

Record of Recruitment and Vetting Checks



This policy applies to Lockington CE VC School

Effective Date:	February 2017
Date Reviewed:	February 2017
Date Due for Review:	February 2018
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Approved By:	Governing Body

Introduction:

At the school, we aim to safeguard and promote the welfare of pupils so they are able to learn in a safe and comfortable environment, enabling them to reach their full potential. Everyone who comes into contact with pupils and their families have a role to play in safeguarding, particularly teaching staff as they spend the most time with pupils.

This policy is to be read in conjunction with the Child Protection policy and procedures and aims to explain the checks which school staff undergo before we offer them a job. We have implemented rigorous checks to deter and reject unsuitable applicants from gaining positions in the school and are committed to ensuring that this is a suitable safeguard for our pupils.

Single Central Record:

All schools are required to have a Single Central Record (SCR) which logs all information pertaining to the following people:

- All staff employed to work at the school.
- All staff employed on a supply or casual basis, whether employed through the school or through an agency.
- Volunteers who have regular contact with children, including governors who work as volunteers.
- Visitors from outside of the school e.g. a music teacher or drama groups.

The SCR contains information on:

- Identity checks.
- DBS
- Checks on the person's qualifications.
- Certificate for an enhanced criminal record
- The person's right to work in the UK
- Any additional checks if the person has lived outside of the UK
- The date on which each check was completed or the information received.

This policy complies with:

Keeping Children Safe in Education (April 2014, updated 2016)

Equality Act 2010

Equal Opportunities:

The school is committed to ensuring that all applicants are treated equally upon application. The school will not discriminate against an applicant because of their age, disability, sexual orientation, gender, race, religious belief or because they are pregnant.

The Recruitment Process:

The school recognises the importance of an efficient and detailed recruitment process to pick up on any issues pertaining to the applicant before they are offered a job. Below is a brief outline of our recruitment process to illustrate the stages an applicant will go through when applying for a job with us:

- Ensuring that job descriptions/person specifications are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children.
- Specifying that the applicant must be suitable in working with children in the initial application.
- Using application forms to obtain and scrutinise comprehensive information about applicants and matching them against criteria we set out in the person specification. We will have both “required” and “desirable” skills and criteria to meet.
- Ensuring that references are obtained that help assess applicant’s suitability for the post through specific focused questions. We ask for at least two employer references and specify that one is from the current/most recent employer.
- Conducting face-to-face interviews that ask appropriately robust questions. Any gaps of more than 4 weeks in the employment history are explored within the interview.
- Verifying the applicant’s identity, qualifications and skills.
- The School will verify an applicant’s previous employment history and experience.
- Completing mandatory employment checks, such as List 99 and Enhanced Criminal Records check via the Disclosure & Barring Service.
- Verifying that the applicant has the health and capacity for the job and is able to do the everyday duties that the job demands.
- Induction programmes will ensure a “safeguarding children” culture is adopted and embedded into continuing practice.

Checks:

The school will carry out a number of checks on people who will be working with children.

Identity Checks

It is essential to establish that the person is who he/she claims to be. The school may ask for documentation to prove this, documentation may include; a valid driving licence, birth certificate or a passport combined with evidence proving their address. Some form of photographic identity will also be seen, unless there is none available in exceptional circumstances. We also carry out checks to ensure the person has obtained the relevant professional qualifications and has the right to work in the UK.

These checks also apply to staff who are hired through a third party, such as an agency, and they will also be recorded on the Single Central Record.

DBS Checks:

The Disclosure and Barring Service is responsible for searching police records and barred list information and providing a certificate to the applicant, where they have applied for one. These replace the old system of CRB checks. Where they have not, the school will apply to have the person checked.

Enhanced DBS checks are required for any work in schools and any position that involves unsupervised contact with a child. Enhanced checks include information on cautions, warnings, convictions and whether the applicant is on the barred list for children or adults. Applicants to the school will also be asked to declare any convictions, cautions or reprimands upon applying for the vacancy.

It is illegal for the school to employ someone who they know is on the “barred list” as they are a potential danger to pupils.

Visitors:

Some visitors will not be required to obtain a DBS Disclosure, this is where the visitor only has contact with children on an ad hoc or irregular basis. For example, if a visitor has come to a meeting with the head-teacher and will not have any contact with children, there is no DBS check required. However it is good practice to ensure that all visitors sign in at reception and wear a visitors badge while on school premises. A member of staff will accompany a visitor while on the premises and a visitor will not be left unsupervised with children at any point during their visit.

When visitors to the school will have contact with children, they will be supervised by a paid member of staff at all times and the school will undertake a risk assessment in relation to:

- The nature of their activities.
- Whether the role requires an enhanced DBS check or not.
- The suitability of the person for the activity. For this, we may obtain a reference from third parties with whom the person has volunteered with in the past.

Work Experience Placements:

- Secondary school pupils on KS4 work experience in other schools do not need a DBS check.
- KS5 and sixth form pupils on work experience placements do not need a DBS check but the school will ensure that they are suitable for the placement and responsibilities.

Fraudulent Applications:

Serious, deliberate fraud or deception in connection with an application for employment may amount to a criminal offence. In such cases, we will take the required disciplinary action to deal with the issue internally. We will also consider reporting the matter to the police and the Secretary of State, depending on the circumstances.

Signed

Headteacher		April 2017
Chair of Governors		April 2017

