party to confirm			

# Staff and Volunteer Disqualification Self-Declaration



<b>School</b>	<b>Brambleside Primary School</b>
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## Disqualification under the Childcare Act 2006 September 2018

This requires schools to ensure that persons working in relevant childcare settings are not disqualified from doing so under [the Childcare \(Disqualification\) Regulations 2009](#) (and as amended August 2018).

A person may be disqualified for one of these reasons:

1. Having certain orders or other restrictions placed upon them;
2. Having committed certain offences.

**In order that the School is able to ensure that it does not knowingly employ a person who is disqualified, you are asked to complete and sign the self-declaration below.**

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and, in the case of volunteers, will mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children in an early years or later years provision, unless they apply for and are granted a waiver from OFSTED.

<b>Name</b>		<b>Post</b>	
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Please circle one option for every question

<b>Section 1 – Orders or other restrictions</b>	
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to childcare, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations?	YES / NO
Are you barred from working with Children (Disclosure and Barring)?	YES / NO
Are you prohibited from Teaching?	YES / NO

<b>Section 2 – Specified and Statutory Offences</b>			
Have you ever been cautioned*, reprimanded, given a warning for or convicted of: (Only declare cautions received from 6 April 2007 onwards)			
• Any offence against or involving a child? (A person under the age of 18)?			YES / NO
• Any violent or sexual offence against an adult?			YES / NO
• Any offence under the Sexual Offences Act?			YES / NO
Any other relevant offence? Further information is available from the school office.			YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?			YES / NO
<b>Section 3 – Provision of Information</b>			
If you have answered YES to any of the questions above, you should provide details below. You may supply this information separately if you so wish, but you must do so without delay.			
Details of the order, restriction, conviction, caution etc.			
The date(s) of these			
The relevant court(s) or body(ies)			
<b>Section 4 – Declaration</b>			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that I understand:			
<ul style="list-style-type: none"> <li>• My responsibilities to safeguard children;</li> <li>• That I <u>must notify</u> my Headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children.</li> </ul>			
Signed			
Print Name		Date	

***Return this form in a sealed envelope marked “strictly confidential” to the Headteacher without delay. All information provided will be treated with the upmost confidentiality and is subject to the provisions of Data Protection legislation.***