



# THE DWASTRE

## Education Trust

**Policy Name: SAFER RECRUITMENT POLICY**

**October 2021**

**Author:**

**Standards Committee**

**Date ratified by the Trust Board: 25/1/18, updated Oct 2021**

**Date for review: September 2022 (or sooner if new guidance is published)**

**Publish on Trust website: Yes**

**Publish on Academy websites: Yes**

**Signed:**

A handwritten signature in blue ink, reading "Gary Oswald". The signature is written in a cursive style and is contained within a white rectangular box.

**Chair of Directors**



## POLICY

### INTRODUCTION

Safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in schools. The purpose of this policy is to set out the minimum requirements of a recruitment process to ensure our schools:

- 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.

The contents of this policy reflect the guidance from DfE on Safer Recruitment. It also reflects the training in safer recruitment.

### STATUTORY REQUIREMENTS

Statutory requirements for the appointment of some staff in schools – notably Headteachers and Deputy Headteachers - change from time-to-time and must be met. This policy is based on guidance given in the document “Keeping Children Safe in Education”.

### SELECTION PANELS

Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

### APPLICATIONS

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

*“The Wastre Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS certification.”*

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

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

All prospective applicants must complete, in full, the application form provided. CVs alone must never be accepted as part of the application process. Applications received on forms other than the appropriate The Wastre Education Trust form will not be accepted.

### SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the person specification for the post. References will be taken up before the selection stage and scrutinised so that any discrepancies can be probed during the selection stage.



## **We will:**

- not accept open references e.g. to whom it may concern;
- not rely on applicants to obtain their reference;
- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations);
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer;
- always verify any information with the person who provided the reference;
- ensure electronic references originate from a legitimate source;
- contact referees to clarify content where information is vague or insufficient information is provided;
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
- establish the reason for the candidate leaving their current or most recent post; and,
- ensure any concerns are resolved satisfactorily before appointment is confirmed.

References will be sought directly from the referee. At least one of the two references should be an employment reference from the most recent employer, preferably within the last three years. If the prospective employee does not have a second employee referee, a second reference must be sought from a member of standing in the community. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. 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.

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.

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

## **THE SELECTION PROCESS**

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. 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).

Candidates will 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 disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **PRE-EMPLOYMENT CHECKS**

Schools must:

- verify a candidate's identity. Identity checking guidelines can be found on the GOV.UK website;
- verify a person's right to work in the UK. If a person has lived or worked outside the UK, the academy should make any further checks it feels appropriate. The academy should also check for any information about any teacher sanction or restriction that an EEA professional regulating authority has imposed;
- obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidates 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
- verify professional qualifications
- ensure candidates complete a confidential health questionnaire
- for staff who work in childcare provision or who are directly concerned with the management of such provision, the academy needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009
- check that a person is not prohibited from teaching. The academy can do this by using the Employer Access Online Service. A person who is barred from teaching must not be appointed to work as a teacher in a school/academy or early years setting;
- Academies must check that a person taking up a management position is not subject to a section 128 direction which is made by the Secretary of State. Schools can carry out this check by accessing the Department for Education's Secure Access portal. N.B. If a school has concerns about an existing staff member's suitability to work with children, the school should carry out all relevant checks as if the person were a new member of staff.

**IF A SCHOOL OR COLLEGE KNOWS OR HAS REASON TO BELIEVE THAT AN INDIVIDUAL IS BARRED, IT COMMITS AN OFFENCE IF IT ALLOWS THE INDIVIDUAL TO CARRY OUT ANY FORM OF REGULATED ACTIVITY.**

## **INDUCTION**

All staff who are new to an academy will receive induction training that will include the Trust's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## **SINGLE CENTRAL RECORD**

Schools and colleges must keep a single central record, referred to in the regulations (described in the following paragraph) as the register. The single central record must cover the following people:



- for each academy, all staff (including supply staff, and teacher trainees on salaried routes) and all members of the proprietor body (Members and Directors of Thedwastre Education Trust) and local governing body.

The following information must be recorded in respect of staff members (including teacher trainees on salaried routes) and includes whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people living or working outside the UK;
- Section 128 check for persons in position of management;
- a check of professional qualifications;
- a check to establish the person's right to work in the United Kingdom.

For supply staff, academies should also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received. All supply staff will have an identity check before working in the school. Where checks are carried out on volunteers, schools should record this on the single central record.

## **VOLUNTEERS**

Volunteers are also seen by children as safe and trusted adults. All volunteers will be required to have a DBS check before they start their time in school. They will also have an induction meeting with the Designated Safeguarding Lead of the academy in which they will work and will receive written information including the volunteer information booklet, child protection policy and code of conduct. Volunteers work under the guidance of paid staff and should not work alone with children.