



# Safer Recruitment Policy and Procedures

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| <b>Approved by:</b>        | Jane O'Sullivan               | <b>Date:</b> 20 <sup>th</sup> January 2021 |
| <b>Approved by FGB on:</b> | 27 <sup>th</sup> January 2021 |  |
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Promoting and ensuring the safety of our pupils is always a high, ongoing priority. In assessing the suitability of those to work or volunteer at Charmouth Primary School, Safeguarding will be embedded throughout every stage of our recruitment process.

There are 4 stages that must be considered throughout the overall recruitment process to ensure the safest recruitment decisions are made:

- Deter
- Reject
- Prevent
- Observe and supervise

## **DETER**

### **Pre-recruitment planning:**

Our commitment to safeguarding and promoting the welfare of children and young people is absolutely clear and will be featured, where relevant, on:

- Website
- Advertisements
- Promotional literature
- Job description

- Person specification

The Dorset Council job descriptions, with added detail where appropriate, will be used which include the following information:

- The title of the job
- The title of the person they will report to
- The titles of staff who will report to the post-holder, if applicable
- The main duties and responsibilities
- The purpose of the job
- The salary or salary grade
- An explanation of the post holder's individual responsibility to safeguard and promote the wellbeing of children and young people in their care

Our **person specification** will include the skills, qualifications, qualities and experience we would like the successful applicant to have, in particular the qualities we would expect someone working with children and young people to possess.

All candidates will be asked to complete a standard application form rather than submit their own CV, to avoid the presentation of only the information they would want to be seen, and to ensure all candidates can be compared fairly and consistently.

**Application forms** will contain the following:

- A section to fully identify the individual concerned
- A full employment history (to highlight any gaps or anomalies that can be followed up at interview), plus qualifications obtained with dates and awarding boards
- A section that asks applicants to state how they meet the criteria from our person specification, with examples
- A separate self-declaration of conviction and cautions, and a signed statement that they are not barred from working with any vulnerable groups
- The names and contact details of at least two referees (and a statement to the effect that referees will be asked about whether the applicant has been the subject of any safeguarding concerns) – the application form will say when the references will be sought

Our job advertisements will include or have links to:

- The job description
- The person specification
- The online Dorset Council application form, which includes an Equality and Diversity monitoring form
- Our Safeguarding Policy
- A robust statement about our school's commitment to safeguarding

## **REJECT**

### ***References***

All application forms will be scrutinised by more than one person, at a specified time, to compare thoughts and views, with the intention of compiling a short list of candidates. Referring to the job description and person specification, selection criteria will be applied consistently across all job applications. Any inconsistencies or gaps of concern will be noted to explore further at interview, if the candidate is considered, or to reject the candidate.

At least two references will be taken up prior to interview, one of which should be from the person's most recent employer. If a candidate is not currently employed, verification of their most recent employment and reasons for leaving should be obtained from their last employer.

When requesting a reference a copy of the job description will be included, along with a request of the referee's opinion about their suitability for the post itself and their suitability to work with children and young people. A **reference proforma** (Appendix 1) will be included to ensure we receive all the relevant information we have requested, including:

- Basic information about the applicant which could include dates of employment and current role
- Skills and abilities, including strengths and weaknesses relating to the role they have applied for
- Information about any disciplinary action or allegations
- Whether there have been any Safeguarding concerns in relation to the person

Referees can be re-contacted if necessary to clear up any grey areas; if this is done by phone we will ensure a written note is made of what is said.

Open references and testimonials will not be used. We must be satisfied that the referee and organisation are genuine. All references must contain the referee's name, job title, a landline number and work email address.

### ***Interview***

A short list of candidates will be interviewed face to face by a minimum of two people using an agreed structure of asking questions.

Shortlisted candidates will be asked to bring the following to interview:

- Photographic evidence (with address details) to prove they are who they say they are and a photocopy will be taken for our file. Photographic evidence and the address should be compared to the details on the application form
- Documentation that proves they are eligible to work in the UK
- Originals of their qualification certificates that also show awarding bodies
- A completed disclosure of criminal convictions form

A list of core interview questions will focus on the person's actual experiences with an opportunity for them to provide examples of their competency and explore their attitudes and behaviours, as well as their motivations for working with children and young people. Additional questions may be asked as a result of what they have said on their application form or what a referee has said. All answers for each candidate will be documented and used for discussion by the interview panel at the end of the interviews.

In addition to face-to-face interviews it is good practice to consider other selection techniques to give a fuller and more rounded picture on which to make a selection decision. This could include:

- Written exercises
- Putting the candidate into a group to see how they interact in a team scenario
- Presentation
- Role play
- A carefully supervised activity with children

If candidates say anything or behave in a way that causes concern, this will be explored in more detail with the candidate.

A final decision will be based on how the person's qualifications, skills and competencies compare with those detailed in the job description, plus how their experience, personal qualities and attributes compare to the ideal detailed in the person specification. This, along with the interview notes and notes from any other selection criteria used, should inform our decision about who is the best match for the role.

We have a statutory responsibility to verify a candidate's medical fitness to satisfy themselves that individuals have the appropriate level of physical and mental fitness before an appointment is confirmed.

## **PREVENT**

### **Pre-employment checks**

When appointing new staff we will:

- Verify their identity
- obtain an enhanced DBS certificate, including barred list information, for those who will be engaging in regulated activity.
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK
- Verify their professional qualifications
- Ensure they are not subject to a prohibition order and that they have been checked under the 2018 Childcare Regulation, 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, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent

Disclosure & Barring Service (DBS): the role of the DBS is to help employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable people, including children. They are responsible for:

- Processing requests for criminal records checks
- Deciding whether an individual should be barred from working with children
- Placing or removing people from the DBS children's barred list for England & Wales

The level of DBS certificate required depends on the role and duties of the person involved. People need to be checked if they are in "regulated activity" with vulnerable people. Regulated activity when working with children comprises:

- Regular unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on wellbeing, or drive a vehicle only for children
- Regular work for a limited range of establishments ("specified places") with opportunity for contact e.g. schools, colleges children's homes, childcare premises
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of being supervised or not

### **Volunteers**

Volunteers in our school will be treated in exactly the same way as paid staff for safer recruitment purposes, although supervised volunteers are not deemed to be in regulated activity.

We will:

- undertake a risk assessment, which will be recorded, and use our professional judgement and experience when deciding to request an enhanced criminal records check
- never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- ensure appropriate checks are carried out to ensure individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decided 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.

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

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

- We believe the individual has engaged in "relevant conduct"

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#relevant-conduct-in-relation-to-children> or

- The individual has received a caution or conviction for a relevant offence, or there is a reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009 or
- The “harm test” is satisfied in respect of the individual (see link above)
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Contractors & Agency staff**

We will always check the identity of contractors and their staff on arrival. Where contractor’s staff work regularly on the premises with an opportunity for contact with children, we will ensure they have obtained a barred list check and an enhanced criminal records check. Where contractor’s staff do not work regularly, but may have contact, the Headteacher must use her professional judgement to decide whether to request a check and how to supervise.

If we employ **agency staff** we must have written notification that they have carried out the required checks and we must also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **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.

### **Governors**

All governors will have an enhanced DBS check without barred list information. If working in regulated activity they will have an enhanced DBS check with barred list information. All governors will also have a section 128 check (a section 128 direction disqualifies an individual from being a maintained school governor)

### **Staff working in alternative provision settings**

Should we place a child with an alternative provision provider, we will obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there, that we would otherwise perform.

### **Single Central Record**

It is a statutory duty for schools to maintain a single central record so that there is evidence to demonstrate the range of checks required by law have been carried out. This will be managed by our

schools' Support Services Manager and will be checked by the Safeguarding Link Governor. As a minimum it will have the following information:

- An identity check
- A barred list check
- An enhanced DBS check/certificate
- A prohibition from teaching check
- A professional qualification check
- A check to establish the person's rights to work in the UK
- Further checks on people who have lived or worked outside the UK
- A section 128 check
- A record to show whether the person's position involves regulated activity
- Medical checks
- Reference checks
- Risk assessment check (where applicable)

A record of training will be kept on our school's CPOMS database, and a record of staff having read and understood Keeping Children Safe in Education will be recorded in our Safeguarding folder.

### **OBSERVATION & SUPERVISION**

At Charmouth we will adhere to the Safer Recruitment guidelines to ensure we:

- Have a timetabled induction period to observe new starters
- Make sure that appropriate safeguarding training is part of induction
- Set out the new recruit's role, the boundaries of the role and what is safe & unsafe practice
- Make sure that equality and diversity and other relevant training is part of induction
- Make it clear that safeguarding is an integral part of everyone's role

New staff will be given a copy of the school's Staff Code of Conduct to read and sign. Supervision and regular appraisals will enable us to check that the new member of staff is meeting their objectives and our expectations of their performance, as well as being able to check on their attitudes and behaviours with our children.