



# Huyton with Roby CE Primary School

## Policy For Safer Recruitment

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**Review Date:** Autumn 2017

Signed.....Chair of Governors

Date of Signature.....

We are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to this school.

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. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure Barring Service Disclosure (DBS) as all posts are exempt from the Rehabilitation of Offenders Act 1974.

We wish to work closely with the School Council and to hear their views and opinions as we believe that children should be encouraged to form and to express their views.

### **Aims**

- To ensure the practice of safe recruitment of school personnel and volunteer helpers. To ensure that a fair and legal recruitment procedure is in place.

### **Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- The responsibility of ensuring that the safe recruitment process complies with DCSF guidance and legal requirements
- Delegated certain powers and responsibilities to the Headteacher to oversee compliance with DCSF 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 funding is in place to support this policy;
- Responsibility for ensuring policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the Head Teacher and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

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/carers are aware of and comply with this policy;
- Monitor the effectiveness of this policy;

### **Safe Recruitment Procedure**

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

#### **Job and Person Specification**

- For every vacancy a job and person specification will be written and approved by the Governing Body.

## **Job advertisement**

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible.

The vacancy could be advertised in the following ways:

- Internally
- Intranet
- Local press
- National press
- Other teacher publications

All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory Enhanced Disclosure Barring Service (DBS) disclosure.

We welcome any member/s of the present staff to apply.

## **School and Job Information Pack**

All interested applicants will be provided with an application form, job description and person specification.

## **Qualified Teacher Status (QTS)**

No person may teach in a maintained school or a non-maintained special school unless s/he:

- has qualified teacher status, otherwise known as a "qualified teacher"; or
- falls within one of the special categories specified in the Education (Specified Work and Registration) (England) Regulations 2003 (S.I. No.1663).

The special categories specified in the Education (Specified Work and Registration) (England) Regulations 2003 are:

- student teachers
- instructors with special qualifications
- or experienced overseas trained teachers

- teacher trainees who have yet to pass the skills tests but have not yet taught for a total of five years
- graduate teachers
- registered teachers
- staff on an employment-based teacher training scheme

**Support staff (such as Higher Level Teaching Assistants and Teaching Assistants) may also teach provided:**

- They do so in order to assist or support the work of qualified teachers and are subject to their direction and supervision, in accordance with arrangements made by the head teacher; and
- The head teacher is satisfied that they have the skills, expertise and experience required to teach.

**Note: If a candidate has a DfES reference number this does not necessarily mean that s/he has QTS.**

Employers need to be aware that the checks obtained through the GTC are complementary checks and must not be regarded as a substitute for other recruitment checks.

### **Induction**

Teachers who obtained QTS after 7 May 1999, including those who have followed an employment-based training programme, must have successfully completed a statutory induction period within the set time period if they are to work in maintained schools and non-maintained special schools in England. Induction certificates are issued by the GTC. They can work in schools while gaining their induction.

### **Short Listing and References**

Short listing will be undertaken by the appropriate Governors and Members of the Senior Management Team.

All applications will be considered.

- 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 inform those shortlisted immediately after the short listing process has taken place.

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.

### **The Interview**

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 may consist of an activity, informal meeting with the governing body and representatives from the LA, Diocese, a meeting with the School Council and a professional interview.

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.

### **Job Offer**

The appropriate interviewing panel will interview those shortlisted and will identify a suitable candidate.

A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

### **Pre - Employment Checks for the Successful Candidate**

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2)
- Proof of identity
- List 99 checks
- DBS Enhance Disclosure
- Medical fitness from Occupational Health
- Proof of qualifications
- Proof of registration with the GTS for teaching staff
- Proof of a right to work in the UK

An appointment will not be confirmed until receipt of all of the above.

### **Starting work pending a DBS Disclosure**

Appropriate supervision for individuals who start work prior to the result of a DBS Disclosure being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff without completed DBS Disclosures it should be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff in undertaking the supervision spelt out. The arrangements should be reviewed regularly, at least every two weeks until the DBS Disclosure is received.

Before taking on a member of supply staff from an agency, a school must obtain a written notification from the agency that indicates that relevant DBS disclosures have been requested for that individual, outlines whether or not the

DBS Disclosure has been received, and if received, whether it included any disclosed information. Where there is disclosed information, the school must obtain a copy of the DBS Disclosure from the agency. If the DBS Disclosure has not been received yet by the agency, the school must require the agency to notify it of the content as soon as it is received.

Where a DBS Disclosure indicates cause for concern for agency or directly employed staff, the member of staff must immediately be withdrawn from the school pending further enquiries.

### **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 will include all school policies dealing with the safeguarding of children and young people and they will receive copies of the DCSF guidance on Safe Working Practice.

### **Probationary Period**

All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their Line Manager.

Probation interviews will take place after which a recommendation will be discussed to establish whether the employment should be confirmed, extended or terminated.

### **Central Record of Recruitment Vetting Checks**

In addition to the various staff records which are kept as part of normal business, schools must also keep and maintain a single central record of recruitment and vetting checks.

We will keep a single central record of recruitment and record checks of:

- all teaching staff
- support staff
- supply teachers
- volunteer parent helpers
- governors who work as volunteers
- LA tutors
- After school club leaders
- Breakfast club leaders.

### **Information disclosed as part of a DBS**

Disclosure must be treated as confidential.

It is an offence for DBS Disclosure information to be passed to anyone who does not need it in the course of their duties. A Disclosure may be passed from agency to agency, between local authorities and agencies, and between schools and agencies if the subject gives written consent. Regulations under the Police Act also authorise passing Disclosure information from agencies to schools where the subject's suitability for work at the school is under consideration. The Disclosure information must be kept in secure conditions and must be destroyed, by secure means, as soon as it is no longer needed. If the DBS Disclosure refers to the existence of information additional to what is on the face of the Disclosure, a supply agency cannot pass this information on to a school.

However, before the Disclosure is destroyed, records need to be kept detailing the date the Disclosure was obtained, who obtained it (i.e. school), local authority, supply agency), the level of the Disclosure, and the unique reference

number. The head teacher or principal or college or local authority will also want to consider keeping a note of what other information was used to assess suitability.

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

- Identity checks;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, or another accepted qualification such as PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration check with the GTC where appropriate;
- Checks of right to work in the United Kingdom;
- List 99 checks;
- DBS Enhanced Disclosure
- Further overseas records checks where appropriate

**The record must also show the date on which each check was completed or the relevant certificate obtained, and should show who carried out the check.**

## **Contractors**

### **Building contractors**

Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children.

However schools should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks.

### **Checks on Other Public Sector staff**

Individuals such as psychologists, school nurses, centrally employed teachers and other public sector staff will have been checked by their employing organisation, whether local authority, Primary Care Trust or

Strategic Health Authority. It is not necessary for schools to see their DBS Disclosure as appropriate checks will have been carried out. Schools will however want to check identity when an individual arrives to ensure imposters do not gain access to children

### **Fraudulent Applications**

Serious, deliberate fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases the employer should in addition to any planned disciplinary action, consider reporting the matter to the police. The case should also be reported to the Secretary of State.

### **Extended Schools**

Many primary and secondary schools already offer breakfast and after school clubs and other services. This provision is developing further as part of the extended schools agenda, with schools offering a wide range of services that may include childcare, study support, a range of family learning and parental support, swift and easy referral to a range of specialised services for pupils and community use of the school's facilities such as sports and ICT. These services will be offered either on the school site, on other school sites, or through other providers.

Requirements placed upon schools relating to existing staff and volunteers at the school will extend to incorporate those involved in the provision of extended services. So where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for appointments, recruitment and vetting checks and record keeping will apply.

Where a third party is responsible for running the services there should be clear lines of accountability and written agreements setting out responsibility for carrying out the recruitment and vetting checks on staff and volunteers. Local authorities can advise schools on registered providers with whom they might link to provide services.

Written agreements should be in place with any third party providers or groups using the site. These should set out the respective responsibilities of the governing body and those of the provider or group.

Where services are being developed, the schools' insurance provider should be consulted to ensure that the provision is covered adequately. All staff and providers working on or managing the site out of hours should have training on issues such as emergency evacuation procedures. Staff and their professional associations must know who they are accountable to and for what and must be consulted when services are developing.

### **Child and user safety is paramount.**

Schools should only work with providers that can demonstrate that they have effective procedures, training and vetting arrangements for their staff, appropriate child/adult ratios and contingency arrangements in place for emergencies or the unexpected e.g. arrangements for managing in the event that a child is not picked up after a session run by a provider.

### **Volunteers**

We recognise that many parents/carers and other volunteers help regularly in the classroom and with activities associated with the school. Some will require a DBS Disclosure because of the frequency of their volunteering activity and the contact they have with children, others will not.

**Under no circumstances must a volunteer who has not obtained a DBS Disclosure, because perhaps he or she does not require a Disclosure due to infrequent contact with children, be left unsupervised with children.**

For new volunteers, or those changing duties to ones that will bring them into increased contact with children, head teachers or principals should consider obtaining enhanced DBS Disclosures where the volunteering is regular and involves contact with children. In coming to a decision, head teachers will want to consider:

- the duration, frequency and nature of contact with children; and then what the school knows about the volunteer, including formal or informal information offered by staff, parents/carers and other volunteers;
- whether the volunteer is well known to others in the school community who are likely to be aware of behaviour that could give cause for concern;
- whether the volunteer has other employment, or undertakes voluntary activities where referees would advise on suitability; and any other

relevant information about the volunteer or the work they are likely to do.

This information will allow head teachers to make a risk assessment, and use their professional judgement and experience in deciding whether a DBS Disclosure is necessary.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Prospectus
- the Staff Handbook
- the school website

### **Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the Leadership Team and recommendations for improvement will be made to the Governors.