



# CENTRAL FOUNDATION BOYS' SCHOOL

## SAFER RECRUITMENT POLICY AND PROCEDURES

### Aims

To ensure that the recruitment and selection policy complies with relevant and up to date employment and education legislation and national and local guidance.

To recruit and retain high quality individuals who will work to maintain the highest standards in the school.

That in the application of the policy the school ensures that no employee receives less favourable treatment on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, nationality, national origins, ethnic origin, disability, part-time status or trade union activities.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The policy also highlight areas that are relevant to other individuals who regularly work in our school as volunteers and contractors. The School reserves the right to amend its content at any time.

In the case of a concern arising about a temporary staff or a contractor, the employer will always be notified so that patterns of inappropriate behaviour can be identified.

### Standards

- All members of the selection panel have the necessary authority to make decisions about appointments.
- A minimum of three members of the Governing Body form the selection panel for Headteacher, and minimum two governors for Deputy Headteacher, and minimum one governor for Assistant Headteacher and Head of Department appointments, and a minimum of two individuals form the selection panel for other appointments.
- Where possible panel members should come from a range of backgrounds to help promote equal opportunity, especially in relation to the interview process.
- All members of the selection panel are suitably trained, which will include: training on equal opportunities and recruitment and selection techniques; training on the 'safeguarding students' agenda to deter, identify and reject applicants who might abuse learners, or are otherwise unsuited to work with them.

- At least one member of the interview panel has undertaken the safer recruitment training.
- Reasonable adjustments are made to accommodate requests by applicants with a disability or applicants with special needs.
- All panel members declare whether they have a personal or pecuniary interest in the appointment of a particular candidate. Where a personal or pecuniary interest is declared, the panel member will be asked to withdraw from the proceedings.
- That all interview panel members ensure that no applicant receives less favourable treatment on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, nationality, national origins, ethnic origin, disability, part-time status or trade union activities.
- Candidates are presented with adequate information about the vacancy and the school.
- Information from applicants is scrutinised and discrepancies or anomalies are satisfactorily resolved and any outstanding concerns are referred to the Local Authority or relevant body.
- Recruitment and selection processes are underpinned by effective administrative arrangements and that there is prompt communication with candidates to minimise delays.
- That the recruitment and selection policy complements other school policies and procedures, such as child protection, induction and whistle-blowing policies and procedures.
- All staff, volunteers and contractors are properly vetted to screen out unsuitable individuals, ensuring that the school operates safer recruitment and selection procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with students.
- Where appropriate, students will be involved in the recruitment and selection process in some way (e.g. observing shortlisted candidates; candidates being shown around the school by students and a governor or senior school leader).

### **Key roles and responsibilities**

- The Governing Body will delegate responsibility for overseeing the appointment of all staff (except Headteachers, Deputy Headteachers, Assistant Headteachers and Heads of Department) to the Headteacher;
- Where the Governing Body has selected a person for appointment, the Governing Body shall determine whether the person is appointed under a contract of employment or otherwise than under a contract of employment (e.g. an appointment as an interim consultant Headteacher).

### **Recruitment Planning**

- All job descriptions and person specifications will emphasise that the post holder has responsibility for promoting and safeguarding the welfare of learners and will clearly set out the extent of the relationships/contact with students and the degree of responsibility for learners that the individual will have in the position to be filled. It is important to exclude anything from the job description or person specification that may be seen to be discriminatory on the grounds of sex, trans-

gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, nationality, ethnic origin, disability, part-time status or trade union activities.

- The recruitment advertisement will communicate comprehensive details regarding the vacant post as well as a statement illustrating the school's commitment to safeguarding and promoting the welfare of students and will emphasise that the Governing Body expects all staff and volunteers to share this commitment.
- The recruitment advertisement will highlight that the successful candidate will be required to undergo an enhanced Disclosure and Barring Service check (DBS check).
- The job application form will also indicate that:
  - The post is exempt from the Rehabilitation of Offenders Act 1974, thus requiring the applicant to declare all convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes) except those which are 'protected' as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amended in 2020);
  - A signed statement is required that the person has not been barred from teaching, disqualified from working with children, or subject to sanctions imposed by a regulatory body;
  - Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
  - Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders; Enhanced DBS check will be sought for the successful candidate;
  - The school may use internet searches, including social media searches to perform pre-employment checks on candidates in the course of recruitment. Where the school does this, it will act in accordance with its data protection and equal opportunities obligations.
  - Applicants should provide a statement of their academic and/or vocational qualifications that are relevant to the position for which they are applying with details of the awarding body and date of award;
  - Applicants should provide explanations for periods not in employment, education or training, and reasons for leaving employment;
  - Applicants should declare any family or close relationship to existing employees or employers (including councillors and governors);
  - Applicants will be expected to comply with the school's policy and practice for obtaining employment references;
  - Providing false information could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police or other relevant body;
  - Whether or not any adjustments would need to be made for candidates with a disability e.g. sign language interpreter, wheelchair access etc;
  - Applicants are encouraged to complete an Equal Opportunities Form for monitoring purposes.

## **Shortlisting**

The shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once the shortlisting process has been completed, the shortlisted candidates will be asked to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information

Sign a declaration confirming the information they have provided is true.

## **References**

Two references will be sought before interview for all shortlisted candidates. Where a candidate requests that the current employer is not approached for a reference before interview, the selection panel will decide whether that candidate may be allowed to proceed on this basis.

Where references have not been obtained prior to interview, they will be obtained before the successful candidate starts work at the school and before their appointment is confirmed.

When seeking references, the School will:

- Not accept open references
- Always request references directly from the referee and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children; At least one reference will normally be sought with regard to a candidate's previous employment involving working with children and young people. Where it is not

possible, referees will still be required to comment on whether they are completely satisfied that the candidate is suitable to work with children and young people.

- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Referees will be provided with a copy of the relevant job description and person specification.

References will be sought on all shortlisted candidates, including internal ones, before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

Offers of employment will be made conditional on satisfactory completion of the following:

- ID checks (photo ID) and proof of address
- Satisfactory Enhanced DBS/Barred List Check
- Verification of medical fitness (through a pre-employment health check)
- Evidence of eligibility to live and work in the UK
- Proof of address
- Verification of qualifications/professional status
- Verification of successful completion of statutory induction
- Prohibition from teaching check
- Overseas criminal record check if appropriate (certificate of good conduct)
- Letter of professional standing from the overseas professional regulating authority where relevant
- Satisfactory completion of probation period (non-teaching staff)
- Two references which the School considers satisfactory (requested prior to an interview)

Should DBS clearance be delayed and employment commence before it is received, the School will undertake a Risk Assessment on the prospective member of Staff concerned and make arrangements as appropriate for the member of Staff to be paired with or supervised by another member of Staff who has received DBS clearance. For posts involving working in regulated activity, a Barred List Check will be carried out prior to the person starting working at the School.

All new employees, governors, as well as existing employees whose DBS check needs to be renewed, will be required to sign up to the DBS Update Service.

### **Selection methods and testing**

- Prospective applicants will be supplied with the job description, person specification and an application form as a minimum. All applicants must complete the application form in full; CV's will not be accepted.
- Selection tests, such as psychometric tests, candidate presentations, teaching observations and in-tray exercises may be used to aid the selection process, although they should not be used in isolation. Where such tests are to be used as

part of the selection process, this will be made clear in the job application pack and/or the invite to interview letter.

- The appointment decision is based on merit. The selection panel is responsible for drawing up the shortlist of candidates for interview, and this should be based on an equal assessment against the criteria contained in the person specification without exception or variation.
- Reasonable adjustments to the recruitment process will be made to ensure no applicant is disadvantaged because of a disability. Where a disability is declared on the application form, the candidate will be contacted for further information in order to put in place reasonable adjustments, if shortlisted for an interview.
- Any potential areas of concern will be explored to determine the candidate's suitability to work with children and young people.
- The selection panel must ensure that all applicants are asked the same questions and that responses are recorded and scored using a rating system. The selection panel will ensure that the questions focus on the attributes, behaviours and skills needed to perform the job effectively and that the questions are not in any way discriminatory or unnecessarily intrusive.
- The selection panel needs to record all information considered and decisions made.

### **Agency/Third Party Staff**

Should the School seek to employ supply staff via a supply agency or use any third party organisation, the agency/organisation must confirm in writing that they have carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the School that the School would otherwise perform. The agency/third party organisation will also inform the School if there is anything that may be considered relevant in the context of safeguarding children.

The agency must also ensure that the supply staff member is aware that they have to bring in their passport on the first day of their supply work for the School.

The School reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the School will not be liable for any charges connected to the booking.

### **After school clubs / facilities hire**

Should the school seek to employ an instructor for an after school club from an external organisation, the organisation must confirm in writing what checks have been carried out on the instructor and inform the school if there is anything that may be considered relevant in the context of safeguarding children.

The school will seek similar confirmation from any organisation renting the school's facilities for any after school activities offered to children.

## **Volunteers**

All volunteers who may be left unsupervised or allowed to work in regulated activity at the school must be subject to vetting checks including an enhanced DBS with barred list check.

If a volunteer is not engaged in regulated activity (e.g. a supervised volunteer), the school will undertake a risk assessment when deciding whether to seek an enhanced DBS without a barred list check taking into account, for example, the nature of the work with children and prior knowledge of the volunteer.

## **School governors**

The school will request an enhanced DBS check without a barred list as well as a Section 128 check (Secretary of State Section 128 direction) on all governors. An enhanced DBS check with barred list will be carried out on a governor only if the governor will be engaged in regulated activity.

## **Contractors**

The school will have arrangements in place with contractors to make sure that the contractor, or any employee of the contractor, working at the school has been subject to the appropriate level of DBS check, if any such check is required. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken should be supervised if they will have contact with children.

The school should always check the identity of contractors and their staff on arrival at the school.

## **Visitors**

The visitors to the school should be supervised at all times.

## **Trainee/student teachers**

Where applicants for initial teacher training are salaried by the school, the school will ensure that all necessary checks are carried out including an enhanced DBS certificate and barred list check. For non-school salaried trainee teachers, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The School should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the School would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

## **Existing staff**

The school will carry out all relevant checks for an existing employee as if the person were a new member of staff in the following circumstances:

- when the School has any safeguarding concerns relating to this employee.
- when a person working at the School moves from a post that was not regulated activity, into work which is regulated activity, a member of staff had a break in service of 12 weeks or more

The School will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- the School believes the individual has engaged in relevant conduct; or
- the School believes the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- the School believes the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Alternative Provision**

Where the School places a student with an alternative provision provider, the School should be satisfied that the provider meets the needs of the student. Schools should obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the School would otherwise perform in respect of its own staff.

### **Work Experience**

The School should ensure that the work experience placement provider has policies and procedures are in place to protect children from harm. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The School should consider the specific circumstances of the work experience, especially the nature of the supervision and the frequency of the activity being supervised, and whether the work is regulated activity to determine what, if any, checks are necessary.

### **Pupils staying with host families**

Where the School makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), the School will request enhanced DBS checks with barred list information on those people.

Where the School is organising such hosting arrangements overseas and host families cannot be checked in the same way, the School will work with its partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

### **Record Keeping**



The school will retain a single central record detailing the recruitment and vetting checks carried out on individuals working at the school to ensure the necessary vetting has been undertaken to assess their suitability to work in the school.

Generally and as a minimum, the information to be recorded on these individuals is whether or not the following checks have been carried out or certificates obtained, the date on which the checks were completed and by whom:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- an overseas criminal record check
- a prohibition from teaching check;
- further checks on people living or working outside the UK
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

This Single Central Record will include all staff employed to work at the school, Agency staff, governors, contractors and volunteers working at the school and in regular contact with children.

All information relating to the Single Central Record will be kept in accordance with Data Protection principles.

The school will ensure that the Single Central Record is kept up to date at all times.

Copies of all recruitment and selection documents will be kept on the individual's personnel file for successful candidates. A written record of all selection interviews will be kept for a minimum of 6 months and stored in accordance with Data Protection principles.

### **Induction and training**

All new and newly promoted employees will be subject to an induction programme, regardless of their previous experience. Other groups of workers such as agency staff and volunteers will also be subject to an induction, the timing and detail of which will be determined by the Headteacher or other relevant member of staff.

The purpose of the induction is to provide training, support and information to new and newly promoted employees relevant to their role, and to confirm expectations particularly with regard to conduct. The induction also provides an opportunity for any concerns to be raised by the person or their line manager, and addressed appropriately.

The content and nature of the induction programme will vary according to the person's role and previous experience, and will be determined by the Headteacher in conjunction with the line manager. It will include:

- Policies and procedures relevant to safeguarding the welfare of students, eg. physical intervention;

- Other relevant personnel policies and procedures, eg. Whistleblowing, Disciplinary procedure, Code of Conduct;
- A clear written statement of the standards of behaviour expected within the school;
- Clear guidance on how and to whom concerns regarding child protection issues should be raised;
- Attendance on child protection training relevant to the job.

All existing staff and other adults working within the school will attend safeguarding training session on an annual basis (normally a refresher training at the start of each academic year).

Designated safeguarding officers and other relevant members of staff who take part in the recruitment process will attend appropriate training sessions on a regular basis. The designated safeguarding lead should receive appropriate training every two years.

The school will ensure that the school's safeguarding policies and procedures are reviewed on a regular basis and that they are available to all adults working at the school.

### **Monitoring and reviews**

This policy will be reviewed annually.

### **Last reviewed**

April 2024