

# Date Valley School

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## Safer Recruitment Policy

### Aims:

The aim of this policy is to set out the requirements of a safer recruitment process that seeks to:

- Attract the best possible candidates to vacancies
- Deter prospective candidates who are unsuitable for work with children
- Identify and reject candidates who are unsuitable for work with children
- Develop a safer recruitment culture within the setting

Date Valley School is committed to keeping an up-to-date Single Central Register (in line with current legislation) detailing a range of checks carried out on staff, students, volunteers and governors.

In order to ensure that children are protected whilst at Date Valley, we will ensure that our staff, students, volunteers and governors are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in the Department of Education (DfE) document “Keeping Children Safe in Education, March 2015”; in particular we will ensure that the following checks (amongst others) are satisfactorily completed before a person takes up a post at the school:

- Identity checks and proof of address
- Enhanced DBS (Disclosure and Barring Service) checks
- Checks on academic qualifications
- Professional and character references prior to offering employment
- Satisfy conditions as to physical health and mental health capacity
- Previous employment history will be examined and any gaps accounted for
- Permission to work in the UK (as per Gov.uk guidance)
- Children’s barred list check (Separate or included in DBS check)
- Prohibition orders against teachers check

Date Valley School will aim to have at least one Safer Recruitment Officer who has successfully received accredited training in Safer Recruitment procedures. The current Safer Recruitment Officers are: Sister Lubna Zakeria and Sister Tahira Khan.

### Inviting Applications:

- Advertisements for posts will include the statement:

“Date Valley School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to understand and share in this commitment. All post holders are subject to cleared recruitment checks”

- Prospective candidates will be supplied, as a minimum, with the following:
  1. Job Description and Person Specification
  2. A copy of this Safer Recruitment Policy
  3. Referred to the Child Protection Policy and Safeguarding Policy
  4. An Application Form
- All prospective candidates must complete, in full, an application form. Incomplete application forms will be returned to the candidate where the deadline for completed forms has not passed
- Candidates submitting an application form completed on line will be asked to sign the form if called for interview
- A Curriculum Vitae will not be accepted in place of a completed application form

### Short-listing and References:

- A Recruitment Panel will be set up for the purpose of short-listing and selection. The Panel will have Human Resource and Governing Body representation. At least one member of this Panel will have successfully completed training in Safer Recruitment
- Short-listing will be undertaken by the Recruitment Panel
- Short-listing of candidates will be against the person specification for the post

- Two references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. One reference will be from the applicants current / most recent employer or work placement setting
- References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted
- Where necessary, referees will be contacted by telephone or e mail. A detailed written note will be kept of such exchanges
- Where necessary, previous employers who have not been named as referees will be contacted. A detailed written note will be kept of such exchanges
- School employees are entitled to see and receive, if requested, copies of their employment references
- Referees will always be asked specific questions about:
  1. The candidate's suitability for working with children and young people
  2. Details of the candidate's current or previous post and the referee's relationship to the candidate
  3. Any disciplinary warnings, including time-expired warnings
  4. The candidate's suitability for the post
  5. The candidate's sickness / attendance record
  6. Reasons for leaving the post

### **Invitation to Interview:**

Candidates called to an interview will receive:

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

### **The Selection Process (Interview):**

- 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 will always be required:
  1. To explain satisfactorily any gaps in employment
  2. To explain satisfactorily any anomalies or discrepancies in the information available to the panel, including references obtained
  3. To declare any information that is likely to appear on an enhanced DBS disclosure
  4. To demonstrate their capacity to safeguard and protect the welfare of children and young people
  5. Pass a Literacy and Numeracy skills test, if not completed as part of their teacher training (for primary teachers)
  6. Pass a Key stage 2 Literacy and Numeracy paper, which will be given to the candidate to complete on the day of the interview (for primary teaching assistants)
  7. Take a planned lesson under observation (reception and primary teachers)
  8. Take a directed activity session in the classroom setting under observation (nursery key workers, primary teaching assistants and early years assistants)

### **Employment Checks:**

- An offer of appointment will be conditional and all successful candidates are required:
  1. To provide proof of identity and proof of address
  2. To complete an enhanced DBS disclosure application and receive satisfactory clearance
  3. To provide original certificates of qualifications and (if applicable) proof of professional status (e.g. Teacher Reference Number)
  4. To complete a confidential health questionnaire verifying mental and physical fitness for the post
  5. To provide proof of eligibility to live and work in the UK (as per Gov.uk guidance)
  6. To comply with any overseas checks required (as per Gov.uk guidance)
  7. Not to be listed on the Children's Barred List
  8. Not to be listed on the Prohibition Orders against Teachers Register
  9. To have satisfactory references
  10. To sign an employment contract

- All checks will be:
  1. Confirmed in writing
  2. Documented and retained on the personnel file
  3. Recorded on the school's Single Central Record
  4. Followed up if they are unsatisfactory or if there are any discrepancies in the information received
- Employment will commence subject to all checks and procedures being satisfactorily completed

#### **Induction:**

- All staff who are new to the school will receive induction training that will include the school's key policies, school routines and guidance on safe working practices. (Refer to Induction for Staff Form)
- Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s) / coordinators
- All staff will be trained on Safeguarding and Child Protection which will enable them to fulfil their responsibilities effectively

#### **Individuals who have lived or worked outside the UK:**

- Individuals who have lived or worked outside the UK must undergo the same checks as all other staff
- In addition the school must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered (as per Gov.uk guidance)
- Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office is on Gov.uk
- If required the DfE guidance on the employment of overseas trained teachers should be referred to

#### **Supply Staff:**

- Supply staff will be screened in the same manner as contracted staff with a record of checks noted in the Single Central Register
- Supply Staff will receive information in relation to Safeguarding and Child Protection procedures

#### **Volunteers:**

- We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers at Date Valley School, in whatever capacity, will be selected, screened and supervised
- Volunteers will be screened in the same manner as paid staff and students, with a record of checks noted in the Single Central Register
- Volunteers / students who have not undergone or received a satisfactory enhanced DBS clearance will not be allowed to have unsupervised contact with children
- Character references may be considered for volunteers

#### **Welcoming Visitors / Contractors:**

- When there is a planned visit to the school, the Safer Recruitment Officers will ensure that confirmation is received from the visiting organisation that the said individual is an enhanced DBS holder and cleared to work with children
- In the event a visitor does not hold a valid enhanced DBS they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to children
- It is recognised that in emergency situations when the Police are called, perhaps to deal with an unruly child/adult, it may not be possible to confirm their identity before access to the school site is allowed. The Senior Management Team will use their professional judgement to effectively manage these situations
- There will be an arrangement in place with contractors to make sure the contractor, or any employee of the contractor, working at the school has a valid enhanced DBS check, if the contracted activity means the person will have unsupervised access to children at the school
- Contractors / contractors' employees who have not undergone or received a satisfactory enhanced DBS clearance will not be allowed to have unsupervised contact with children

### **Governing Body:**

- School governors who are volunteers should be treated on the same basis as other volunteers
- A Barred list check should only be requested if the governor will have unsupervised contact with children at the school
- The Governing Body will request an enhanced DBS check as part of the appointment process for governors
- All checks will be evidenced and recorded on the Single Central Register

### **Proprietors of Independent School:**

- Before an individual becomes either the proprietor of an independent school or the chair of a body of people which is the proprietor of an independent school, the Secretary of State will:
  1. Carry out an enhanced DBS check
  2. Confirm the individual's identity
  3. If the individual lives or has lived outside of the UK, making an enhanced check insufficient, such other checks as the Secretary of State considers appropriate

### **Enforcement of Policy:**

- Date Valley School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding, child protection and safer recruitment procedures and practices
- If the school has concerns about an existing staff member / student / volunteer / governor's suitability to work with children, it should carry out all relevant checks as if the person were a new member of staff
- As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer. (Please refer to 'Dealing with Allegations of Abuse against Teachers and Other Staff Policy')
- As an employer we are under a duty to refer to the DBS and the DfE, any member of staff:
  1. Has harmed a child
  2. Poses a risk of harm to a child
  3. Whom there is reason to believe has committed a listed offence
  4. Who has been removed from working with children or who would have been removed had they not left
  5. Who following disciplinary proceedings, is dismissed because of misconduct towards a child. (referral may be made during the disciplinary process)
- The Governing Body of the school will:
  1. 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 DfE guidance and legal requirements
  2. Monitor the school's compliance with them ensure that appropriate staff and governors have completed safer recruitment training
- The Safer Recruitment Officers will:
  1. Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance
  2. Ensure that all appropriate checks have been carried out on staff and volunteers in the school
  3. Monitor any contractors and agencies compliance with this document
  4. Promote the safety and well-being of children and young people at every stage of this process
  5. Develop a safer recruitment culture within the school environment

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

Date: May 2015