



St Edward's

CHELTHENHAM

Safer Recruitment Policy

(This policy is posted on the school website (within Vacancies))

1. Introduction & Rationale

St Edward's School and St Edward's Preparatory School intend to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. This policy describes in detail those checks that are, or may be, required for any individual working in any capacity at, or visiting, the Schools including Trustees. Trustees and the Heads will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal record checks (through the Disclosure and Barring Service), barred list checks and prohibition checks together with references and interview information.

This policy adheres to Keeping Children Safe in Education September 2018

The purpose of this policy is to set out clearly the essential components in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community. To ensure both safe and fair recruitment and selection of all staff and volunteers it 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.

Vacancies will be advertised for a minimum of 1 week and longer where possible.

Where a suitable internal candidate is available the vacancy will not be advertised externally (with the approval of the Heads/Bursar) but a robust selection process will be followed

2. Statutory Requirements

We comply with all statutory requirements in the appointment of staff and implement all relevant updates from statutory agencies. The School maintains a Single Central Register (SCR) of appointments to comply with KCSIE.

3. Identification of Recruiters

All those responsible for the recruitment process must have completed the 'Safer Recruitment Training', these currently include: Patricia Clayfield, Stephen McKernan, John Lewis, Chris Reynolds, Sarah Tow, Paul Fathers, Kate France, Lynn Young, Michael Coles and Zena Drew along with (from the Board of Trustees) Susan Honeywill.

4. Inviting Applications

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

St Edward's is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service.

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

- Job Description and Person Specification;
- The School's Safeguarding Policy;
- The School's Recruitment Policy (this document);
- Background Information and details of the post and selection procedure;
- An Application Form.

4.3 All prospective applicants must complete, in full, an Application Form.

5 Short-Listing and References

5.1 Short-listing of candidates will be against the Person Specification for the post. The process will be carried out by at least two staff members, the hiring manager plus one other.

5.2 Where possible, references will be sought on all short-listed candidates including internal ones before interview, and scrutinised so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview.

5.2 References will be sought directly from the referee inviting them to use the School

5.1 Reference Request Form. References or testimonials provided by the candidate will never be accepted. Any information provided directly by the candidate will be verified.

5.2 The Schools will always ask about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, the Schools will, where possible, check with the school, college or local authority at which the candidate has been most recently employed, to confirm details of their employment and their reasons for leaving.

5.3 References will be sought from the candidate's current employer. Where there is no current employer, verification of the most recent period of employment and reasons for leaving will be obtained.

5.4 References ideally should be from a senior person with appropriate authority, therefore in a position to be aware of issues, and not usually just a colleague.

5.5 The Schools will verify that electronic references originate from a legitimate source

- 5.6 On receipt of the references, they will be checked to ensure that all specific questions have been answered satisfactorily.
- 5.7 The referee will be contacted to provide further clarification as appropriate: for example, if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate. A detailed written note will be kept of such exchanges.
- 5.8 Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services checks referred to previously).
- 5.9 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.
- 5.10 School employees are entitled to see and receive, if requested, copies of their employment references.
- 5.11 References will be checked by the Schools to establish authenticity, usually by telephone to the referee.

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 (which may be via visual electronic link). Interviews will be conducted by at least two members of staff. One must include an identified 'Recruiter' (see above list).
- 6.3 Under section 60 of the Equality Act, the Schools will only ask health-related questions of applicants before the appointment is offered, if the questions are specifically related to an intrinsic function of the work.
- 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 criminal records check;
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people.
 - To declare any reason why they may be disqualified by association

7 Appointment

- 7.1 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.
- 7.2 A candidate's identity will be verified by photographic ID and proof of address except where, for exceptional reasons, none is available.
- 7.3 An offer letter will be written and upon receipt of acceptance and confirmation of the satisfactory completion of pre-employment checks, a contract will be issued.

8 Employment Checks

- 8.1 All successful applicants are required before appointment to:
 - To provide proof of identity
 - To complete an enhanced criminal records check disclosure application and receive satisfactory clearance
 - To provide actual certificates of qualifications, where appropriate
 - To confirm they are medically and mentally fit to carry out the role
 - To provide proof of eligibility to live and work in the UK
- 8.2 The School will always obtain a certificate for an enhanced criminal record check with a barred list information where the person will be engaging in regulated activity before or as soon as is practicable after the successful candidate's appointment. This will apply to all staff including candidates from overseas even if the Schools believe that the individual has never been to the UK. Therefore overseas checks are in addition to, not instead of, the requirement for UK criminal record checks. And the Schools will obtain a separate barred list check through the Teacher Pensions online service, if an individual is due to start work in regulated activity before the enhanced criminal record check certificate is available.
- 8.3 The School will check that a candidate to be employed as a teacher (or as a Teaching Assistant, Sports Coach and similar posts) is not subject to a prohibition order issued by the Secretary of State, using Teacher Services service. The School will also check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State. These checks also apply to staff promoted internally.
 - 8.3.1 Management positions are considered as
 - Head teachers
 - All staff on the Senior Leadership Team (including non-teaching staff)
 - Heads of Department and Heads of Year/Section
- 8.4 The School will verify the person's right to work in the UK before appointment. Where a candidate has lived or worked outside the UK, the School will make any further checks considered appropriate before appointment. Therefore, for candidates from overseas from the EEA who will be carrying out 'teaching work' the School will check they are not subject to a sanction or restriction imposed by another EEA professional regulating

authority for teachers. The check will be carried out using the NCTL Teacher Services system.

The School will require the successful candidate to provide original copies of their qualifications usually A Level, Degree and Teaching Qualifications, as appropriate. The successful candidate must show the DBS certificate to the School before they take up post or as soon as practicable afterwards. The School may ask necessary health questions after the appointment has been offered, ensuring that health-related questions are necessary and relevant to the specific role. This would not include asking for information about previous sickness absences.

Regarding the DBS Update Service in which an individual can join the DBS Update Service at the point an application for a new DBS check, enabling future status checks to be carried out to confirm that no new information has been added to the certificate since its issue. Before using the Update Service the Schools will:

- Obtain consent from the applicant to do so;
- Confirm the certificate matches the individual's identity; and
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.
- The Schools can then subsequently carry out a free online check. This would identify whether there has been any change to the information recorded, since the initial certificate was issued and advise whether the individual should apply for a new certificate. Individuals will be able to see a full list of those organisations that have carried out a status check on their account. Further information about the update service can be found at GOV.UK.

9. Appointment of Supply Staff (Agency)

9.1 The School must receive written confirmation from the relevant supply agency that the required checks have been carried out to the extent relevant to that person: identity, enhanced disclosure, right to work in the UK, barred list/List 99, prohibition from teaching, prohibition from management of an independent school, qualifications, overseas checks.

9.2 The school must also see each criminal record certificate, whether or not it discloses any information. The school is not required to retain a copy on file. Agencies may operate the 'three-month rule' i.e. people supplied to work in schools can move from one placement to the next relying on the same criminal record check unless they leave the schools workforce for three months or more, in which case a new criminal record check must be obtained before the next school placement. The criminal record certificate shown to the school must be no more than three months old, unless the three month rule applies.

9.3 Additionally, in having regard to KCSIE, the agency should take up references, obtain a declaration of medical fitness, check previous employment history and, if applicable, check whether the person is disqualified from childcare under the Childcare Act 2006.

9.4 The identity of supply staff must be checked on arrival at school to ensure that they are the same person on whom checks have been carried out.

10 Induction

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

10.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate line manager(s).

11. Visiting Speakers

Visiting speakers will have no unsupervised access to pupils as per the Safeguarding Policy. Members of staff responsible for visiting speakers will undertake a Risk Assessment and must ensure that they know the content of any lecture/work to ensure this is deemed to be relevant and appropriate for the audience and not contrary to the ethos of the School.

12. Archiving of Staff Records

The SCR must contain an entry for all current members of staff at the school as a minimum. Cleansing of data when staff leave, will be carried out at the end of each academic year. Data removed will be archived and retained until at least after the next inspection. This must show the date of the following checks where applicable:

- identity;
- barred list/List 99 (date of receipt of DBS check unless a separate earlier barred list check was undertaken);
- professional qualifications;
- enhanced disclosure (or DBS Status Check);
- overseas checks (including EEA), where applicable;
- right to work in the UK;
- prohibition from teaching check;
- prohibition from management check.
- employment history (e.g. application form/CV);
- references;
- medical fitness; and
- disqualification from childcare (where applicable) should be undertaken (must be undertaken in the case of medical checks and disqualification) but are not required to be recorded on the SCR. Many schools choose to include these checks on the SCR in order to have a record of all checks in one place. If this approach is not taken, evidence of completion of these checks should be sought on inspection through the checking of staff files.

13. Start dates before DBS checks

In some circumstances, DBS checks can be delayed beyond an agreed contractual start date. In this case, the Trust will follow a risk based approach whether or not to proceed with the start date. This will be based on the nature of the employment and whether there is opportunity for unsupervised access

to children. If the employment is deemed high risk then the start date could be delayed. If the employment is deemed low risk then a policy of 'loose supervision' will apply. This means that the new employee is not to be left unattended and always within visual (and hearing where possible) distance of a colleague. If any employee starts without a DBS check then the relevant department will be briefed together with the Head teacher, DSL and Bursar to ensure this policy is implemented.

Linked documents

Keeping Children Safe in Education September 2018

Safeguarding Policy

Induction of Newly Appointed Teachers Policy

DfE Registration Number

Senior School: 916/6032

Preparatory School: 916/6077

Updated

November 2018

To be reviewed

September 2019 or as appropriate

By whom

Heads and the Health and Safety Committee