



**BARLOWS PRIMARY  
SCHOOL  
SAFER RECRUITMENT  
POLICY**

Committee with oversight for this document	Full Governing Body
Document to be approved by the Full Governing Body	
Document last reviewed by the Full Governing Body	
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## **INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process that:

- Attracts the best possible applicants to apply for any vacancies
- Has safeguarding as of paramount importance throughout all stages of the recruitment, selection and induction process.
- Deters prospective applicants who are unsuitable for work with children or young adults
- Identifies and rejects applicants who are unsuitable to work with children and young people

## **STATUTORY REQUIREMENTS**

The school pays full regard to the statutory guidance for schools and colleges; Keeping Children Safe in Education (DfE September 2018) – Part Three: Safer Recruitment. We ensure that all appropriate measures are applied in relation to everyone who works in the school and who is therefore likely to be perceived by the children as a safe and trustworthy adult. This includes volunteers, supervised volunteers and staff employed by contractors.

## **IDENTIFICATION OF RECRUITING PARTIES**

The school currently has three members of staff who have completed the recommended Safer Recruitment training and passed the required examination.

The named Safer Recruitment Personnel are:

- David Robinson (Headteacher) Training completed **June 2017**
- Stacey Feenan (Deputy Headteacher) Training completed **November 2018**
- Val Wright (Bursar) Training completed **November 2018**

This will fully meet the requirements as outlined by the DfE. The Headteacher will ensure all staff and governors involved in the recruitment process have been fully briefed about the procedures and protocol prior to the commencement of engagement in the recruitment process. All Safer Recruitment Personnel must keep their knowledge updated and attend refresher training as needed.

## **INVITING APPLICATIONS**

All advertisements for posts will include the statement:

*'Barlows Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Criminal Records Check/ Disclosure and Barring disclosure'*.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- An application form
- A link to the school safeguarding and safer recruitment policies

All prospective applicants must complete **in full**, an application form. Incomplete application forms may be rejected at the short-listing stage.

## **SHORT LISTING AND REFEREES**

Short listing of candidates will be carried out in relation to the identified person specification for the post. Each candidate will be firstly checked against the 'essential' criteria'. If a large number of candidates meet the essential criteria then the selection panel may consider the desirable criteria in order to make a subsequent shortlist.

References will be sought directly from the referee. References will be completed using the LA agreed format. Open references will never be accepted (i.e. general and to Whom It May Concern). References will be sought prior to interviews taking place wherever possible.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A written follow up will be required from the referee as a record of any matters discussed over the telephone.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. One referee must be the current or last employer.

Referees will always be asked specific questions about:

- The candidate's suitability to work with children and young people; Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- Any allegations of a safeguarding nature
- The candidate's suitability for the post.
- Confirmation of dates and roles of any current or previous employment

School employees are entitled to see and receive, if requested copies of their employment references

## **THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short listed candidates. At least 1 member of the panel will have completed the Safer Recruitment Training (hold certificate)

Interviews will always be face-to face.

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a DBS enhanced clearance
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

All application information will be kept on record for six months following the interview for the unsuccessful candidates.

## **EMPLOYMENT CHECKS**

The school will verify the following information for all new staff:

- The applicant's identity must be verified from their passport or other photographic ID and proof of address must be provided (in line with DBS guidance).
- The applicant's right to live and work in the UK must be evidenced through documentation. Only original documentation will be accepted and its validity checked in the presence of the applicant.
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list. If the applicant will begin work before an enhanced DBS check can be completed, a barred list check will be obtained. A risk assessment will be carried out with appropriate supervision put in place.
- DBS certificates will be renewed every year through the update service.
- In the case of teaching staff, and any other staff where qualifications are required for the job, checks will be made on the applicant's academic and vocational qualifications with copies taken and held on file.
- Teaching staff will be checked to ensure that they are not prohibited from teaching.
- Where the applicant has been living abroad, similar enquiries will be made in the country of origin relating to the applicant's conduct and suitability to teach. Guidance on applying for conduct checks in other countries can be found in the Home Office documents ***Criminal Records Applications A-F, G-P and Q-Z***. These documents are available from the Headteacher, David Robinson and Bursar, Val Wright.

- Applicants will be asked to provide a full employment history and details of at least 2 referees, including previous and recent employers. All references will be requested directly from the referee. Referees will be contacted to resolve any issues that emerge from the references provided.
- Staff working with early years pupils who fall under the Childcare Act 2006 for disqualification checks will complete a questionnaire confirming that they are not disqualified under the regulations, in accordance with the DfE guidelines. Staff will be regularly reminded to update the school should any information change.
- The school will keep copies of the following documents in staff personnel files:
  - Documents used as proof of identity such as passports or driving license
  - A summary of the DBS certificate (but all other documents relating to the DBS check must be destroyed)
  - Documents that prove the staff member's right to work in the UK
  - Qualification checks
  - Disqualification under Childcare Act Questionnaire
  - Prohibition Check for staff members with a DfE number
  - Two references
  - Job Application Form
  - Job Interview Tasks
  - Criminal Record Check for people employed at the school from overseas

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status**

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

### **Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are required to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

### **Overseas checks**

All elements of the recruitment process and the pre-appointment checks are applied to applicants from overseas in the same way as to applicants resident in the UK. As above, overseas applicants will need to establish that they have the right to work in this country. All Teaching staff who have lived or worked overseas will be checked against the prohibited list to ensure that they are not prohibited from teaching in their home country.

In all cases where an applicant has worked or been resident overseas in recent years, we, where possible, obtain a check of the applicant's criminal record from the relevant authority in the country. [www.gov.uk/db-check-requests-guidance-for-employers#overseas-applicants](http://www.gov.uk/db-check-requests-guidance-for-employers#overseas-applicants).

## **Disqualification by Association**

The School will follow the statutory guidance outline in the DfE's "Disqualification under the Childcare Act 2006", which contains information for schools about 'disqualification by association'.

The School may choose to ask staff to complete and sign a declaration, which would help identify those caught by the 'by association' requirement, particularly where an individual may be reluctant to self-declare.

## **Single Central Record**

A Single Central Record will be kept of all relevant checks in accordance with the Guidance Keeping Children Safe in Education 2018. This will be monitored by the Headteacher and School Bursar, as well as being subject to external moderation as part of a Safeguarding Audit.

## **RECORD RETENTION / DATA PROTECTION**

Barlows Primary School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be destroyed (i.e.: shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information relating to employees will be kept centrally in the Bursar's office in a locked and secure cabinet for the duration of their employment plus 7 years following their date of departure.

## **INDUCTION**

All staff new in post, including volunteers will receive an induction pack and receive training that will include safeguarding, safe working practices, whistle blowing and child protection. Supply staff, contract staff and self-employed staff will all also undergo induction.

## **SUPPLY STAFF/CONTRACTORS (e.g. cleaning, catering staff)**

Barlows Primary School will only use those agencies and contractors which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the CRB/DBS check will be treated confidentially.

The School Bursar Val Wright will carry out identity checks when the individual arrives at school. This will include taking a copy of photographic identification.

## **PERIPATETIC STAFF/SELF EMPLOYED**

Barlows Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic/self-employed staff.

### **Ad Hoc Contractors (e.g. Building and Gardening Contractors)**

Building contractors who are engaged by or on behalf of the school to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the school during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

If a contractor working at a school or college is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to pupils in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the school's code of conduct for staff.

Individuals and organisations that are contracted by the school to work with or provide services to pupils will be expected to adhere to this policy and their compliance will be monitored. Any such contractors will be subject to the appropriate level of DBS check, if any such check is required (for example because the contractor is carrying out teaching or providing some type of care for or supervision of children regularly). Contractors for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. We will always check the identity of contractors and their staff on arrival at the school.

## **VOLUNTEERS**

**Parent volunteers** working within the school, within a group and helping out on a one off occasion, do not need a DBS. These parents are always with a member of staff. However, if a parent helper comes into school regularly and is engaged in regulated activity then similar recruitment process is adopted as would be to recruit a paid member of staff.

**Regular volunteers** who are in regulated activity will need a DBS and Barred list check and as above, will need a similar recruitment process as a paid member of staff. Regular volunteers who are NOT in regulated activity will still have an enhanced DBS check but with no barred list check.

**Governors** will undergo all the relevant pre-employment checks which includes an enhanced DBS check with a barred list check. Governors who are involved in regulated activity will also require a barred list check.

## **LEAVING EMPLOYMENT AT BARLOWS PRIMARY SCHOOL**

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e.: physical, sexual and emotional and neglect) the School's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, Barlows Primary School will work with the Designated Officer for Liverpool LA and inform the DfE of the circumstances why the employee is leaving Barlows Primary School's employment. Where a person is considered to pose a risk to children, a referral will be made to the DBS for consideration of discretionary barring and in respect of teaching staff notification to the NCTL which will consider prohibition.

## **MONITORING AND EVALUATION**

The Headteacher, School Administrator and Governors will be responsible for ensuring that this policy is monitored and evaluated throughout the school.