



## Safer Recruitment Policy

Policy Leader: David Martin  
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Ghyll Royd School and the Pre-School (Early Years Foundation Stage) is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment. Safeguarding at Ghyll Royd School and in the Pre-School is everyone's responsibility and everybody is able to make a referral to children's social care if needed.

### Policy Statement

The school operates safeguarding procedures and makes referrals in line with the locally agreed integrated procedures of Bradford Safeguarding Partnership.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education.

The aim of the Safer Recruitment policy is to attract the best possible applicants and to make the most suitable appointments by helping to deter, reject or identify people who might abuse pupils, or are otherwise unsuited to working with them.

We achieve this by having appropriate safer recruitment procedures for appointing staff. Supply staff contracted by Ghyll Royd School and Pre-School (Ghyll Royd) are subject to the same suitability checks as permanent staff. Agency staff are checked for suitability by the agency themselves and the school obtains written confirmation of these checks.

The objective of this policy is to define the safer recruitment procedures used to obtain, collate, analyse and evaluate information about applicants applying for job vacancies at Ghyll Royd School and Pre-School and to define the measures taken to scrutinise each applicant and to monitor the recruitment process.

Safer recruitment checks are recorded on a Single Central Register of Appointments (SCRA).

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers (in accordance with regulatory guidance and legal requirements) and to monitor the school's compliance with them.
- Nominate a governor to monitor the SCRA at least half termly.

Members of the Governing body are subject to the following checks: an Enhanced DBS check; Barred List check (if engaging in regulated activity); ID checks; overseas checks (if applicable); Prohibition from Management checks; and Right to Work. Disqualification from Childcare checks are also undertaken.

It is the responsibility of the Headteacher to:

- Ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school and to regularly monitor the Single Central Register of Appointments
- Monitor contractors' and agencies' compliance with this policy.
- Promote welfare of children and young people at every stage of the procedure.
- Undertake regular Safer Recruitment training

The governing body has delegated responsibility to the Headteacher to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headteacher.

## **RECRUITMENT AND VETTING CHECKS (see also Appendix 1 insert to staff file)**

The school's applicant information pack includes a safeguarding statement, job description, person specification, self disclosure form with an accompanying confidential envelope, an outline of the selection process, application form and reference pro-forma.

Any offer of employment is conditional subject to the satisfactory completion of all the safer recruitment checks relevant to the post.

### **Advertisements**

Advertisements for all posts will include the statement:

Ghyll Royd School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to safer recruitment checks.

### **References**

Two references will be obtained. Open references are not acceptable. Neither referee should be a relative or someone known solely to the applicant as a friend.

One referee must be the applicant's current or most recent employer. The school will contact previous employers where the applicant has worked with children in the past if they are not currently doing so.

For short-listed candidates for all posts, including internal candidates, references will be taken up prior to interview. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies between references and the application will be followed up with the referee and/or applicant at interview. Direct contact, either by telephone or face-to-face, will be made with each referee if required to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided this will be recorded in the staff file.

If the applicant currently works with children the current employer will be asked if they know of any reason why the applicant would not be suitable to work with children. Specifically, they will be asked about: disciplinary offences relating to children, including any in which the penalty is 'time expired' (i.e. where a warning could no longer be taken into account in any new disciplinary hearing for example); and whether the applicant has been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

### **Previous Employment History**

Applicants will complete a standard application form. Full information about previous employment must be provided along with satisfactory explanations for any gaps in employment, which will be further explored at interview. Each application will be scrutinized and a written record of checks will be kept on the staff file.

### **Identity Checks and Right to Work**

These checks will be carried out for all appointments to the school's workforce on the day of interview. Acceptable proofs of identity include original photographic identity such as driving licence and/or passport, a birth or marriage certificate, photo driving licence or passport, combined with evidence of proof of current address; these must be brought to the interview.

Applicants must provide proof of their eligibility to work in the UK in accordance with the law on preventing illegal working contained in the Immigration, Asylum and Nationality Act 2006.

Copies of these original documents will be taken, dated and signed to verify the originals have been seen and the copies will be retained on personnel files.

ID checks will also be carried out on all contractors, visiting professionals and supply agency staff on arrival.

### **Interviews**

During the interview process the applicant's motivation and suitability for working with children will be explored. A member of the interview panel will have undertaken Safer Recruitment training. We will always ensure that candidates are treated fairly and equally. It will always be a face-to-face interview and there will always be a minimum of two people in the interview. Specific questions will be asked relating to:

- Previous safeguarding training
- Awareness of child protection procedures

- Any gaps in employment, or anomalies or discrepancies that have arisen in the scrutiny of the application form
- Awareness of appropriate professional boundaries
- Any information that is likely to appear on a disclosure certificate

Notes will be made of responses made at interview and kept in the personnel file.

Applicants may be asked to undertake an assessed task as part of the interview process. For example, teachers will be asked to teach a lesson which will be observed.

### **Disclosure & Barring Service (DBS) Certificate**

All staff at Ghyll Royd School and Pre-School require an enhanced DBS disclosure and therefore an Enhanced DBS Certificate must be obtained **before** the commencement of employment of any new employee.

If a satisfactory DBS Check has not come through before the commencement of employment, then the employee must be subject to a regularly reviewed risk assessment ensuring they are supervised at all times on the school premises. ALL other recruitment checks (including a separate barred list check) must also have been satisfactorily completed and there must be a suitable child-centred reason for allowing the member of staff to start work in such circumstances.

Any employee who takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return to work.

Members of staff at Ghyll Royd School and Pre-School are made aware of their obligation to inform the Headteacher of any cautions or convictions that arise during their employment.

All newly appointed staff are made aware of the ability to subscribe to the DBS update service. Anyone who has subscribed to the **DBS update service** at Enhanced Disclosure level and gives the school permission to check its status will also be cross-checked with identity documents and an Update Check will be undertaken. The original disclosure certificate must also be shown to the school.

If the vetting checks raise concerns we would deem it necessary to pass on the information to relevant authorities such as the Disclosure and Barring Service.

### **Prohibition from teaching and management**

All teachers (and those carrying out teaching work) and managers (including Governors and members of the Senior Leadership team) will be checked against the DfE Employer Access (Teacher Services) online service for the following:

- Those that have been prohibited from teaching
- Those that have failed to successfully complete their induction or probation period

- Those that may be the subject of a suspension or conditional order imposed by the TRA or General Teaching Council for England (prior to abolition) that is still current
- Those that have been prohibited from management

Teaching work is defined as: planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils

The process for checking prohibition from teaching will also be used to verify teaching qualifications where relevant.

### **Barred List Check**

A barred list check will be undertaken as part of the Enhanced DBS check for those staff in regulated activity.

A separate barred list check must be undertaken if an enhanced disclosure is not received in advance of a member of staff starting work in regulatory activity or where a pre-existing disclosure is used for an applicant who has subscribed to the DBS update service.

It is illegal for schools to employ anyone who is on the barred list.

### **Disqualification**

Under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 staff can be disqualified from teaching, supervising or working in or being concerned in the management of early years, or childcare for children under 8. All staff are required to complete a disqualification check annually?

### **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 requested to complete a confidential medical questionnaire and where appropriate a doctor's medical report may be required.

### **Qualification Requirements**

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post for which they have applied, and which they have claimed in their application. Original certificates must be brought to interview, seen and cross-checked with those on the application form. Copies will be kept on file.

### **Overseas checks**

If the applicant has lived abroad for more than 3 months in the last 10 years they will be required to provide the school with evidence, such as an official certificate of good conduct, or police or criminal record check from their country of origin, or where they have resided.

Extra references and additional checks may also be required for anyone who has ever lived or worked abroad; this will be determined by a written risk assessment.

Additional checks will be carried out for teaching roles, which may include information about past conduct. For example, documents issued by overseas teaching authorities may be checked. A letter of professional standing from the professional regulating authority in the country in which the applicant has worked may be required. Advice about appropriate regulatory or professional bodies applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC,

### **Appointment**

Successful candidates will receive a conditional letter of appointment, subject to satisfactory completion of all safer recruitment checks.

### **Induction**

All staff who are new to the school will receive formal induction training that will include the school's safeguarding policies and guidance on safe working practices.

### **Safer Recruitment Training**

The Headteacher will ensure that at least one member of each interview panel has undertaken Safer Recruitment training; or where an individual is in charge of recruitment, that individual must have completed the training.

The Headteacher and the member of staff responsible for maintaining the Single Central Register of appointments undertake regular safer recruitment training. In addition, at least one member of the Governing Body will complete safer recruitment training.

### **Equality**

This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of any protected characteristic such as: age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation; or trade union membership/non-membership.

Applicants are invited to make known any requirements they have for assistance in attending interviews.

### **Volunteers**

'One off' volunteers for day outings, school concerts etc do not require vetting checks but must never be left unsupervised or undertake personal care. Volunteers are supervised and their role assessed to see whether they will be in regulated activity. They are not involved in personal care. Volunteers are asked to

complete identity checks and an application form for an enhanced disclosure from the DBS. Their role will be formally risk-assessed to determine any additional recruitment checks or levels of ongoing supervision. This will be formally recorded and kept on file. Volunteers may also be asked for references or an informal interview, especially if they are not known to the school community. Where checks are carried out these will be recorded on the Single Central Register.

Regular volunteers receive a letter of agreement confirming that they will not be asked to take sole responsibility for any individual pupils, or groups and that they should always expect to have the support of a member of staff and work under their supervision, support and guidance. This member of staff is identified in this letter. (For further details about supervision see Annex F of KCSIE).

All volunteers are asked to read the Staff Code of Conduct and the Safeguarding Policy and to acknowledge in writing that they have understood these and have no further questions.

Appendix 1

Staff Personnel Files Content Checklist

Name:	
Address:	
Date of Birth: (verified from Passport)	Signed: _____ Date: _____
Full Time / Part Time: Post:	
Date Employment commenced: Date Employment ended: Exit Questionnaire	Yes /No
Identity  Format of check:	1. Signed: _____ Date: _____ 2. Signed: _____ Date: _____ 1. 2. 3.
Qualifications	Signed: _____ Date: _____
Enhanced DBS Number: Date of issue:	Signed: _____ Date: _____
Barred List	Signed: _____ Date: _____
Right to Work in the UK Passport No: Country of Passport	Signed: _____ Date: _____



Overseas check(s)		
Prohibition from teaching (EU or other)	Signed:	Date:
Prohibition from teaching	Signed:	Date:
Prohibition from Management	Signed:	Date:
Satisfactory QTS/Induction	Signed:	Date:
References	Name 1.	Date:
	Name 2.	Date:
Application form	Signed:	Date:
Scrutiny of Work History	Signed:	Date:
Job Description:		
Medical Fitness form	Signed:	Date:
Disqualification under the Childcare Act	Signed:	Date:
Safeguarding Training	Date of Training:	
Induction (including key safeguarding documents)	Date of Training:	
For office use: (indicate with tick)		
Staff detail form:		
Bank detail form:		
Offer Letter:		
Contract:		
Staff Code of Conduct:		
Staff Handbook:		