



## STAFF SAFER RECRUITMENT POLICY

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Policy Approved By:	<b>Child Protection, Welfare and Boarding Committee</b>
Policy Owner:	<b>Bursar</b>
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Governor Committee(s):	<b>Child Protection, Welfare and Boarding Committee</b>

### Safe Recruitment of Staff (including Volunteers and Governors)

Trent College and The Elms ("the School") are committed to safeguarding the welfare of all children and young people as outlined in the latest version of Keeping Children Safe in Education ("KCSIE") and The Prevent Duty – DfE Departmental advice for schools and childcare providers expects all staff and volunteers to share this commitment.

The School is also committed to ensuring robust recruitment and vetting arrangements are in place to prevent unsuitable people from working with children in the School or in activities organised by the School. The School's Visiting Speaker Policy is designed to protect students and staff/volunteers from the risk of radicalisation by visiting speakers/groups.

### Scope of this Policy

The Staff Safer Recruitment Policy refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.*

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers, which includes supply staff, the School must be provided with a copy of the DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, and overseas checks plus in line with KCSIE two references, declaration of medical fitness, check of previous employment history) before they are permitted to carry out work for the school. The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances. The school will conduct appropriate risk assessments.

### **Prior to interview**

Job vacancies when advertised will include a statement outlining the School's commitment to safeguarding and promoting the welfare of children and young people and the expectation that all staff and volunteers share this commitment. The School will only accept applications from candidates completing the relevant application form in full.

Information packs made available to all applicants will include the following information:

- the application form, and explanatory notes about completing the form;
- the job description, and person specification;
- summary information on the School;
- the Equal Opportunities Policy;
- Staff Code of Conduct;
- the Child Protection and Safeguarding Policy; and
- a summary of the terms and conditions relating to the post.

The application form will require all applicants to fully declare their employment history, current employment, qualifications and any convictions (whether spent or not) plus other relevant information.

### **Interview**

Applicants will be chosen for interview on the strength of their application and how well the School believes they will contribute to the well-being of our children. Any gaps in employment will be noted for questioning at interview. Likewise any frequent changes in employment will be noted for questioning at interview.

Interviews will be with a panel of at least two senior staff and will follow planned questions. At least one of the panel members will have received training in Safer Recruitment. The staff on the panel will meet prior to the interview to agree areas to be explored with the relevant applicants. Notes will be taken during the interview process and successful (and unsuccessful) applicants will normally be informed as soon as reasonably possible.

Interviews with academic applicants will normally include contact with pupils; possibly through a lesson being taught, a shared lunch in the Dining Hall, meeting a representative panel or an informal discussion.

All contractual offers of employment (made either verbally or in writing) are subject to satisfactory employment checks, including;

- verification of a candidate's identity and qualifications;
- an enhanced DBS check (including barred list information, for those who will be engaging in regulated activity);
- a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verification of the candidate's mental and physical fitness to carry out their work responsibilities.
- a prohibition from teaching check;
- receipt of satisfactory references;
- verification of the candidate's right to work in the UK.
- where applicable, checks with relevant overseas agencies as appropriate so that any relevant events that occurred outside the UK can be considered. These further checks will include, where applicable, a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services' system.
- completion of (Section 128) prohibition from management checks<sup>1</sup>

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<sup>1</sup> Individuals taking part in 'management' may include members of the governing body, and such staff positions as follows: head teacher, any teaching positions on the senior leadership team, and any teaching

## **Offer of appointment**

As part of the recruitment process, all staff and volunteers (collectively referred to as "applicants" for the purposes of this policy) who work within the School will have their suitability to work with children assessed

An enhanced DBS check will be required for applicants who will be engaged in regulated activity. In summary "regulated activity" means if as a result of their work they:

- will be responsible, on a regular basis in School, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in School 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.

Where an applicant is a registered member of the DBS Update Service a check will be obtained and where an applicant has worked or lived abroad within the last 5 years the applicant and/or the School will obtain the relevant equivalent checks from that particular country.

In some cases an applicant will be supervised to such a level that they are not in regulated activity. The School will need to consider:

- whether the individual will be supervised by a member of staff in a regulated activity, and whether the supervision will be regular and day to day;
- whether the supervision will be reasonable in all the circumstances to ensure the protection of children: and
- whether the supervised individual is a volunteer.

All those employed to carry out teaching work will be subject to a prohibition check through the Employer Online service. Those subject to this check include (but not limited to) teachers, teaching assistants, unqualified teachers and nursery nurses.

Applicants subject to the requirements set out above should not begin work (or take up residence) at the School until aforementioned checks are completed and deemed satisfactory. In exceptional circumstances, this may not be possible, in which case, the Head may allow the applicant to begin work providing the School has:

- requested a DBS check and completed a satisfactory barred list check;
- obtained two satisfactory references;
- carried out a risk assessment which specifies safeguarding conditions;
- confirmed the risk assessment/safeguarding conditions will be reviewed every two weeks until the DBS check is completed;
- made the applicant aware of the safeguarding conditions; and
- made a note on the Single Central Register (SCR).

An entry will be made on to the School's SCR of all current members of staff, the proprietorial body and volunteers who work in regular contact with children.

For the appointment of Governors, in addition to an enhanced DBS check, Section 128 check, references and ID check, the Chair of Governors is subject to registration with the DfE and must have a DBS countersigned by the DfE.

## **After appointment**

All new members of staff will go through an induction programme which will introduce them to their role and give them support. They will have all key policies explained including Child Protection and Safeguarding Policy, Tackling Extremism and Radicalisation Policy, Visiting Speaker Policy, charitable donations protocol, Use of Restraint Policy, Staff Code of Conduct, Whistleblowing Policy and Anti-Bullying Policy. Volunteers will also receive similar training.

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positions which carry a department headship. Whether other individuals such as teachers with additional responsibilities could be prohibited from 'taking part in management' depends on the facts of each case.

All staff/volunteers must have read Part 1 of Keeping Children Safe in Education and Annex A and a copy will be provided as part of the induction programme.

New staff/volunteers will be given the opportunity to raise concerns regarding the role and clarify expectations. The induction programme will also explain the School's expectations of behaviour for staff and how to forward any concerns observed with this (with reference to the Whistleblowing Policy). The Staff Competency and Disciplinary Policy will also be explained.

### **Records held**

Recruitment records for staff (and where applicable for volunteers) will hold the following details, confirmed in writing:

- Disclosure Reference number of the DBS check at the highest available level.
- a minimum of two written references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant.
- a written record of the job interview with the member of staff.
- a written copy of the job description the member of staff was recruited into.

The School will also:

- directly contact each referee to verify the reference (including calling overseas referees for Gap Students if at any time we employ Gap students).
- check on proof of relevant qualifications.
- carry out a check on identity against an official document such as a passport or birth certificate.
- check that applicants supply a full employment history, and verify that any previous employer may be approached by the school.
- seek an explanation for any gaps in the CV. A written record will be made by the school of explanations for any gaps.
- contact each previous employer involving work with children or vulnerable adults to check the reasons the employment ended.

### **Monitoring**

- the monitoring of the Safer Recruitment Policy is undertaken by the Bursar, who line-manages the HR Manager. The Bursar will, prior to any new member of staff/volunteer commencing work at the School, check the individual is entered correctly onto the Single Central Register (SCR) and that all necessary dates for recruitment checks have been entered into the SCR in accordance with the Independent Schools Standards Regulations. The HR Manager will share the staff/volunteer file with the Bursar for verification.
- the Head of Trent College and Head of The Elms will receive a termly update highlighting the new employees at the School on the SCR. Both Heads will undertake a termly visit (either jointly or individually) to the HR Department to examine the School's SCR and audit a sample of staff files to ensure they are compliant with all current regulations.
- on behalf of the Board of Governors, one governor from the Child Protection, Welfare & Boarding Committee and one governor from the Compliance & Risk Committee will each undertake an annual monitoring visit to the HR Department to examine the School's SCR and audit a sample of staff files to ensure they are compliant with all current regulations. The Board of Governors may delegate this monitoring visit to an external paid consultant, who will provide a report directly to the Chair of Governors.
- the annual monitoring of the SCR will be entered into the minutes of the main Board at the meeting where the report of the Governor's monitoring visit will be tabled.

## **Appendix**

### **Policy on the Recruitment of Ex-Offenders**

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of driving under the influence of alcohol.