Safer Recruitment

King David Primary School

Approved by:
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Safeguarding: Safer Recruitment Policy

This Safer Recruitment policy forms an essential element of our safeguarding policies and procedures. In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Child Protection Policy, Concerns and Complaints Policy and Whistleblowing Policy.

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Introduction

Safeguarding and promoting the welfare of children and vulnerable adults is an integral factor in the King David recruitment process and plays an essential part in creating a safe environment for children and vulnerable adults.

This document sets out the duties and responsibilities of all staff at King David School in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to everyone who works at King David including those who may not have direct contact with children and vulnerable adults as a result of their job. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Equality Act 2010, Keeping Children Safe in Education April 2014, Safeguarding Children and Safer Recruitment in Education (DfES 2007), Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 s157 and Care Standards Act 2000. We also comply with Manchester Safeguarding Children Board procedures and ensure that all supply agencies and many contractors supplying services to the School use Safer Recruitment practices.

Safer Recruitment Training

It is no longer a legal requirement for governors or senior staff to complete safer recruitment training. However, we consider this to be good practice and will continue to do the training.

Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children and vulnerable adults at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children and vulnerable adults. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. King David uses a standard application form for all candidates and does not accept CVs.

Main elements of the process include:

- establishing members of the recruitment panel;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults;
- ensuring that the person specification includes specific reference to suitability to work with children and vulnerable adults;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in Jan 2013);
- verifying the right to work in the UK and police checks (for overseas candidates);
- Prohibition Register check (for teachers).

The checklist at Appendix 1 is used to sign off each stage of the process and is filed as a permanent record at the end of the process along with all correspondence pertaining to the interview and references, kept in personnel files in accordance with the King David Document Retention Policy.

Policy statement

King David is committed to safeguarding and promoting the well-being of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment."

The above statement is included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Job descriptions

Interviews

The selection process for people who will work at King David Primary School always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines (effective from July 2014). A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

Involving Children and Young People

We are committed to involving children and young people in the recruitment and selection process where appropriate. This may be by lesson observation in school or group activities in the residential setting, for example.

Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the suitability of candidates to work with children and vulnerable adults and to establish whether candidates have had any disciplinary offences relating to children. All references are verified by telephone.
- Verification of the candidate's identity (if that could not be verified at interview);
- A satisfactory enhanced DBS Disclosure Certificate;
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
- Verification of the candidate's medical fitness;
- Verification of qualifications (if not verified at interview);
- Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- (For teaching posts) check the Prohibition Register (using Employer Access Online) and
- (For non- teaching posts) satisfactory completion of the probationary period.

NB In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All checks will be:

- Confirmed in writing;
- Documented and retained on the personnel file (subject to relevant advice contained in the DBS Code of Practice and our own data protection arrangements); and
- Followed up where they are unsatisfactory or there are discrepancies.

Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures – as referred to by the Manchester Safeguarding Children Board (MSCB);
- safer working practice and the standards of conduct and behaviour expected of staff and children / young people at King David Primary School;
- how and with whom any concerns about those issues should be raised; and
- other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

NB To comply with the Care Standards, all new residential care staff must complete the 'Introduction for New staff to the King David Child Protection Procedures and Guidance for Safer Working Practice for Adults who work with Children and Young People'. This is covered with new staff within the first 7 days. Full Child Protection (CP) induction course is attended within the first six months of employment.

Child Protection induction training is provided by **S Ailion or a member of the Leadership Team who has completed the Train the Trainer qualification.**

Vetting checks

All staff appointments to our school are subject to an enhanced disclosure from the Disclosure & Barring Service (a DBS certificate) in line with current legislation. This requirement also applies to all supply staff, volunteers and contractors (see 'Safeguarding Children and Safer Recruitment in Education' chapter 4.74 - 4.76 and the Protection of Freedoms act 2012 'regulated activity').

Additional checks are carried out for candidates who have lived outside the United Kingdom. ie, candidates are asked to provide the originals of Police or Judiciary documents showing that they do not have any convictions that would bar them from working with children and vulnerable adults.

We expect all staff to notify the Headteacher of any cautions or convictions accrued whilst in the employ of this school.

Please refer to Appendix 3 [The Recruitment of Ex-Offenders].

The Single Central Record

We keep a Single Central Record as described in DfE guidance (see appendix 2). The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trustees and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate (previously an enhanced CRB disclosure);
- Qualification checks for any qualifications legally required for the job, e.g. those posts where a person must have QTS;
- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Further overseas criminal records checks where appropriate (see 'Safeguarding Children & Safer Recruitment in Education' (DfES 2006) paragraphs 4.65 to 4.71 for advice on staff who have lived or worked outside the United Kingdom).

Supply Staff

We require supply agencies to comply with 'Safer Recruitment' practices and we seek written confirmation from each agency to this effect. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record.

In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

References and useful websites

Keeping Children Safe in Education, Statutory guidance for schools and colleges, DfE Updated Sept 2021

Disclosure & Barring service www.homeoffice.gov.uk/agencies-public-bodies/dbs/

Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training, DfEE – Circular 4/99 www.dfes.gov.uk/publications/guidanceonthelaw/6_99/circa148.htm

Safeguarding Children and Safer Recruitment in Education (DfES 2007)

Staffing Guidance Under Section 35(8) and 36(8) of the Education Act 2002: www.governornet.co.uk/linkAttachments/New%20Staffing%20Guidance.pdf

Protection of Freedoms Act 2012

Safeguarding Vulnerable Groups Act 2006

The Education (Independent School) Standards (England) Regulations, 2010

Safe Working Practice (DfES / AMA March 2009)

Glossary of Acronyms and Terms

AMA	Allegations Management Advisers (no longer in existence)
CP	Child Protection
CRB	Criminal Records Bureau (2002-2012)
CWDC	Children's Workforce Development Council
DBS	Disclosure and Disbarring Service (2012-present)
DCSF	Department for Children, Schools and Families (2007-2010)
DfE	Department for Education (2010-present)
DfES	Department for Education and Skills (2001-2007)
HR	Human Resources
NCSL	National College for School Leadership
QTS	Qualified Teacher Status
SCB	Safeguarding Children Board
Regulated activity	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.20 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; • health care means care for children provided by, or under the direction or supervision of, a regulated health care professional. *Keeping Children Safe in Education, DfE April 2014*

Appendix 1 Recruitment and Selection Checklist

PRE-INTERVIEW: (Please refer to the King David Safer Recruitment Statement)	**Initials**	**Date**
PLANNING Timetable decided; job specification and description and other documents to be provided to candidate reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. Establish the members of the recruitment panel and ensure they are involved in all stages of the recruitment process, including scrutinising application forms, shortlisting candidates, conducting the interviews and resolving any discrepancies and anomalies.		
VACANCY ADVERTISED Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and vulnerable adults, and need for successful applicant to be DBS checked		
APPLICATIONS on receipt Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting		
SHORTLIST PREPARED		
REFERENCES – seeking Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about suitability of candidate for the post and of working with children and vulnerable adults		
REFERENCES – on receipt Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible)/ referee		
INVITATION TO INTERVIEW Includes all relevant information and instructions		
INTERVIEW ARRANGEMENTS At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/ assessment criteria/ standards		
Name of person on recruitment panel who holds NCSL Safer Recruitment certificate Name …….		

INTERVIEW & POST-INTERVIEW: (Please refer to the King David Safer Recruitment Policy)	**Initials**	**Date**
SUITABILITY FOR THE POST Interview explores applicant's qualifications, knowledge and skills, aptitude and ability, as well as suitability to work with children and vulnerable adults		
IDENTITY 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; where appropriate, applicant completed application for DBS Disclosure		
PREVIOUS EMPLOYMENT AND EXPERIENCE Interview explores applicant's previous employment and experience in order to verify claims on application form		
CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period		
REFERENCES (if not obtained and scrutinised previously).		
IDENTITY (if that could not be verified on the day of the interview)		
QUALIFICATIONS (if not verified on the day of interview)		
Permissions to work in UK, if appropriate		
Criminal check – satisfactory DBS certificate received		
DBS Barred list check – (for regulated activity)		
Prohibition Register – (for teachers)		
HEALTH – the candidate is physically and mentally fit, as required by the post		
QTS – (if required)		
INDUCTION – Child Protection training completed - basic awareness of H&S, e-safety, staff code of conduct, etc.		

Appendix 2a

Single Central Record

King David School Single Central Record: Employees

Identity					Barred List	Prohi-bition Register	Start Date	Posi-tion Held	Qualifications and Registration				Vetting Checks				Right to work in the UK			Optional	
Mandatory	Mandatory	Mandatory	Mandatory	Optional	Mandatory (for regulated actuvuty)	Mandatory (for teachers)	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory		
Name	Address	DOB	Date Address ID Seen	Date Photo ID seen	Date Checked	Date Checked	Date Started with School	Job Title (e.g. Teacher/ Parent Helper/ Admin)	Teaching Qualifications Required (Yes / No)	If Required, Teaching Qualifications Evidenced	If Required, Date Teaching Qualifications Seen	If Required, Date TA Registration Seen	Date DBS Evidenced and Checked	DBS Disclosure Number	Overseas Police Check/ Certificate of Good Conduct Required (Yes/No Only)	f Required, DBS Overseas Checks Completed (Yes/No Only)	Date Passport/Visa/Work Permit evidenced for Right to Work in the UK	If Required, Date Visa or Work Permit Expires (Earliest Date)	If Required, Most Recent Date Work Permit or Visa Evidenced	Date Medical Clearance Received	References

Appendix 2b

Single Central Record

King David School Single Central Record: Agency Employed Staff				
Mandatory	**Mandatory**	**Mandatory**	**Mandatory**	**Mandatory**
Name	**Organisation Name and Address**	**Date School Informed All Necessary Checks Completed**	**Date ID Seen**	**Checked By**

Appendix 3

The Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service, to assess applicants' suitability for positions of trust, King David complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

King David is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy statement on the recruitment of ex-offenders, which is made available to all Disclosure applicants on the application form at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover (sealed envelope), to a designated person (the HR Officer) within King David and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process if the candidate is offered the job. The sealed envelope for those not offered the job will remain unopened and will be destroyed.

Unless the nature of the position allows King David to ask questions about the applicant's entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those at King David who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Appendix 4

Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

General Principles

As an organisation using the Disclosure and Barring service (DBS) to help assess the suitability of applicants for positions of trust, King David complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1995 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Responsibilities as an "Umbrella Body"

King David Primary School is registered with the DBS as an "Umbrella Body" and as such is authorised to apply for Disclosures on behalf of external organisations.

The Information will be retained in the same way and under the same conditions as those applied for King David recruits.