




# Safer

# Recruitment

<b>Governor Committee Responsible:</b>	Full Governing Body HR & Safeguarding	<b>Staff Lead(s):</b>	Hannah Williams Head Teacher / Michelle Bryce DSL
<b>Status</b> <i>(Statutory / Advisory)</i>	Statutory	<b>Review Cycle</b>	Annually
<b>Last Review</b>	October 2021	<b>Next Review Date</b>	October 2022
<b>Chair of Governors</b>	Daniel Gillingham  Daniel Gillingham ( <a href="mailto:chair@chfcfederation.gloucs.sch.uk">chair@chfcfederation.gloucs.sch.uk</a> )		

# Safer recruitment Policy

The safer recruitment of staff is the first step to safeguarding and promoting the welfare of the children in education.

At Finlay Community School we recognise the value of, and seek to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities.

We are committed to ensuring that the recruitment and selection of all who work within the school are conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.

## Recruitment and selection process

The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education.

### 1. Advertising

When advertising roles, we will make clear:

- Our school's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

### 2. Application Packs will:

Application packs will contain the following information:

1. Job description
2. Person Specification
3. Safeguarding Statement
4. Self-Disclosure form
5. Outline of the selection process
6. [Application form](#)
7. Reference pro – forma (Appendix 1)
8. Salary and holiday information

### 3. Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

#### Shortlisting

Our shortlisting process will involve at least 2 people, who have safer recruitment training and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- We will use a short listing matrix (See appendix 3)

Once we have shortlisted candidates, we will ask shortlisted candidates to:

1. Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
  - Sign a declaration confirming the information they have provided is true

#### Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Use out set reference pro forma
- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the **headteacher/principal** as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed
- Contact the applicants previous or current place of work, to confirm that the referee is currently in employment

## Interview and selection

When interviewing candidates, we will:

- Hold a face to face professional interview, which would include a question related to safeguarding
- Where relevant, plan an activity which involves young people.
- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made
- Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status

## Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks.

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state

*Management positions are members of your senior leadership team.*

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

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

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **Volunteers**

We will:

- All volunteers will be DBS checked before a placement starts
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

### **Governors**

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK
- Other checks deemed necessary if they have lived or worked outside the UK

## **On Appointment:**

### **Personal file records**

From January 2008, the school will retain the following information which will make up part of the personal file, for the successful candidate:

- Job advert
- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (ie: the notification form from EPM or the DBS certificate reference number, NOT the actual DBS form or certificate)
- Single Central Record of Recruitment Vetting Checks

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach or artist.

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

- Identity checks
- Qualification checks for any qualifications legally required for the job
- 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 where appropriate

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school

does not need to carry out checks themselves except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

All posts within setting are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have a Disclosure and Barring Service (DBS) check.

The school are committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

### **Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

### **Record Retention / Data Protection**

The School will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Headteacher within 6 months of the interview date.

### **Probation periods**

Newly appointed staff who are new to the employment of the governing body will be subject to the school's and Centre's probationary period.

Staff will be given a copy of the DfE (former DCSF) guidance on Safer Working Practice and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time.

The school has a safeguarding and a Whistle-Blowing policy which has been disseminated to all staff and volunteers. The school adopts a culture of vigilance where all concerns are listened to and taken seriously.

The school will follow DfE and Gloucestershire Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer. For more details on procedures please see flowcharts in staffrooms and Safeguarding Policy.



# Shortlisting Matrix – Finlay Community School

---

This template will be used to help us decide which candidates will be shortlisted for interview.

The criteria used will depend on the role on which you're applying for

We will use a scoring system to help us decide the extent to which a candidate meets a particular criterion.

- > 0 – No evidence to meet the criterion
- > 1 – Evidence does not fully meet the criterion
- > 2 – Evidence meets the criterion
- > 3 – Evidence exceeds the criterion

CRITERIA	CANDIDATE NAME	CANDIDATE NAME	CANDIDATE NAME	CANDIDATE NAME	CANDIDATE NAME
<b>Initial screening checklist (tick where candidate meets the criteria)</b>					
Right to work in the UK					
Candidate meets the <b>minimum</b> experience requirements					
All required documents have been provided					
Candidate shows a clear understanding of our school, and has tailored the application accordingly					
Candidate is available to start when needed					
Gaps in employment with no explanation					
No referees provided					

---

CRITERIA	CANDIDATE NAME	CANDIDATE NAME	CANDIDATE NAME	CANDIDATE NAME	CANDIDATE NAME
Candidate has had multiple jobs in a short space of time					
Generic application, showing no understanding of, or interest in our school					
Salary expectations that differ significantly from the one advertised					
<b>Essential criteria from the person specification (you could use a 0-3 scoring system here)</b>					

---

<b>CRITERIA</b>	<b>CANDIDATE NAME</b>	<b>CANDIDATE NAME</b>	<b>CANDIDATE NAME</b>	<b>CANDIDATE NAME</b>	<b>CANDIDATE NAME</b>
<b>Decision and next steps</b>					
<b>Total score</b>					
<b>Progress to next round?</b>					
<b>Points to probe further at interview/any other comments</b>					

---

