



## **Safeguarding Children**

### **Recruitment Policy and Procedures**

#### **Purpose of Policy and Procedures**

These procedures are designed to ensure that in recruiting staff the school uses every means at its disposal to ensure that the best possible candidates are appointed to vacant posts and they are suitable to work with children. Very little activity in a school setting is deemed not to be regulated activity. Therefore the highest level of vetting is required. The procedures are designed to ensure that a full range of checks are carried out to determine the suitability of candidates to work at the school covering qualifications, experience, health, barring checks and criminal record checks.

This policy is intended to ensure compliance with Keeping Children Safe in Education (May 2016) which can be viewed in full using the following link

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526153/Keeping\\_children\\_safe\\_in\\_education\\_guidance\\_from\\_5\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf)

These procedures form part of the schools overall Safeguarding and Child Protection policies.

#### **Scope of Policy**

This policy applies to the following;

- Teaching Staff
- Support Staff
- Agency Staff
- Music Tutors
- Sports Coaches
- Staff from other schools who visit the school on a regular basis
- Other specialists who run extracurricular activities
- Other Education Professionals e.g. Educational Psychologists, counsellors, AMHS workers, Education Welfare Officers, therapists etc
- Volunteers (including members of the governing body)
- Beginning Teachers

- Staff employed by a contractor e.g. cleaning and catering
- Other users of the school site out of hours

### **School Contacts**

The Designated Safeguarding Lead is Alastair Burnett (Deputy Headteacher).  
The deputy safeguarding officer is Catherine Hunter (head of Inclusion).

The Director of Finance and Administration, Michael Burke, is the point of contact for all recruitment related matters including vetting, barring and DBS checks.

### **Definition of Regulated Activity**

A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

Regulated Activity is work that a barred person cannot undertake. It is a criminal offence for a person who is barred to apply work that is a regulated activity. Additionally it is a criminal offence to employ someone who is barred from regulated activity.

A fuller description can be found by using this link

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522656/Regulated\\_Activity\\_in\\_relation\\_to\\_Children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522656/Regulated_Activity_in_relation_to_Children.pdf)

### **The Recruitment Process**

- Review of post including necessity
- Review of job description and person specification
- Advertising
- Recruitment Pack
- Short listing
- Interview
- Identity Check
- References
- Conditional Offer
- Medical Clearance
- Qualification Checks
- Vetting (ISA barred lists and DBS)
- Confirmation of Appointment
- Induction

## Review of post

When a post becomes vacant it will be reviewed to ensure that it is still required or whether the range of duties needs to be changed. If there is no justification for the post it will be deleted from the structure. This may require review of other job descriptions to cover any residual tasks from the deleted post. This will be done in discussion with other post holders.

## Review of Job Description and Person Specification

Where there is a continued need for a post the range of duties, qualifications, skills etc will be reviewed and amendments made as required.

- The existing job description will be sent to the line manager for review.
- Any recommendations for amendments will go the Headteacher
- The draft job description will be sent to the Director of Finance and Administration to ensure it meets all requirements. All job descriptions will contain a specific clause related to the safeguarding of children. Person Specifications will include reference to suitability to work with children.

## Advertising

- The recruitment schedule will be agreed with the Headteacher and line managers
- The Director of Finance and Administration or Headteacher prepares a draft advert.
- The advert will contain the agreed safeguarding statement
- The Office Manager liaises with the advertising agency over the booking of space in the relevant publication, price and proof of advert
- The proof will be signed off by either the Headteacher or Director of Finance and Administration
- The Office Manager will ask the agency to place the advert
- The advert will also be placed in the LA internal vacancy circular and on schools E-Teach microsite.

## Advertising Media

The school will use media most appropriate to the nature of the post and which will reach the widest and most appropriate audience. Recruitment advertising must give value for money.

The following may be used:

Teaching Posts	Times Educational Supplement (normally the online version only) E-Teach Internal Vacancy Circular
Support Staff Roles	South London Press Croydon Advertiser

	E-Teach Internal Vacancy Circular
Specialist Roles	The Guardian Times Educational Supplement Professional publications E-Teach Internal Vacancy Circular

### **Internal Adverts**

From time to time positions arise in the school for positions of responsibility for which there is no vacant post. These are often of a short-term nature. Where there is more than one person who might be suitable for the role the following will apply:

- An advert detailing the role, the TLR, duration, closing date will be placed in the staff room and appended to the staff diary.
- A job description and person specification will be drawn up by the Headteacher
- Applicants will submit a written statement in support of their application
- Shortlisted candidates will be interviewed
- References will be requested

### **Recruitment Pack**

Prior to the appearance of the advert a pack will be produced to provide potential applicants with sufficient information about the school and role.

Job packs will be available by post, but the preferred method for accessing the information is on line via the TES Hirewire or E-Teach sites.

The exact contents of the pack will vary depending on the post, but all packs should contain the following:

- Covering letter
- Application Instructions
- Job Description
- Person Specification
- Prospectus
- Lambeth Recruitment Booklet
- Code of Conduct
- List of disqualifying criminal offences
- Application form for posts that are exempt from the Rehabilitation of Offenders Act 1974

## Short listing

- A selection panel will have been agreed in advance. In accordance with the governor's scheme of delegation the Headteacher may make appointments of all staff with the exception of appointments to the Leadership Group.
- A least one member of the panel will have successfully undertaken Safer Recruitment Training
- All applications received by the closing date will be considered for short-listing.
- Applications received after the closing date, but before short listing has taken place will be included at the discretion of the Headteacher depending on the reason for its late arrival.
- Applications forms will be copied to all members of the interview panel along with a copy of the person specification, job description and short listing grid.
- The short listing panel will meet to consider which applicants it will take forward to interview

In deciding who to shortlist the panel will consider if

- The candidate meets any qualification requirements e.g. QTS
- The candidate has demonstrated that they have the knowledge, experience and skills required in the person specification
- Has any criminal offence been declared? If so have further details been supplied
- Have they given reference and is at least one from a current or if not employed most recent employer
- Are there any gaps in the career history which cannot be explained by other information contained on the form?
- Does the applicant have the right to reside and work in the United Kingdom
- Have not been barred from working in schools by the Secretary of State

The panel will keep their notes on candidates until the interview

Forms of candidates not shortlisted are returned to the Office Manager for confidential destruction.

Following agreement of the shortlist

- Candidates will be contacted by telephone by the Office Manager to inform them that they have been shortlisted for interview
- More detailed instructions are sent in writing

If no applicant is short listed the post will be re-advertised

## References

- All applicants must provide two people from whom a reference can be obtained
- Both referees should be people able to comment on the applicants work
- One must be their current or if not currently employed most recent line manager

- Where an applicant has had a career break and cannot provide two professional referees one must be their most recent line manager if possible and one personal referee. A personal referee may not be a family member.
- Reference on all shortlisted candidates will be taken up prior to interview
- Referees will be sent a reference proforma along with a copy of the job description and person specification and asked to comment on the suitability of the candidate.
- Specific questions will be asked concerning:
  - Disciplinary action
  - Safeguarding
- If a referee does not respond the applicant may be asked to provide an alternative
- The inability to secure references may mean that an interview/appointment cannot proceed

## **Interview**

- Interviews should not normally be conducted by telephone. An important part of determining suitability will be in a face to face interview that explores the candidate's suitability for the post to work with children. However there may be occasions when, such as a candidate not being currently resident in the United Kingdom when telephone or Skype could be used.
- One person should not normally conduct interviews. A minimum is two, one of which must have undergone safer recruitment training
- A schedule for the day will be drawn up in advance covering any tours, activities etc to be undertaken as part of the selection process.
- The Partnership Room will be reserved as a base for candidates.
- On arrival candidates will have to provide proof of identity and/or right of residence and work in the United Kingdom
- If requested previously candidates may be asked to provide original certificates supporting their qualifications
- The panel will agree a selection of questions to be asked to all candidates. At least one question should address the safeguarding of children.
- In the course of the interview the panel may ask supplementary questions to clarify, explore issues raised in the application or question any inconsistencies in the application form
- All candidates will be given the opportunity to ask questions of the panel
- The panel after interviewing all candidates will discuss each candidate and come to a view on whether they can appoint and if so who should be appointed.
- In reaching their decision the panel will consider the written references received for each candidate
- Once the panel has decided on a candidate to appoint a verbal offer of employment will be made
- The panel will return all forms and notes.
- The original form and interview notes will be kept for 12 months. At the end of that time they will be destroyed.
- If the chosen applicant verbally accepts the post the unsuccessful candidates will be informed and offered debriefing at that time or at a later date.

## **Conditional Offer of appointment**

The conditional offer letter will be accompanied by the following documents:

- Acceptance Form
- Immigration and Nationality Form
- Medical Questionnaire and pre-paid reply envelope
- DBS Form
- Information about completing the DBS Form
- DBS Declaration Form
- Code of Conduct
- Disciplinary Rules
- CYPS Health and Safety Statement
- Equal Opportunities Statement
- Whistle blowing policy

All offers of employment are conditional upon:

- Satisfactory references (if these are not available at the time of the interview)
- Verification of qualifications where this a requirement
- Proof of ID and right of residence
- Proof of address
- Satisfactory medical clearance
- Satisfactory check against the barred list
- Satisfactory DBS disclosure
- Checks with Teachers Services – Employers site via the DfE secure access site for confirmation of teacher reference number sanctions or any prohibition order. A print of the page will be taken and placed on file

At the point that the conditional offer letter is produced the following procedures will apply:

- Creation of appointment checklist sheet
- Creation of paper file containing advert, job description and person specification
- Details of new employee entered into SIMS
- Personal Details of new employee entered into Single Central Register

## **Evidencing Documentation**

- The new employee must provide all the evidence needed as originals. Copies are not acceptable
- If the items cannot be posted then a time must be arranged for them to come into school
- Certificates confirming qualifications should be copied and placed on file
- A copy of one form of identity (passport, driving licence, birth certificate) should be copied
- Proof of national insurance number should be copied
- All documentation that is evidenced should be entered into the Single Central Record including the date it was evidenced and by whom.

- A copy of proof of identity along with proof of NI number should be appended to the bank form. This will be sent along with a starter form to payroll at a later date.

As information is received about the candidate the appointment checklist should be signed and dated. When all the key checks have been successfully completed a Statement of particulars should be produced.

### **Medical Clearance**

- Once the appointee has been assessed by occupational health a note will be sent to the school of completion
- The school will access the on-line portal to verify the outcome
- In a small number of cases the applicant will be seen by the Occupational Health Physician

### **Qualification Check**

The need to check qualifications applies mainly to teaching staff for whom a first degree and qualified teacher status are statutory qualifications

For other posts, where the person specification asked for particular qualifications either as essential or desirable and the applicant has included them on their application form then proof should be provided

Proof should be in the form of original certificates:

- First Degree
- Post Graduate Certificate in Education
- QTS Certificate (if applicable)
- Induction Certificate (if applicable)

If qualifications are obtained from outside the European Union the applicant must provide evidence from NARIC that the qualifications meet UK standards.

Documents not in English that are translated must be notarised.

### **Vetting**

All staff appointed to the school will be undertaking Regulated Activity and therefore must obtain an enhanced DBS disclosure. Ideally this should be obtained before a new employee starts. Where this is not so all other checks including a check of the Barred List should be undertaken and a risk assessment carried out. Employees should also sign the declaration in appendix 3. See procedure below.

If the applicant has been working outside of the UK then a certificate of good behaviour or similar document must be obtained.

The DBS process includes a Barred List check

Ensuring accurate completion of the form is vital to avoid it being returned and delaying confirmation of appointment.

The guidance to applicants contains a list of acceptable documentation.

Checking the form

When taking receipt of a DBS form it is important to carry out the following checks.

<p>Section A Applicant's details</p>	<ul style="list-style-type: none"> <li>• What title has been used?</li> <li>• If it is Mrs or Ms have 4-13 been completed?</li> <li>• Does the applicant have a middle name?</li> <li>• Does the date of birth agree with proof of identity?</li> <li>• Is the national insurance number correct?</li> <li>• Have you been able to verify all the information in a1-a31 from the original documentation provided by the applicant?</li> <li>• If yes mark the items as verified</li> <li>• If no seek further documents from the applicant</li> </ul>
<p>Section B Current address</p>	<ul style="list-style-type: none"> <li>• Does the address go back a complete 5 years from the month it was completed If not check section 10. Does this cover the full 5 years?</li> <li>• If not, has additional information been provided in section C</li> <li>• Has a continuation sheet been used?</li> </ul>
<p>Section C Other addresses</p>	<ul style="list-style-type: none"> <li>• Do the additional addresses cover a full five year period when included with Section B?</li> <li>• If not, has the applicant provided additional information on a continuation sheet?</li> </ul>
<p>Section D</p>	<ul style="list-style-type: none"> <li>• This will not need to be completed</li> </ul>
<p>Section E Declaration by the applicant</p>	<ul style="list-style-type: none"> <li>• Check line 55</li> <li>• IS the form signed and dated by the applicant</li> </ul>
<p>Section W Evidence of identity</p>	<ul style="list-style-type: none"> <li>• Fill name in line 58 if you have checked the evidence</li> <li>• Indicate at line 59 that verification of</li> </ul>

	identity has taken place
Section X Apply for a DBS Check	<ul style="list-style-type: none"> <li>• Complete lines 60-68.</li> <li>• Position applied for should always contain Child Workforce on the first line</li> <li>• All applications are enhanced</li> <li>• 64 should be yes</li> <li>• 65-66 should normally be no</li> <li>• 67 Cross as appropriate</li> <li>• 68 Staff employed by the school should be answered no.</li> <li>• Check a volunteer meets the requirements</li> </ul>
Section Y Statement by registered person	<ul style="list-style-type: none"> <li>• Do not complete. For LA use only</li> </ul>
All sections	<ul style="list-style-type: none"> <li>• Final check</li> <li>• Record form number in comments section of Single Record</li> <li>• Add any other information about ID, dob, NI number to central record</li> <li>• Send DBS form to Schools HR</li> </ul>

### **Confirmation of Appointment**

A letter confirming the appointment which may include the formal contract document will be sent when the following have been received and deemed satisfactory:

- References (if not available at time of conditional offer)
- Medical Clearance
- DBS Disclosure (confirmation can be made subject to receipt of DBS if it will not be available at the time of starting employment)
- Satisfactory proof of qualifications
- Proof of NI number
- Proof of identity

All of the above will be signed off as met on the Appointment Checklist sheet attached to each personal file

### **DBS Disclosure**

The applicant should provide the school with a copy of the DBS certificate once they have received it at their home address. The on-line tracker can be used to see when certificates were completed and dispatched:

<https://secure.crbonline.gov.uk/enquiry/enquirySearch.do>

## **Satisfactory Disclosure**

The single record will be updated with details of DBS check number and date.

The copy of the DBS disclosure should be destroyed after the details from it have been recorded.

## **DBS not available at start date**

It may be that a DBS disclosure has not been received at the agreed start date. This date will normally be the start of term and therefore the staff member not starting will have an impact on curriculum delivery.

In these circumstances the Headteacher has the discretion to allow an individual to start subject to:

- Check of barred list
- New DBS having been applied for
- Sight of an existing DBS disclosure not more than 9 months old
- A risk assessment
- Signed declaration by the employee that they have not incurred any allegations, cautions or convictions.

The Director of Finance and Administration or Office Manager can check progress of the DBS application via the DBS web-site.

## **Unsatisfactory Outcome**

A DBS disclosure may contain evidence of previous criminal convictions, cautions or bind overs.

The following action should be taken:

- Check if criminal record was declared on application form
- Check if further details were provided
- Meet with applicant to discuss nature of offences, when they took place etc
- If the offences were not declared then this must be discussed as potentially the offer of employment could be withdrawn.
- As a general rule minor offences committed in an applicant's early life should not be a bar to employment. Reference should be made to LA vetting policy and guidance for a list of offences subject to management discretion
- Check if offences are on the list which would prohibit an offer of employment
- If in doubt consult with Schools HR or Safeguarding Team at the LA
- If the DBS disclosure shows the applicant is on the I Barred list the job offer must be withdrawn immediately. The Director of Finance and Administration must be informed who will alert the Disclosure and Barring Service.

- It is a criminal offence for a barred person to apply for work in a regulated activity and it is a criminal offence for them to be employed.

### **Withdrawal of Offers of Employment**

The procedures set out above should mean that an applicant is successfully appointed and begins work at the school. In a small number of circumstances it may be necessary to withdraw an offer of employment as one or more of the conditions set out in the conditional offer letter have not been met:

- Has been barred from working in schools and with young people
- References have indicated an issue not disclosed by the applicant such as a competency, disciplinary or safeguarding issue.
- An unsatisfactory DBS disclosure is received and nothing was declared on the application form. The applicant can offer no satisfactory explanation
- The right to reside and work in the United Kingdom cannot be demonstrated

This list is not exhaustive.

### **Induction**

All new staff will undergo an induction process. New staff will be supported through the line management structure.

Induction will cover

- Health and Safety
- Administrative Procedures
- Personnel Policies
- Expectations of conduct
- Dress code
- Attitude to Learning
- School systems and procedures
- Safeguarding
- SEN

Induction will be organised by the Deputy Headteacher calling upon relevant members of staff or outside agencies to deliver training as required.

### **Safer Recruitment Procedures for Agency Staff**

The school primarily uses agency staff to provide day to day cover for absent teaching staff. Occasionally they will be used long term vacancies/absences.

The school uses agencies that are deemed to be reputable and who can demonstrate that they follow rigorous safeguarding procedures in the recruitment of staff. Only agency workers whose agencies can provide a suitable DBS check which has been made within the last 9 months, will be eligible to work at the school.

The Data Officer, who has responsibility for arranging cover, will send an agency a proforma, relating to the person they propose to provide. This proforma will ask for a range of details including

- name
- address
- date of birth
- NI number
- DBS details

This information once received will be used to complete relevant sections of the Single Central Record.

If a DBS contains any information about convictions, etc these must be provided to the school.

On arrival at the school agency staff will need to provide proof of ID and a copy of their DBS disclosure.

Documented evidence of this must be provided to the headteacher/line manager.

The headteacher/line manager should keep records of the above checks under secure storage conditions for a period of 12 months after the temporary assignment has expired.

Agency workers who apply for and are subsequently appointed to advertise posts within School will be permitted to commence work providing they have valid DBS clearance (i.e. made within the past 9 months) and a new DBS application is being made. They will also need to sign the declaration in Appendix 3.

### **Safer Recruitment Procedures for Volunteers and other adults working with young people on the school site.**

This section of the procedure deals with those adults who will have access to the school site, but who are not employees of the school. This will include

- Staff employed centrally by the local authority
- Educational Psychologists
- Education Welfare Officers
- Other SEN staff delivering specialist services
- Staff employed at other schools
- Providers of specialist support and services purchased by the school
- Volunteers
- Governors
- Music Tutors
- Sports Coaches

This list is not exhaustive and staff will be asked to discuss bringing any adult into the school who may have contact with young people with their line-manager and the Director of Finance and Administration.

- For staff employed by the local authority a separate DBS will not be applied for as the LA has issued confirmation that all staff employed by them in regulated activity have DBS disclosures.
- For staff not employed by the LA who provide educational services A DBS will be required or if they have subscribed, consent to check their status using the DBS update service.
- For staff employed at other schools confirmation of a DBS disclosure by the employing school will be required
- For volunteers a DBS disclosure will be required before starting voluntary activities at the school if they are to have unsupervised access to students as this would be classed as Regulated Activity. In most cases they will be working under the supervision of staff member with DBS clearance and a disclosure will not be required.
- Music Tutors will be subject to same vetting regime as any other staff employed at the school
- Sports coaches will be required to have a DBS disclosure. If an accredited sports body provides them, evidence of a DBS disclosure will need to be provided. The school will reserve the right to ask for a fresh DBS if the one provided is more than 9 months old. Sports coaches who are on the staff of other schools will be subject to the procedure above.
- Beginning Teachers will provide the DBS undertaken by their Initial Teacher Training Institution.

This procedure does not apply to one off visitors to the school such as authors.

### **Safer Recruitment Procedures for staff employed by contractors**

#### Cleaning and Contract Staff

The Contractor will confirm to the school that it has procedures in place for carrying out all the required safeguarding checks on its employees.

The contractor will make available and regularly update the school on the names of the employees at the school, their DBS disclosure number and date. This information will be recorded on the Single Central Record.

Contractors who visit site to carry out maintenance and repairs will not be DBS checked. Work will either be undertaken out of hours or in areas cordoned off to students and staff during the period of the work.

### **Safer Recruitment Procedures for other users of the Premises**

The school actively encourages the community use of its buildings out of hours.

Where hirers of the building are working with young people they will, as a condition of the let, provide the school with its child protection policies and details of vetting carried out on its staff.

Created June 2012

Review period; 3 years (subject to any change in statutory requirements)

Last Updated: July 2016

Next Review: July 2019



### CONDITIONAL OFFER OF APPOINTMENT CHECKLIST

Name	«First_Name» «Surname»	Post	«Jobtitle»	DATE	INTL S	
1	Collate Application form/Advert/JD/Person Spec/. Make up file					
3	Conditional Offer Letter Sent incl. Health Questionnaire and DBS form					
4	Acceptance from Appointee <span style="float: right;">Verbal</span>					
	Offer letter signed & returned					
5	Reference Requests sent out					
6	References returned: <span style="float: right;">Employer Ref 1</span>					
	Employer Ref 2					
7	References cleared with Line Mgr					
8	Pre Employment Health Assessment Questionnaire Outcome received					
	Medical required: Yes/No					
	Date of medical & result:					
9	Prohibition Order (Teaching Staff only)		Yes          No			
10	Criminal Conviction form (DBS) <span style="float: right;">Sent</span>					
	Returned:					
	Result: Satisfactory/Unsatisfactory:					
11	Proof of Teacher Reference No					
12	DfE database checked (teaching staff only)					
13	Qualifications Verified (Teaching staff)					
	Degree Certificate					
	QTS -					
14	Start date agreed as: «Contractstart»					
16	Initial Salary assessment	Scale «Scale»	«P oin t»	«Salary»	TLR «TLR»	£«Amount»
		SEN		£	TOTAL	£ «Salary1»
17	Enter on Probationary List					
18	Statement of Particulars prepared					
19	Statement of Particulars sent					
20	Statement of Particulars signed and returned					
21	Starter and Bank forms forwarded to payroll					
22	Data Added to Single Central Record					
23	Details entered onto SIMS Database					

**Appendix 2**



**Declaration of criminal conviction form**

Declaration of:

I ..... (Name)

of the following address:

.....  
.....  
.....

confirm that I have submitted an Enhanced DBS application to The Elmgreen School

on ..... (Date)

I understand the position of .....is exempt to the Rehabilitation of Offenders Act 1974 and I have listed any convictions on my application to the Criminal Records Bureau.

I declare I have not been convicted by the courts or cautioned, reprimanded or given a final warning by the police and understand any subsequent failure to disclose any further information could lead to my employment with the Council/School being terminated.

I am not aware of any police enquiries undertaken following allegations made against me, which could have any bearing on my suitability for this post.

I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions

Applicant Signature ..... Date .....

Headteacher Signature ..... Date .....

Appendix3  
**Safeguarding Risk Assessment**

Name of Member of Staff:

School: **The Elmgreen School**

Position:

Risk Situation	Risk Description	Risk Assessment [As it is now]			Risk Treatment Measure/s	Residual Risk Assessment [With control measures implemented]			Outcome	Risk review date
		Likelihood [L]	Impact [I]	Risk Rating [I*L]		Likelihood [L]	Impact [I]	Residual Risk Rating [I*L]		

**Key**

	5	L	M	H	H	H
	4	L	M	H	H	H
	3	L	M	M	H	H
	2	L	L	M	M	M
	1	L	L	L	L	L
		1	2	3	4	5

↑  
Likelihood of harm

→  
Impact

Risk assessment completed by:

Signature: .....

Date.....

Signed by Headteacher .....

Date.....

Signed by employee..... Date

>.....