

# Barlows Primary School

## Safer Recruitment Policy

Barlows Primary School



*"To Give of our Best"*

# 2017-2018

Reviewed and updated: October 2016  
Approved by Governing Body: February 2017

*"To give of our best, to work together, to value everyone and learn for life."*

National Teaching School  
designated by  
National College for  
Teaching & Leadership



North Liverpool  
Teaching School Partnership



## Safer Recruitment Policy

Barlows Primary School follows the guidance set out in part 3 of [Keeping Children Safe in Education](#).

- Barlows Primary School understands it is an offence to knowingly employ someone who is barred from working with children.
- Everyone employed by Barlows Primary School will be required to have Enhanced DBS and Children's Barred List Checks including third party staff engaged in regulated activity
- A new Barred List check must always be undertaken on all new employees.
- Prohibition order checks will be undertaken on all teachers
- Barlows Primary School will provide all potential applicants with information about its child protection policies, procedures and commitment to safeguarding (including the code of conduct for staff and the child protection policy)
- Job descriptions will make appropriate reference to safeguarding
- Applicants will be expected to sign at interview any application forms submitted electronically
- A curriculum vitae will not be accepted by Barlows Primary School
- The applicant will be expected to declare any cautions and convictions not exempt. (Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. )
- Any cautions or convictions declared by the candidate will not be used to short list the candidate but will be discussed with the candidate at interview
- Structured references will be sought on all shortlisted candidates
- Barlows Primary School will not accept 'open' references without confirming them with the referee.
- References will be sought from the current employer and those able to indicate someone's suitability to work with children
- The interview panel will always scrutinise references before the interview phase and will if necessary contact the referee to follow up any inconsistencies/gaps.
- The interview panel will prepare additional individualised questions for each candidate in order to explore issues arising from scrutiny of the references and application forms
- An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks advised by the DfE including where required a disqualification check:

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks. When appointing new staff, schools and colleges must:

- verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website;
- obtain (via the applicant) an enhanced DBS certificate( including barred list information, for those who will be engaging in regulated activity);
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, make any further checks Barlows Primary School or college consider appropriate and
- verify professional qualifications, as appropriate.
- Independent schools, including academies and free schools, check that a person taking up a management position as described at paragraph 99 is not subject to a section 128 direction made by the Secretary of State.
- For overseas teachers the NCTL website will be checked ( EEA teacher sanctions and restrictions described in paragraph 114 (of Keeping Children Safe in Education)
- <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>
- Barlows Primary School will always ask for sight of original certificates required to demonstrate professional qualifications.
- Barlows Primary School will not retain a copy of a DBS certificate for longer than six months
- Copies of other pre-employment documents will be retained on the member of staff's personnel file
- All Governors require Enhanced DBS checks.
- Governors engaged in regulated activity as unsupervised volunteers are required to have Enhanced DBS Certificates with a children's barred list check.
- Unsupervised volunteers are required to have Enhanced DBS Certificates with a children's barred list check. Consideration will be given to requiring supervised volunteers to undertake Enhanced DBS Certificates without a children's barred list check.
- All staff will receive an induction which will include safeguarding and health and safety. The member of staff will be provided with a copy key school policies including:

- Child protection policy and procedures
- Code of conduct for adults (staff behaviour policy)
- Managing allegations against staff procedures
- Whistleblowing Policy
- What to do if you are worried a child is being abused 2015- Advice for practitioners DFE 2015'
- Keeping Children Safe in Education part 1
- Additional guidance including neglect, FGM, forced marriage, extremism and radicalisation and gangs.

Agreed October 2016 in H&S meeting.

To be ratified by full governors in February 2017

Next review date October 2017