



Safer Recruitment Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
December 2015	December 2016	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School have a major duty to ensure safe recruitment of school personnel and volunteer helpers to this school as we are committed to safeguarding and promoting the welfare of all children. By creating a culture of safe recruitment that involves undertaking criminal record checks (DBS checks), barred list checks and prohibition checks plus obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children.

We realise that the majority of school appointments is for personnel who will be responsible for the care and supervision of children on a regular basis known as regulated activity and as part of the process of safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information.

Under no circumstances will we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

Also, we are aware that we have 'a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.' (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))

We have a duty to ensure that all volunteers in regulated activity must have an enhanced DBS certificate with barred list check. We will not allow any volunteer to work unsupervised with children or work in regulated activity without the necessary checks.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non-membership of a trade union.

We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The School reserves the right to amend its content at any time.

This policy should be read in conjunction with the following documents:

- Conditions of Service for School Teachers in England and Wales (Burgundy Book) (Council for Local Education Authorities) – Guidance A;
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE) – Guidance B;
- National Agreement on Pay and Conditions of Service (Green Book) (National Joint Council for Local Government Services) – Guidance C;
- School Teachers' Pay and Conditions Document 2015 and Guidance on School Teachers' Pay and Conditions (DfE) – Guidance D;
- Single Central Record (SCR) Guidance for Schools in Haringey – Guidance E;
- Guidance to Schools Concerning Disqualification from Childcare under the Childcare Act 2006 – Guidance F

Aims

The aims of the School's Safeguarding in Recruitment Policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- To adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and School security;
- To attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- To ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education" guidance and the Code of Practice published by the Disclosure and Barring Service;
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves, and complying with, the provisions of this policy.

The measures described in this policy will be applied to all who are employed to work at the School and incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who work at the School.

Responsibility for the Policy and Procedure

The Governing Body has:

- The responsibility of ensuring that the safe recruitment process complies with all current guidance and legal requirements;
- Delegated certain powers and responsibilities to the Headteacher to oversee compliance with current guidance and legal requirements;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;

- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will:

- Promote the safeguarding and welfare of children;
- Ensure the school operates safe recruitment procedures;
- Organise safe recruitment training for school personnel involved in recruitment;
- All appointment panels to include one person who has successfully passed safe recruitment training;
- Ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- Ensure contractors and agencies comply with this policy;
- Undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;
- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy.

Safer Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

Job descriptions will define the purpose, duties and responsibilities of the post, as well as the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups. The Job Description and Person Specification will make reference to the School's commitment to the safeguarding of students.

All posts at the School will require an Enhanced DBS Disclosure where an individual is likely to come into direct contact with pupils.

Job advertisement

Adverts for vacancies will demonstrate the School's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will usually be included within the text of the advert:

- Name of School;
- Post Title
- Hours of work
- Grade or Scale
- Salary (actual salary for part time)
- Permanent or Fixed term stating duration if fixed term.
- Brief details about what the job entails and type of skills and experience required including responsibility for safeguarding children.
- Confirmation that an Enhanced DBS Disclosure will be required.
- Contact details

- Closing date

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible. The vacancy will be advertised in the following ways:

- Internally;
- Intranet;
- Local press;
- National press such as TES;
- Other teacher publications.

Application Pack

The importance of Safeguarding and protecting children at the School will be promoted throughout the recruitment process in order to deter unsuitable candidates. The School's Application Pack will normally include the following: Application Form, Job Description and Person Specification, Information Sheet about the School, the School's Equal Opportunities Policy, the School's Child Protection Policy Statement and information on an Enhanced DBS check.

All applications will be acknowledged within two weeks.

Short Listing and References

- Short listing will be undertaken by the appropriate sub-committee;
- All applications will be looked at;
- Applicants will be short listed for the post if they suit the job description and person specification;
- Immediately after short listing references will be sent for those candidates short listed;
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children;
- All references will be checked for consistent information;
- The candidate will be asked to clarify any highlighted discrepancies;
- The school will make arrangements to inform those shortlisted immediately after the short listing process has taken place. Unsuccessful applicants will also be informed;
- Shortlisted candidates will be sent:
 - Detailed documentation of the interview process;
 - Directions to the place of interview.
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs;
- Also, they will be informed if they will have to undertake skill tests as part of the interview;
- All unsuccessful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them.

Equal Opportunities

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against criteria, which relates only to the requirements of the job.

The Interview

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. A face-to-face interview will always be carried out as part of the recruitment process.

The Interview panel will consist of a minimum of two interviewers, one of whom will be a governor who has undertaken safer recruitment training. Where the interview is for a teaching post, the Headteacher or Assistant Headteacher will form part of the interview panel. Where the interview is for a support staff post, the Headteacher or Assistant Headteacher will form part of the selection panel.

On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.

The interview will consist of an activity, a professional interview and where appropriate a meeting with the School Council;

All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

Conditional Offer of Employment

Any offer of employment with the School will be conditional on the satisfactory completion of the following:

- The receipt of at least two satisfactory references;
- Satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom, a certificate of good conduct if applicable;
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status where required;
- Verification of the candidate's identity;
- Verification of the candidate's right to work in the UK.

A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

Pre - Employment Checks for the Successful Candidate

References will normally be taken up on short listed candidates prior to interview (**Appendix A**).

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role that the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);

- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people;
- The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials;
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Criminal Record Check

Due to the nature of the work, the School applies for criminal record certificates from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members and volunteers.

There are two types of check that may be requested from the DBS depending on the nature of the position:

- **Standard Disclosure** - For positions that involve regular contact with those aged under 18 years or people of all ages who may be vulnerable for other reasons and for occupations that involve positions of trust;
- **Enhanced Disclosure** - For posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

A Standard Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. If the individual is applying for a position working with children or young adults, the Standard Disclosure will also reveal whether he/she is barred from working with children or vulnerable adults by virtue his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health.

An Enhanced Disclosure will contain the same details as a Standard Disclosure. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commence before it is received, the School may undertake a Risk Assessment on the prospective member of staff concerned and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance.

Volunteers, Agencies and Agency Staff

The School expects supply/temporary worker agencies/contractors that are used by the School to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy. **Proof of registration will be required before the School will commission services from any such organisation.**

The agency must provide evidence of the checks carried out on their central record.

The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the School.

The School reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the School will not be liable for any charges connected to the booking.

All Volunteers who have direct contact with children on a regular basis will be required to have a DBS check. The Headteacher will assess the need on an individual basis.

Suitability Declaration Forms (Disqualification by Association)

Following the DfE guidance issued in October 2014 regarding the Childcare Act 2006 and specifically the implications of the disqualification sections, any employee employed within the following 'relevant settings' will be required to complete and submit a Suitability Declaration Form upon commencement of employment at the School:

- Any employee providing any care for a child from birth until 1 September following a child's fifth birthday. This will include staff who provide education in nursery and reception classes and/or any supervised activity for these children, which occurs during or outside of school hours, such as breakfast clubs, lunchtime supervision and after school care provided by the School;
- For schools who have children aged between 5 and 8 years old, staff who provide childcare **outside of school hours**. This means staff providing breakfast club or after school's provision for children within this age bracket. It does not include staff who teach these children during the school day, nor does it include any extended school hours for co-curricular learning activities such as the School's choir or a sports team;
- Any staff directly concerned with the management of the above childcare. This is likely to include the Headteacher, and may also include other members of the school's leadership team and any manager, supervisor, leader to volunteer responsible for the day to day management of the provision.

Rehabilitation of Offenders Disclosure

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions within the School will amount to "regulated positions", all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School, if:

- The School receives an application from a disqualified person;
- Is provided with false information in, or in support of an applicant's application; or
- The School has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE.

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question;
- The seriousness of any offence or other matter revealed;
- The length of time since the offence or other matter occurred;
- Whether the applicant has a pattern of offending behaviour or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it high risk to employ anyone who has been convicted at any time of any the following offences:

- Against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- Against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Principal of the School before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

Retention and Security of Disclosure Information

The School's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information.

In particular, the School will:

- Store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior leadership team and the Principal's personal assistant;
- Not retain Disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a Disclosure, the name of the subject, the type of

Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;

- Ensure that any Disclosure information is destroyed by suitably secure means such as shredding; and
- Prohibit the photocopying or scanning of any Disclosure information.

The School complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

Retention of Records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. The file will be live and updated as required. The contents will remain in storage for up to 3 years following resignation, and 15 years following ill health retirement or dismissal and indefinitely if dismissed following a disciplinary investigation.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the School to keep their details on file.

Any queries relating to the policy above should be directed to the Headteacher on 020 8808 2053 or head@devonshirehill.haringey.sch.uk.

Terms and Conditions of Employment

The successful candidate will be sent:

- A letter offering them the job;
- A statement of the terms and conditions of employment.

The successful candidate will sign and return a form accepting the job and its conditions.

Internal Promotions

If the successful candidate is a present member of staff, then they will be sent:

- A letter confirming the variation to his or her terms and conditions;
- Details of the planned induction programme;
- The start date;
- The name of the designated member of the SMT who will act as a mentor during the probationary period.

Induction

The induction programme for all newly appointed school personnel is outlined in the schools Induction of New Staff Policy.

Probationary Period

- All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their mentor;
- Probation interviews will take place in their first and second term after which a recommendation will be discussed to establish whether the employment should be confirmed, extended or terminated.

Single Central Record

The School holds a central record incorporating all employed staff (and others) that have contact with children. The record is available to the Senior Leadership Team, the Chair of Governors and the Link Governor responsible for Safeguarding.

The record details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the Headteacher, but this function can be delegated to a member of the Senior Leadership Team.

The information recorded will be checks on:

- Identity check;
- Barred list check;
- Enhanced DBS check;
- Prohibition from teaching check;
- Checks on individuals living or working outside the UK;
- Professional qualifications check;
- Right to work in the UK check.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The Staff Handbook;
- The school website;
- Reports such as the annual report to parents and Headteacher reports to the Governing Body

Training

All school personnel:

- Have equal chances of training, career development and promotion;
- Receive training on this policy on induction;
- Receive periodic training so that they are kept up to date with new information
- Receive equal opportunities training on induction.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Wednesday 9th December 2015.