

# St Bede's School

# Safer Recruitment Policy

## **1. Introduction**

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

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

## **2. Identification of Recruiters**

Subject to the availability of appropriate training, the school will strive to maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

## **3. Inviting Applicants**

**3.1** Advertisements for posts, whether in newspapers, journals or on-line, will include the statement: "The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check."

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

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

**3.3** All prospective applicants must complete, in full, an application form.

## **4. Short listing and References**

**4.1** Short-listing of candidates will be against the person specification for the post

**4.2** Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

**4.3** References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

**4.4** Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

**4.5** Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

**4.6** Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

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

## **5. Secretary of State Prohibition Orders (teaching roles)**

**5.1** In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the shortlisting stage but will in any case be made before any offer of employment is made.

**5.2** Prohibition orders would prevent a person from carrying out teaching work in St Bede's School. A person who is prohibited from teaching will not be appointed to work as a teacher.

- Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

## **6. The Selection Process**

**6.1** 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.

**6.2** 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.

**6.3** All adults working at St Bede's School (including visiting staff, volunteers, contractors, and students on placement) are required to report instances where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Lead or Headmaster who will make a referral to children's social care or the Staffordshire Prevent team when appropriate. Before and during the interview process St Bede's School acknowledges its duty to put into place procedures and protection protocols to ensure visiting speakers (is the interviewees) are suitably supervised with due regard to the Prevent strategy. Speakers will not be left alone with children and we will make and record background checks as appropriate. For more information on the Prevent duty, please see notes for parents/carers on the website.

**6.4** Candidates will always be required:

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

## **7. Employment Checks**

**7.1** All successful applicants are required:

- to provide proof of identity
- to complete a DBS application and receive satisfactory clearance
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable
- to pass a prohibition from teaching check
- to provide certificates of professional qualifications, as deemed appropriate by the school
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration

**7.2** 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.

### **7.3 Fitness to undertake the role**

- A signed declaration of medical fitness is kept on file for all employees. From September 2016 all new appointments will include the completion of a confidential pre-employment health questionnaire to 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.

### **7.4 Individuals who have lived or worked outside the UK**

- When appointing a UK citizen who has lived overseas or a non UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years. There are a number of exemptions to this:
  - If the applicant is currently employed by the school and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
  - Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
  - Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.
- If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.
- Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.
- If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

### **7.5 Childcare Disqualification Declaration**

- Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work. This applies to:
  - Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range;
  - Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

## **7.6 Management Positions**

- The school acknowledges that from 12th August 2015, all schools must check whether staff appointed to management positions after that date are subject to a s.128 direction. For staff in regulated activity, the check will be done via the DBS, as a s128 direction would show on a DBS barred list check. We will include on the DBS application form, within box 61, Position Applied for, "Child Workforce Independent School" as this allows the DBS to confirm if a s128 direction has been made. The following staff are considered to be in management positions for the purpose of this check: the Proprietors, the Headmaster and all staff deemed on the senior management team (including non-teaching staff).

## **7.7 Barred list/List 99 check**

- We also acknowledge that since 1 April 2009, the only way to obtain a barred list check separate from an enhanced disclosure has been through the Teachers' Pensions online service (operated by Capita Business Services Ltd). This deals with any checks (including past checks) of the List 99/ barred list (not only for teachers). We will undertake a separate barred list check in the event that an enhanced disclosure is not received in advance of a member of staff starting work in regulated activity, or where a 'portable' disclosure is used.

## **8. Offer of appointment**

- The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

## **9. Single Central Record**

- The school must keep a single central record, referred to in the regulations as the register. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the school. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school.
- To reiterate on additional checks: with due regard for Keeping Children Safe in Education (May/September 2016), we acknowledge that anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles an additional check is required to ensure they are not prohibited under section 128 provisions. A teacher who is under teacher prohibition orders will not be appointed to employment.

## **10. Induction**

- 10.1** The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff.
- 10.2** All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 10.3** Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate line manager(s).

Headmaster  
September 2016

Director of Studies  
September 2016