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The Federation of Carisbrooke CE and  
Newport CE (VA) Primary Schools

**Safer  
recruitment  
Policy  
Aut 2016**

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Approved by Governing Body: Oct 2016  
Review date: Oct 2017

## **Introduction**

Carisbrooke and Newport CE Primary Schools are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

- The purpose of this policy is to set out the requirements of a recruitment process that aims to:
- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people
- The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Single Equality Scheme.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Single Equality Scheme.

We will comply with the requirements of DfE Keeping Children Safe in Education (2016).

## **Roles and Responsibilities**

The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

The Executive Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly monitored, reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school (see Appendix i)
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

## **Delegation of Appointments and Constitution of Selection Panel**

The Governing Body delegates the power to offer employment for all posts to the Executive Headteacher. The Executive Headteacher may not delegate the power to offer employment to any other senior manager or governor. The Executive Headteacher will involve at least one governor in the appointment of all qualified teachers and other posts, wherever possible. Governors will always be involved in the appointment of senior staff.

Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

## **Advertising**

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

*“Carisbrooke / Newport CE Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”*

*“The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.”*

## **Information for Applicants**

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the school's policy on Single Equality
- Reference to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- An outline of terms of employment including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if invited to interview.

A CV will not be accepted in place of a completed application form.

## **Short Listing and Reference Requests**

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process.

References will be sought directly from the referee, and where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's sickness record
- The candidate's attendance record
- The candidate's performance history and conduct
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

## **Interviews**

Before the interviews, the selection panel will agree on the interview format.

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.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment

The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

### **Pre-appointment checks**

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- Verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS certificate is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check for any existing prohibitions and sanctions made by the GTCE before its abolition at the end of March 2012, and for information about any teacher qualifications held and whether induction has been passed
- 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 candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- Require the candidate to complete the school's Staff Suitability Declaration (to check for potential 'by association' safeguarding concerns) – Appendix ii

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

### **Offer of Employment by the Selection Panel**

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

### **Personnel file and Single Central Record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- references – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment

The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education (2016).

### **Start of Employment and Induction**

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

### **Adults working with children who are not employed directly by the school**

#### **Supply Staff**

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

#### **Peripatetic staff**

We use staff employed by the Isle of Wight Council who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

#### **Volunteers**

We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

#### **Students on placement**

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

#### **Students on work experience**

Students on work experience will always be supervised.

## **Contractors**

We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at school is self-employed and will be in regulated activity, we 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.

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

## **Allegations of abuse against staff**

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO) within one working day of the allegation being made. A referral will be made if an adult has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

**This policy will be monitored via scrutiny of all appointment and recruitment records and will be reviewed and updated to reflect any changes to legislation and statutory guidance.**

- In regulated activity = people who work with or have access to children between 2 a.m. and 6 a.m. ....or more than 3 times in a 30 day period ...or once a week or more (or who carry out personal care or health care (carried out on behalf of, or by, a health care professional) at any time))
- In unregulated activity = people who work with or have access to children fewer than 3 times in 30 days ...or less than once a week
- Staff can start work before DBS clearance but need a risk assessment and barred list check before commencing and appropriate supervision (needs to be supervision by a DBS-enhanced-and-barred-checked person, 'day to day' and 'reasonable in the circumstances to ensure the protection of children'. *Clarified as someone fully DBS checked 'in the vicinity, most of the time'....)*
- Volunteers who need to be supervised (in non-regulated activity): we would need to carry out a risk assessment as to the level of supervision needed

Category	Checks needed:				
	DBS enhanced check?	DBS enhanced + barred list check?	Prohibition check?	Other:	Further DBS checks needed?
Existing Teachers (including those on maternity leave or long term sick)		Already have	Already have		Not required - only if we have concerns
New teachers (who have worked in another school in regulated activity in the 3 months prior to appointment)		Check existing	Yes		Not required but can if we want
New teachers (who have not worked in another school during the last 3 months)		Yes	Yes		Only if we have concerns
Existing TAs		Already have			Only if we have concerns
New TAs (who have worked in another school in regulated activity in the 3 months prior to appointment)		Check existing			Not required but can if we want
New TAs (who have not worked in another school in regulated activity in the 3 months prior to appointment)		Yes			Only if we have concerns
Other existing staff in regulated activity		Already have			Only if we have concerns
Other new staff in regulated activity		Yes			Only if we have concerns

Category	Checks needed:				
	DBS enhanced check?	DBS enhanced + barred list check?	Prohibition check?	Other:	Further DBS checks needed?
Existing Volunteers in regulated activity		Already have			Only if we have concerns
Existing Volunteers in unregulated activity		Already have			Only if we have concerns – but not barred list
New Volunteers in regulated activity		Yes			Only if we have concerns
New Volunteers in unregulated activity	Yes	Not allowed to request this		Needs to be supervised	Only if we have concerns – but not barred list
Existing Governors in regulated activity		Already have			Only if we have concerns
Existing Governors in unregulated activity		Already have			Only if we have concerns – but not barred list
New Governors in regulated activity		Yes			Only if we have concerns
New Governors in unregulated activity	If we want	Not allowed to request this		Needs to be supervised	Only if we have concerns – but not barred list
Supply teachers		Yes -agency/third party to confirm			
Students on placement in regulated activity		Yes			Only if we have concerns
Work experience in regulated activity		Yes			Only if we have concerns
Work Experience in unregulated activity	If we want	Not allowed to request this		Needs to be supervised	Only if we have concerns – but not barred list
Club coaches in regulated activity		Yes -agency/third party to confirm			
Health care professionals in regulated activity		Yes -agency/third party to confirm			
Visitors in unregulated activity	Not allowed to request this	Not allowed to request this		Needs to be supervised	Not allowed to request this
OSCARS staff in regulated activity		Yes -agency/third party to confirm			

Category	Checks needed:				
	DBS enhanced check?	DBS enhanced + barred list check?	Prohibition check?	Other:	Further DBS checks needed?
Cleaners in regulated activity		Yes -agency/third party to confirm			
Contractors in unregulated activity	No	Not allowed to request this		Needs to be supervised	
BITS our technician is in regulated activity		Yes -agency/third party to confirm			



# Staff Disqualification Declaration

## Staff Disqualification Declaration



It is the responsibility of all employees to safeguard children. Any offences, convictions, cautions, court orders, reprimands or warnings since the date of your last DBS clearance must be declared. You must also inform us of any similar offences, convictions etc. that relate to someone you share a household with.

<b>Workplace</b>	
<b>Name</b>	
<b>Post</b>	

<b>Section 1 – Orders or other restrictions</b>	
Have any orders or other determinations been made against you in respect of childcare?	Yes/No
Have any orders or other determinations been made against a child in your care in respect of childcare?	Yes/No
Are you prevented, through any orders or determinations that prevent you from being registered in relation to child care, children’s homes or fostering?	Yes/No
Are you barred from working with children?	Yes/No
Are you prohibited from teaching?	Yes/No
There are a list of relevant orders, restrictions and prohibitions as set out in Schedule 1 of the regulations. Please read these through by visiting this <a href="#">link</a> and state yes or no whether any of these are relevant to you.	Yes/No
<b>Section 2 – Specified and Statutory Offences</b>	
Have you ever been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:	
<ul style="list-style-type: none"> <li>Any offence against or involving a child? (A child is a person under the age of 18)</li> </ul>	Yes/No
<ul style="list-style-type: none"> <li>Any violent* or sexual offence against an adult? *a violent offence means murder, manslaughter, kidnapping, false imprisonment, ABH, GBH</li> </ul>	Yes/No
<ul style="list-style-type: none"> <li>Any offence under the Sexual Offences Act?</li> </ul>	Yes/No
Using this <a href="#">link</a> and this <a href="#">link</a> have you ever committed one of the listed offences?	Yes/No
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	Yes/No
<b>Section 3 – Disqualification by association</b>	
To the best of your knowledge is anyone in your household* disqualified from working with children under the Regulations? This means does anyone in your household have an order or restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning or convicted of any offence in Section 2.  *household – includes family members, lodgers, partners and spouse, house-sharers, household employees	Yes/No

**Section 4 – Information about you**

If you have answered YES to any of the questions above you should provide details below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you wish but it must accompany this form without delay

Details of the order, restriction, conviction, caution etc.

The date of these

The relevant court(s) or body(ies)

Please provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided

**Section 5 – Declaration**

In signing this form I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children
- I understand that I must notify my employer immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children

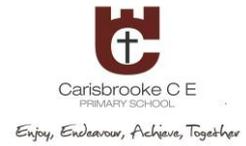
**Signed**

**Print name**

**Date**



# Annual recheck declaration



## Declaration of Criminal Offences

Your position is exempt from the Rehabilitation of Offenders Act 1974, therefore the school undertook a Disclosure and Barring Service check on you when you started work. For some posts the information required included details of cautions, reprimands or final warnings as well as convictions.

As part of our annual review to maintain accurate information you are required to provide details of any criminal offences. All information will be kept confidential and only disclosed to those parties relevant to maintaining your personal information.

The disclosure of a criminal record will not necessarily lead to a disciplinary action unless you have failed to inform the Executive Headteacher prior to or at the time of the caution or conviction. Failure to disclose relevant information may lead to the school commencing disciplinary action against you.

### The categories of employment which are exempt from the Rehabilitation of Offenders Act 1974 include:

#### Work involving access to children and vulnerable people

e.g., school based staff, youth service, social workers etc.

#### Work involving the provision of services to persons under the age of 18

including social services care, leisure and recreational facilities and the provision of accommodation.

#### Work involving the provision of social services to persons:

- over the age of 65
- suffering from serious illness or mental disability of any description
- addicted to alcohol or drugs
- who have a sensory impairment
- who are substantially and permanently disabled

**Please list all cautions, warnings, reprimands, bindovers and convictions. You may wish to include any pending charges or convictions and indicate that they are pending in the column 'Place & date of judgement(s)'. If you have no warnings, reprimands, bindovers and convictions please write 'none' and sign the form.**

Details of offence	Nature of offence	Place & date of judgement	Sentence

**I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically lead to disciplinary action being taken against me.**

**SIGNED:** \_\_\_\_\_ **NAME:** (Please print)

**DATE:** \_\_\_\_\_ **JOB TITLE:**